




**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**CHILDREN'S ADMINISTRATION – FIELD OPERATIONS**  
1115 Washington St. SE OB2 • PO Box 45710 • Olympia WA 98504-5710  
January 3, 2013

TO: Children's Administration All Staff

FROM: Becky Smith, Deputy Assistant Secretary 

SUBJECT: Temporary Workload Reduction to Document FamLink Family Assessment, Assessment of Progress and Case Plan

In response to continued discussions on workload reduction ideas, staff will (temporarily) no longer be required to document the Case Plan within the Family Assessment or the Assessment of Progress in FamLink **if** staff use the Individual Service and Safety Plan (ISSP) to develop Case Plans with families.

The Family Assessment, Assessment of Progress, and Case Plan were designed to capture the Practice Model principles by engaging families in the case planning process. If you use the ISSP to develop Case Plans it is still important to develop *Objectives* and *Tasks* with the family. To assist you in sharing the case planning process with families, we have attached a [Family Case Plan DSHS-15-259B](#) form that should include the family's objectives and tasks. Staff currently using the Family Assessment and Assessment of Progress to document Case Plans in FamLink may continue to do so.

This temporary change will be effective immediately and include:

- Case Plans for CFWS cases can be documented exclusively within the ISSP and are temporarily no longer required in the Family Assessment or Assessment of Progress in FamLink. **Note:** *To document Case Plans exclusively in the ISSP, staff must document "See ISSP" in the Objectives and Tasks section of the Family Assessment and/or Assessment of Progress*
- Staff can choose to continue to document the Case Plan in the Family Assessment and/or Assessment of Progress
- FVS cases will continue to use the Family Assessment and Assessment of Progress to document Case Plans in FamLink

The **new** Court Report/ISSP will include the Family Assessment questions and is on target to be completed in the coming year.

If you have further questions about the changes to *Family Assessments, Assessment of Progress and Case Plans* contact FVS Program Manager Lori Van Clifford by e-mail: [vlor300@dshs.wa.gov](mailto:vlor300@dshs.wa.gov) or phone: 360.902.0270