



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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August 22, 2017

To:

Children's Administration All Staff

From:

Connie Lambert-Eckel, Director of Field Operations

Subject:

Policy 2310 Guidance/Clarification

Please review this interim policy guidance/clarification related to screening decisions. Currently policy 2310/Initial Face to Face Response Time in the CA Practices and Procedures Guide states:

"When a CPS intake is screened out by an intake supervisor and the assigned field supervisor screens the intake in, the IFF timeframe may be extended. The extension must be approved by the field area administrator. Document the CPS 24 or 72-hour extension in FamLink using reason "Screening Decision Changed to Investigation."

Some have interpreted this policy to mean that an extension may only be granted if new information is received to support the screening decision change from screen out to screen in.

Clarification: No new information is required to support a change from a screened out intake to a screened in intake. Without additional information an extension may be approved on the basis of the change in the screening decision. The following paragraph provides new guidance when an intake is screened in by the field (Please note that the extension may not exceed 24-hours.):

"When a CPS intake is screened out by an intake supervisor and the assigned field supervisor screens the intake in, the initial IFF timeframe may be extended to no longer than 24 hours from the date and time the intake screening decision was changed. Document the CPS 24-hour extension in FamLink using reason 'Screening Decision Changed to Investigation'."

In addition, the following guidance is offered:

The field supervisor receiving an intake screened in to CPS may approve a 24-hour extension from the date and time the intake supervisor makes the final screening decision if all of the following apply:

- 1. The intake was received by an intake worker on the last business day of a work week,**

2. The intake was not reviewed by an intake supervisor until the first business day of the following work week, and

3. The intake supervisor determines the intake meets sufficiency to screen in to CPS.

Document the CPS 24-hour extension in FamLink using reason 'Screening Decision Changed to Investigation'.

CA policy 2310 will be updated to reflect this additional guidance and will be published/available as part of the October 2017 Policy roll out.

Thank you for your kind attention to this information.