



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**CHILDREN'S ADMINISTRATION – FIELD OPERATIONS**  
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TO: Regional Administrators  
Deputy Regional Administrators  
DCFS Area Administrators  
Administrator, Licensed Resources  
Area Administrators, Licensed Resources

FROM: Becky Smith, Deputy Assistant Secretary  
Children's Administration

SUBJECT: Courtesy Supervision Policy Changes

As part of workload reduction efforts, CA management requested a review of the courtesy supervision policy and practice to improve consistency related to courtesy supervision requests, roles and responsibilities and documentation.

A workgroup consisting of CA field staff and headquarters staff convened to review the Courtesy Supervision policy and practice around the state.

Based on the workgroup recommendations, the following changes to [4430.Courtesy Supervision](#) policy are effective immediately. The policy updates include:

- An expectation that the sending office will provide 24 hour notice to the receiving office when placement is emergent or urgent to allow time for a walk through
- A dispute resolution process
- Clarification of roles and responsibilities of the sending office, Regional Gatekeeper or designee and the receiving office
- A new statewide Courtesy Supervision Referral Checklist ([DSHS 10-459](#)).

If you have questions about Courtesy Supervision, please contact Carrie Kendig, CFWS Program Manager at email: [Carrie.Kendig@dshs.wa.gov](mailto:Carrie.Kendig@dshs.wa.gov) or phone at 360.902.7568.