




**STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
FIELD OPERATIONS DIVISION**

1115 Washington St. SE OB2 • PO Box 45700 • Olympia WA 98504-5700  
(360) 902-7999 • TDD (360) 902-7906 • FAX (360) 902-7588

October 1, 2010

TO: Regional Administrators  
Deputy Regional Administrators  
DCFS Area Administrators  
Administrator, Licensed Resources  
Area Administrators, Licensed Resources  
Regional Implementation Coordinators  
Children's Administration Staff

FROM: Becky Smith, Acting Director   
Field Operations, Children's Administration

SUBJECT: **October 2010 POLICY AND UPDATES IMPLEMENTATION**

The October 2010 policy training and implementation is about to begin. During the month of October, regions will be training staff on the new policies which become effective October 31, 2010. A web-based training was released September 22, 2010 for our new National Youth in Transition Database (NYTD) requirements which become effective October 4, 2010. Additional training on NYTD will be provided during the October policy training.

Many of you participated in the development of the policies, the training materials and were key in the development of NYTD. I want to thank you contribution and for all of your hard work! In addition to the multiple demands of your everyday work, staff participation and input in the policy, training and system development process has been extremely valuable. We look forward to our continued collaboration.

The October policy implementation includes the following information:

Policy & Practice Changes
• <b>Initial Health Screens</b> are required as soon as possible, but no later than 5 calendar days from a child's entry into care
• <b>Behavioral Rehabilitation Services (BRS)</b> are redesigned using a new wraparound approach a focus on in-home services
• <b>Shared Planning</b> policy now clarified to include the required CHET staffing within 60 days of entering care
• <b>Placement Priorities</b> requires social workers to complete the Child Information/Placement Referral form in FamLink for all licensed placement requests

<ul style="list-style-type: none"> <li>• <b>Automated Youth Transition Plan</b> now available in FamLink and a new federal requirement to update specific elements with 90 days of the youth exiting care.</li> <li>• <b>National Youth Transition Database (NYTD)</b> now available in FamLink to track Independent Living Services to youth</li> </ul>
<b>Information Only &amp; Reminders</b>
<ul style="list-style-type: none"> <li>• <b>SAY/PAAY</b> workload reduction by only requiring one SAY/PAAY Committee review when the Initial Youth Supervision and Safety Plan Is developed</li> <li>• <b>Trial Return Home</b> policy clarifies that trial return home not to exceed 6 months in duration, unless ordered by the court</li> <li>• <b>Continuation of TANF Benefits to 180 Days</b> policy changed to reflect current practice</li> <li>• <b>Incarcerated Parent</b> documentation requirements in FamLink</li> <li>• <b>Media Relations</b> reminder about policy and protocols</li> <li>• <b>Education Plan</b> documentation in FamLink and requirement to attach to the ISSP</li> <li>• <b>Policy transformation</b> of the Practice and Procedures Manual Introduction Section and FTDM policy</li> </ul>

If you have questions about a particular policy, please contact your Regional Implementation Coordinator:

Region	Regional Implementer Coordinator	Email
1	Tim Nelson	<a href="mailto:Tim.Nelson@dshs.wa.gov">Tim.Nelson@dshs.wa.gov</a>
2	Carol Bailey	<a href="mailto:Carol.Bailey@dshs.wa.gov">Carol.Bailey@dshs.wa.gov</a>
3	Patty Turner	<a href="mailto:Patty.Turner@dshs.wa.gov">Patty.Turner@dshs.wa.gov</a>
4	Bolesha Johnson	<a href="mailto:Boesha.Johnson@dshs.wa.gov">Boesha.Johnson@dshs.wa.gov</a>
5	Stacy Weaver-Wee	<a href="mailto:Stacy.Weever-Wee@dshs.wa.gov">Stacy.Weever-Wee@dshs.wa.gov</a>
6	Darcey Hancock	<a href="mailto:Darcey.Hancock@dshs.wa.gov">Darcey.Hancock@dshs.wa.gov</a>