



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FIELD OPERATIONS DIVISION

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February 16, 2011

TO: Regional Administrators
Deputy Regional Administrators
DCFS Area Administrators
Administrator, Licensed Resources
Area Administrators, Licensed Resources
Regional Implementation Coordinators
Children's Administration All Staff

FROM: Becky Smith, Acting Director
Field Operations, Children's Administration

SUBJECT: NEW (Interim) INTAKE SCREENING POLICY

In response to Children's Administration's ongoing efforts to improve child safety, Children's Administration (CA) is updating the Intake policy to reflect best practice in keeping children safe.

Effective March 1, 2011, CA Intake staff must screen in intake reports meeting the following criteria:

- A child birth to 5 years old, **reported by a** licensed physician or medical professional on "the physician's behalf", or
- A non-mobile infant (birth to 12 months) with bruises, regardless of the explanation for how the bruises occurred.

An Intake Supervisor **must** consult with local Area Administrator (AA) or regional CPS Program Manager when they are recommending the intake be screened out. All screening decision made as a result of a consultation must be documented in FamLink.

If you have questions about the Intake policy, please contact Kevin Kukas at Kevin.Kukas@dshs.wa.gov or Colette McCully at Colette.McCully@dshs.wa.gov.