



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
CHILDREN'S ADMINISTRATION  
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July 29, 2013

**To:**  
Children's Administration All Staff

**From:**  
Randy Hart, Deputy Assistant Secretary  
Children's Administration

**Subject:**  
Monthly visits with child victims of CPS cases open beyond 90 days

*Effective immediately*, all DCFS CPS investigations open longer than 90 days are required to have monthly visits with all identified child victims in the CPS case. The assigned CPS worker will make face-to-face contact and assess child safety for victims no later than the 91st day that a CPS case is open, and every 30 days after that time until the DCFS CPS worker submits the case for closure. CA worker visits with the child must follow Practices and Procedures Guide Chapter 4 Section 4420(B).

Conducting health and safety visits with identified child victims in CPS cases aligns with our mission to keep children safe. Until a CPS case is submitted for closure, the assigned CA worker is responsible for the assessment of child safety. We are expecting that the extra resources that have been allocated to the field to close cases and reduce caseloads in CPS for the past month will result in this policy impacting very few cases. If a case is open because of a complicated investigation it is likely we are already doing these visits.

Attached is a Q & A for your convenience. If you have further questions contact Keli Drake, CPS Program Manager, [Keli.Drake@dshs.wa.gov](mailto:Keli.Drake@dshs.wa.gov) or (360)902-7871.

[Questions & Answers](#)