



**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CHILDREN'S ADMINISTRATION**

1115 Washington St. SE OB2 • PO Box 45710 • Olympia WA 98504-5710

February 22, 2013

TO: Children's Administration All Staff  
FROM: Randy Hart, Deputy Assistant Secretary  
SUBJECT: Temporary Suspension of the Family Assessment and Assessment of Progress

Effective immediately the required use of the Family Assessment and Assessment of Progress will be suspended. The updated and revised assessment tools will be released in October 2013 and the requirement to complete these assessments on cases will resume.

This decision has been made to alleviate workload demands until streamlined assessments debut in October 2013.

Safety Assessments are still required on every case and must be completed per the safety assessment policy. If a Family Assessment or Assessment of Progress is not completed the safety assessment must be done at the time the ISSP is updated. It is also expected that solution based casework principles continue to be used when working with families and that documentation and reports reflect this work.

In October 2013, FamLink will release revised assessment tools which include: The *Intake Assessment*, *Investigative Assessment*, *Family Assessment* (will only be used by FAR staff) and the new *Comprehensive Family Evaluation* (used only by FVS and CFWS staff). All of these assessments use the six gathering questions as the base of the assessment and add additional solution based casework questions as appropriate. They work together to build a story of a family's situation.

The Comprehensive Family Evaluation will provide the platform for the FamLink generated Court Report. The Court Report will replace the ISSP.

The new Court Report packet contains the department's report to the court along with the required attachments. This packet pulls information from various areas in FamLink. Up to date information must be captured in FamLink to successfully launch a complete packet of information. Some areas that information will pull from include: placement, legal, education, visitation, and health/mental health pages in FamLink. Training will be provided starting in August 2013.

If you have further questions about the temporary suspension of the *Family Assessment*, *Assessment of Progress*, or policy questions feel free to contact [CAPolicy@dshs.wa.gov](mailto:CAPolicy@dshs.wa.gov).