



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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April 26, 2018

TO: Children's Administration All Staff

FROM: Darcey Hancock, Acting Director of Field Operations *Darcey Hancock*
Children's Administration

SUBJECT: Release of CA's Child Location Application

I am excited to announce the release of CA's *Child Location Application on Friday, April 27th. The application will be available through MyCases on your iPhone and FamLink desktop.*

The Child Location Application allows caseworkers to easily document the location of a child in out-of-home care. Information entered via the Child Location application feeds into a FamLink "dashboard" which fiduciary staff will use to create the official placement. Most of the information from the application prepopulates the placement page in FamLink, reducing turnaround time for completing placement documentation. In addition, entering the child's location in the Child Location application within three calendar days of placement, means caseworkers do not have to complete a Placement Entry Tool (PET form) and allows multiple locations to be entered in one day.

Entry of placement information is important to ensure timely notification to Child Health Education Tracking (CHET) workers and the Foster Care Medical Team about initial placement and subsequent moves. Placement documentation affects the ability for Division of Licensed Resources (DLR) and Placement Coordinators to accurately monitor the number of children in homes. Simplifying placement entry will decrease the length of time for starting services.

The following online trainings are available for further information and help:

[Child Location App Mobile Video](#)

[Child Location Famlink Desktop Entry](#)

[Child Location Fiduciary Use of Dashboard](#)

[Child Location Dashboard Access](#)

For additional assistance using the app, contact your local CATS trainers.

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