



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**CHILDREN'S ADMINISTRATION – FIELD OPERATIONS**  
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June 28, 2013

TO: Children's Administration All Staff  
FROM: Randy Hart, Deputy Assistant Secretary  
SUBJECT: Policy Updates Effective July 1, 2013

In our continued efforts to improve practice while maintaining efficiencies, the four policy changes and the hyperlinks below will become **effective July 1, 2013**.

1. [Travel Policy 6100](#)

The approval level for the majority of client travel is now moved to the local office level.

2. [DCFS/CPS Investigation Timeline Moved to 60 Days](#)

CPS investigative timeframes are being moved from 45 days to 60 days. Effective immediately all DCFS investigations must be completed within 60 days unless the requirement is extended or waived by the supervisor.

3. [Rescinding portions of Policy 5650](#). **Considerations and Notification for Placement Moves**

Regional Administrator approval is no longer required when moving a child who has been in a placement longer than 12 months. CA remains committed to minimizing placement moves for children in out-of-home care. All placement moves must be in the child's best interest and prioritize a child's safety, permanency and well-being.

4. [Children Missing from Care Policy 4550](#)

Policy has been clarified regarding when the case must be staffed with a supervisor and when the debriefing interview must be conducted. Staff will have two calendar days, ***excluding weekends and holidays***.

If you have further questions feel free to contact [CAPolicy@dshs.wa.gov](mailto:CAPolicy@dshs.wa.gov).