



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

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June 25, 2015

To:

Children's Administration All Staff

From:

Jennifer A. Strus, Assistant Secretary
Children's Administration

Subject:

Workload Reduction

As many of you may recall, colleagues from each of your regions and across programs have joined with the Division of Program and Policy to lead the Workload Reduction project. I have some very good news about the progress of the task force and the direction forward.

As a result of the work accomplished at the Lean event on April 21 and 22, 2015, effective **immediately**, the GAIN SS is no longer required to be used with families and the Out-of-Home Safety Plan is also no longer required. CHET workers will continue to use the GAIN SS with youth.

You may have already noticed a difference in FamLink for the Out-of-Home Safety Plan. On June 3, 2015, the edits requiring completion of the Out-of-Home Safety Plan were removed in FamLink. There were no FamLink changes required for the GAIN SS. Policy regarding the use of these tools will be rolled out in July 2015 with the policy changes resulting from this year's legislative session.

The task force identified a path forward with the work sorted into four categories: quick wins, simple, complex, and complicated. The elimination of the GAIN SS and out-of-home safety plan were two of the quick wins. An item in the complicated category is mobile technology. I am pleased to let you know that early this fall, we are piloting a deployment of surface-type tablets that can be used for work in the field. Our plan is to make FamLink and your other applications available to you in the field. Being in the field or at court with no access to technology is a frustration heard statewide. This pilot will

guide a sustainable solution so that you can work in the field and not have to spend time at your desk working at your desk duplicating documentation.

[Attached you will find a copy of the A3 Proposal and Strategy](#) which includes a timeline for completing the work. This proposal and strategy is easy to read and detailed enough to appreciate the work accomplished by the task force in April. Lyn Craik, Practice Consultant with Program and Policy, presented the proposal and plan to the Children's Administration Leadership Team (CALT) in June. The CALT approved the plan; Lyn and the task force are moving forward.

I look forward to a steady decrease in the redundancies and duplication in your work because I know how much you would rather be spending time doing the work that matters most: working with families and other committed stakeholders to keep children safe.

Thanks for the fine work you do every day with the children and families of Washington.