




**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION**

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November 30, 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: RESETTING VOLUNTARY PLACEMENT AGREEMENT (VPA) POLICY

Effective December 1, 2010, Children's Administration will limit the situations under which Voluntary Placement Agreement (VPA) may be used. The specific circumstances, included in the updated policy, must be time-limited and approved as part of a short-term placement plan for children. All existing VPAs must be phased out by December 31, 2010.

To support the implementation of this policy and practice change, a web based training and supporting materials have been developed for all staff and are now available on the CA intranet home page. All social workers and supervisors must complete this mandatory training as soon as possible and no later than December 10, 2010.

Staff required to complete this training will be pre-registered. Each staff member and their supervisor will receive an email from the DSHS Learning Center confirming this registration. To launch the web based training through the DSHS Learning Center.

The VPA policy and supporting materials may be accessed on the [CA Intranet](#). Materials include:

- [Practice and Procedure 4307 VPA Policy](#)
- [Practice and Procedures 43071 Voluntary Plan for Continued Placement and Services for Youth \(ages 18 to 21\)](#)
- [VPA Policy Summary](#)
- [VPA Q and A](#)
- [Update VPA Policy Table](#) (additional policies impacted by VPA update)

- VPA Form - [DSHS 9-004B](#) (this form will be disabled in FamLink, please access the updated form on the ASD forms drive)

If you have questions about the VPA policy, please contact your Regional Implementation Coordinator:

Region	Regional Implementer Coordinator	Email
1	Tim Nelson	Tim.Nelson@dshs.wa.gov
2	Carol Bailey	Carol.Bailey@dshs.wa.gov
3	Patty Turner	Patty.Turner@dshs.wa.gov
4	Bolesha Johnson	Boesha.Johnson@dshs.wa.gov
5	Stacy Weaver-Wee	Stacy.Weever-Wee@dshs.wa.gov
6	Darcey Hancock	Darcey.Hancock@dshs.wa.gov

Attachment

Launching the Online Course:

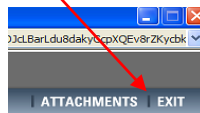
- Access the [DSHS Learning Center](#)
- Click on **My Courses** (located in the Teal Tool Bar)
- Click on **Online Courses**
- Click on the **Course Name**
- A separate window will appear, click on the **Course Title** (located under Lesson Name)

Lesson Name	Status	Score	Time	Number of Attempts
Test slide	Not Attempted	-	-	0

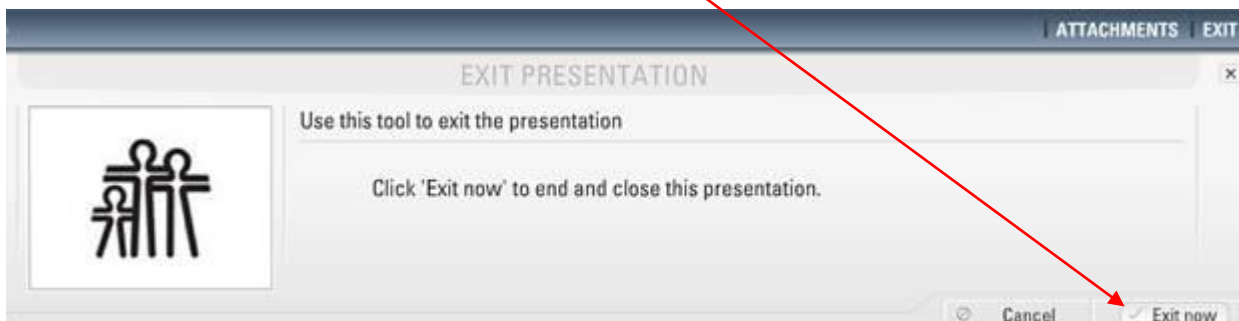
- Be sure to leave the Learning Center Browser window open while you take the online course

Exiting the online course properly is vital to capture your completion of this training in the system:

- Click on **Exit** (located in upper-right side of the screen next to attachments)



- An Exit Presentation window will open, click on the **Exit Now** button



Verify you received completion credit and printing a completion certificate:

- Click on **Completed Training** (located in the yellow tool bar)
- Located in the top portion of the screen will be a list of Online Courses you have completed, you will have the option to print a **Completion Certificate** by clicking the option under Options

Please note your historical data from Aspen and HRDIS has not been migrated to the DSHS Learning Center. Your training record will not appear complete – as soon as the historical data has been migrated an all-staff email announcement will go out informing you.