




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

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March 25, 2011

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

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

SUBJECT: **APRIL 2011 IMPLEMENTATION**

In an effort to provide the best customer service, utilize your feedback effectively and remain respectful of your time and workload concerns, we are restructuring our policy implementation process.

In the past, we have provided a statewide training on all policy changes, policy updates and information only items. Through our many discussions with you and the feedback we received from you and leadership, future policy implementations will be rolled out as follows:

- ***Policy updates and items that are information only*** will roll out via memo announcement of the changes and will be posted to the web under "Policy Updates" with any accompanying documents and a high level matrix outlining *all* policy changes and updates for easy reference. Supervisors are expected to go over these changes in their unit meetings and questions on the materials forwarded to the Regional Implementation Manager.
- ***Significant new policy and practice changes*** will roll out via the web-based *Articulate* training and will be tracked using the Learning Management System. Questions on the materials should be forwarded to the Regional Implementation manager.

Staff participation and input in the policy, training and system development process has been extremely valuable. We will continue to use your input in the development of all policy

materials. We look forward to our continued collaboration. This memo serves as the announcement for **April 2011 policy implementation** which includes mainly policy updates and format changes.

Staff may access the April policy update information and supporting documents on the CA intranet under April 2011 updates at: [Policy Updates 2011](#)

The April policy information has also been outlined in the Policy Matrix below:

Children's Administration - April 2011 Implementation

Topic	Change	Impact on Field
<b>Compelling Reasons – TPR</b> Practice and Procedures Policy <a href="#">43061</a>	<ul style="list-style-type: none"> <li>Clarifies TPR and Compelling Reasons policy and provides examples of compelling reasons</li> <li>Aligns more accurately with Adoption and Safe Family Act (ASFA)</li> <li>Provides guidance on documenting compelling reasons in FamLink</li> </ul>	Provides clear guidance to the field on when and what to do to support TPR and document appropriate compelling reasons when needed
<b>Courtesy Supervision</b> Practice and Procedures Policy <a href="#">4430</a>	<ul style="list-style-type: none"> <li>Clarifies emergent and non-emergent case requirements and outlines requirements prior to placement</li> <li>Consolidates and links all policies (in the manual) impacting courtesy supervision to provide clear direction for staff when requesting and providing services under a courtesy supervision</li> </ul>	Provides regions with consistent practice for sending and receiving cases from other regions
<b>Pre-Adoption Disclosure</b> Practice and Procedures Policy <a href="#">5361</a>	<ul style="list-style-type: none"> <li>Reduces workload by eliminating the amount of duplicative redaction</li> <li>Clarifies current policy and aligns with WAC and RCW timelines</li> <li>Requires CA to make reasonable efforts to disclose medical and social information on a child and the birth family to prospective adoptive parent prior to an adoptive placement</li> <li>Clarifies when and what information is required to be disclosed to prospective adoptive parent</li> </ul>	Workload Reduction
<b>Guardianships and R-GAP Policy</b> Practice and Procedures Policy <a href="#">4340</a> & <a href="#">43401</a>	Reminder that: <ul style="list-style-type: none"> <li>When considering a Title 13 Guardianship as a child's permanent plan remember the guardian does not receive CA foster care payments or services. Guardians are encouraged to apply for TANF benefits at their local CSO office</li> <li>Relative Guardianship Assistance Program (R-GAP) is for licensed relatives only</li> <li><a href="#">DSHS-16-231</a> Permanency Planning Benefits and Limitations</li> <li><a href="#">DSHS-16-229</a> Educational Resources for Youth in Foster Care</li> </ul>	Provides clarification on Guardianships and R-GAP requirements
<b>ISSP Guide</b> ISSP ( <a href="#">DSHS-15-209</a> ) Update coming soon!	Reminder that: <ul style="list-style-type: none"> <li>Children in out-of-home care must have health and education plans updated every six (6) months and the FamLink Education Plan must be attached to the ISSP for all school aged children</li> <li>Updates will be made to the ISSP (<a href="#">DSHS-15-209</a>) form in the coming weeks but the ISSP Guide has been updated for staff to use when writing ISSP's</li> </ul>	None

Topic	Change	Impact on Field
<b>Intake &amp; Intakes on Newborns/Substance Abuse Policy</b> Practice and Procedures Policy <a href="#">2200</a> & <a href="#">2552</a> <b>Intake Q &amp; A</b>	Reminder that as of March 1, 2011: CA Intake staff must review, with a supervisor, any decision not to screen in an intake for investigation when there are safety concerns about: <ul style="list-style-type: none"> <li>• Child birth to 5 years old, reported by a licensed physician or medical professional on “the physician’s behalf”, or</li> <li>• A non-mobile infant (birth to 12 months) with bruises, regardless of the explanation for how the bruises occurred</li> </ul>	
<b>TANF benefits extended 180 days</b>	Reminder that: <ul style="list-style-type: none"> <li>• Extended TANF benefits may be extended for up to 180 days for parents whose children are placed in out-of-home care</li> <li>• TANF may also be paid to the parent when children are placed with relatives or other suitable persons</li> <li>• CA staff will collaborate with Economic Services Administration (ESA) to continue benefits for parents while they are working on services to have their child safely returned home</li> </ul>	None
<a href="#">43051 A Trial Return Home Policy</a>	Reminder that: Prior to a dependent child returning home this policy requires the social worker to: <ul style="list-style-type: none"> <li>• Complete a background check on all adults living in the home</li> <li>• Identify and assess all caregivers for service need</li> <li>• Inform parent of their responsibility to notify the department if there is a change in caregivers</li> <li>• Notify the court if caregiver is not engaged in services</li> </ul>	None
<b>Mandatory and non-mandated reporting</b>	<ul style="list-style-type: none"> <li>• Reminds staff they are required to take reports from mandated and non-mandated reporters rather than referring them to Intake</li> </ul>	None
<b>Caregiver Language – Manual change</b>	<ul style="list-style-type: none"> <li>• Replaces the term foster parent with the term caregiver though out the Practices and Procedures manual</li> </ul>	None