



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CHILDREN'S ADMINISTRATION  
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July 20, 2017

**To:**

Children's Administration All Staff

**From:**

Jennifer A. Strus, Assistant Secretary  
Children's Administration

**Subject:**

Washington State IV-E Program Improvement Plan

Per the federal Children's Bureau, Washington state is required to complete a Program Improvement Plan (PIP) related to federal requirements for maintaining our IV-E funding. What this means for staff:

**Commercially Sexually Exploited Children (CSEC) requirements:**

- Beginning **7/23/17**, all case-carrying staff will be required to complete the CSEC screen for children and youth on their caseloads when commercial sexual exploitation is suspected, indicated or confirmed. The screen is available in FamLink. Previously the screens were limited to children in out-of-home care. Additional information will be included in the July policy roll-out.
- All case-carrying staff will be required to take the 6 hour CSEC Training "Identifying and Supporting Commercially Sexually Exploited Children", if they have not previously taken this training. Check the [Alliance Course Catalog](#) for dates and locations. Training should be completed as soon as possible. Multiple sessions are scheduled statewide.

**Adolescent related requirements:**

- Strengthen documentation of currently required casework activities in the case plan/court report to support required judicial findings.

Updated guidance will be made available by the **end of September 2017** for completing the case plan/court report for youth over the age of 14 to ensure the court has sufficient information to determine if:

- The youth participated in the development of the case plan including input into the permanent plan
  - The youth is receiving needed services and programs to support the transition to adulthood
  - CA is ensuring that the reasonable and prudent parenting standard is being applied
  - The youth has opportunities to participate in age and developmentally appropriate activities
- Standardized court order forms will also be updated to ensure this information is captured in the judicial findings.

For CSEC related questions, contact [Dae Shogren](#), CSEC/Disproportionality/LGBTQ program manager.

For Case Plan/Court or adolescent services related questions, contact [Tarassa Froberg](#), CFWS-FVS program manager or [Peggy Lewis](#), Independent Living program manager.