



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

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July 25, 2013

TO: Children's Administration All Staff

FROM: Randy Hart, Deputy Assistant Secretary

SUBJECT: Elimination of the requirement of the Family Face Sheet

During our first CPS streamlining event, participating staff identified and requested the elimination of the Family Face Sheet as a required document for case files. Staff reported that the information is duplicated in case information and person management tabs in FamLink. The suggestion was heard. We examined the issue and agreed that the Family Face Sheet was no longer an integral part of case documentation.

Effective immediately, the Family Face Sheet ([DSHS 14-024](#)) is no longer a required document in case files. The Family Face Sheet will remain as a resource for staff.

If you have further questions, please contact Keli Drake at [Keli.Drake@dshs.wa.gov](mailto:Keli.Drake@dshs.wa.gov) or 360-902-7871.

Thank you.