



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

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March 29, 2010

TO: Regional Administrators
Deputy Regional Administrators
DCFS Area Administrators
Administrator, Licensed Resources
Area Administrators, Licensed Resources
Regional Implementation Coordinators

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

SUBJECT: **APRIL 2010 POLICY AND UPDATES IMPLEMENTATION**

As we roll out our April 2010 policy implementation, I want to thank you for all of your hard work! In addition to the multiple demands of your everyday work, staff participation and input in the policy development process has been extremely valuable. We look forward to our continued collaboration.

The April policy implementation includes the following information:

New and Update Policies

- **Home Based and Ancillary Services** – Change provides consistent statewide practice and clear guidelines for expenditures.
- **Caregiver Transportation / Mileage Reimbursement** – Policy now allows reimbursement of ALL caregivers for child specific travel costs which supports our philosophy of supporting and collaborating with caregivers as valuable partners.
- **Notice to Caregiver of Change in Social Worker** – Supports and strengthens partnerships with caregivers by ensuring they receive timely information of changes in social worker.
- **Child Abuse Interviews** – This change strengthens our child interview process and responds to a 9th Circuit Court of Appeals decision (Green v Camreta) to ensure child abuse interviews are voluntary.
- **Dental Examinations** – This change helps children in foster care to receive appropriate dental care by ensuring they receive initial and ongoing dental examinations by a dentist.

- **SAY/PAAY** – This change support caregivers to safely care for youth in their home and supports the statewide quality assurance process. The change adds timeframes for caregiver to obtain the required SAY/PAAY and updates the supervision plan to include a Caregiver Support section to verify training is completed or scheduled and other needed supports are addressed.
- **Monthly Visits Documentation Timeframe** – This change ensures accurate documentation of monthly visit case activities by tightening the monthly visit timeframe for documentation from 30-day to 7 days.

Additional Reminders and Information on the following topics have also been included in the training:

- **Caregiver Tips Card**
- **Shared Planning Meeting Requirements**
- **Child Information/Placement Referral Form**
- **Window Blind Cords**
- **Kids Assets**

New Guide

An important new resource on co-occurring child maltreatment and domestic violence is now available. [*The Social Worker's Practice Guide to Domestic Violence*](#) is currently available in electronic format from the CA website, and will soon be available in hard copy.

Staff may access the April 2010 policies and supporting documents by clicking on the following link: <http://ca.dshs.wa.gov/intranet/main/camain.asp>

Regional Implementation Coordinators are organizing training for staff in each region beginning April 1st through the 30th. These policy changes and updates are **effective April 30, 2010**.

If you have questions about a particular policy, please contact your Regional Implementation Coordinator.