



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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June 4, 2015

To:

Children's Administration All Staff

From:

Jennifer A. Strus, Assistant Secretary
Children's Administration

Subject:

P&P 2220. Intake Policy Guidelines

Effective immediately, intakes with allegations of physical abuse of children ages birth to three years old that meet the sufficiency screen-in criteria will be assigned to the CPS **investigation** pathway for a 24 hour response.

Until a modification can be made in FamLink, this policy change will require intake supervisors to ensure that screened in intakes with allegations of physical abuse of children ages birth to three are assigned for an 24 hour investigative response.

Sufficiency Screening

1. Is the victim under 18 years of age?

To answer "Yes" to this question, the alleged child victim must currently be from birth through 17 years of age.

2. If the allegation were true, does the allegation minimally meet the WAC definition of CA/N?

To answer "Yes" to this question, the intake worker presumes the information being reported is true, and the allegation of CA/N meets the legal definition of CA/N. See also [WAC 388-15-009](#) and [WAC 388-15-011](#).

3. Does the alleged subject have the role of parent/caregiver, acting in loco parentis, or unknown?

To answer "Yes" to this question:

- The alleged subject must have the role of parent/caregiver of the child or acting in loco parentis or unknown.

- The parent/caregiver is negligent about protecting the child from a third party.
- The alleged subject is providing care for a child in a facility licensed by DSHS or the Department of Early Learning (DEL) for the care of children (e.g., licensed foster parent, child care provider, group home, JRA, etc.).

If you have any questions about this policy change, please contact Jenna Kiser, Safety and Intake Program Manager at jenna.kiser@dshs.wa.gov or 360-890-6993.