



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION – FIELD OPERATIONS
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December 7, 2012

TO: Children's Administration All Staff

FROM: Becky Smith, Deputy Assistant Secretary

SUBJECT: On-Going Workload Reduction Efforts & Share Planning Meeting Online Training

In response to the Child and Family Services Review and workload reduction discussions, the shared planning policy was reviewed and revised. Shared planning meetings create an environment to engage parents and their supports in the planning process around child safety, permanency, and well-being.

Policy has been updated to reflect:

- CPT's and 30 day staffings do not need to be held if an FTDM has occurred
- CHET results are shared at the next scheduled staffing following the completion of the CHET screen and do not require a separate staffing
- A flexible timeframe for holding Permanent Planning Staffing to meet local court timeframes (4-6 months, 9-11 months)
- Removing the requirement that a supervisor attend an FTDM

A Shared Planning on-line training is available and *mandatory* for **Area Administrators, Supervisors, CPS, FVS, CFWS** and **Staffing Facilitators**. The training illustrates the required *Shared Planning* meetings that are related to the dependency process and how you can combine meetings. You will be receiving an email from LMS Help confirming your registration for the online training. To launch the training click on the following link: [Shared Planning Meeting Online Training](#). The training will only take about five minutes. Please make sure you exit correctly so you can get full credit for completing the training.

Staff electing to take the training can take the following steps:

- Access the DSHS Learning Center
- Click on My Courses (located under Student Activities on the Welcome Page)
- Click Online Courses
- Click on the Shared Planning Meeting Online Training
- A separate window will open, click on the *Shared Planning Meeting Online Training* located under the *Lesson Name*
 - The class will open in a separate window

The new Case Staffings section is located in the [Practices and Procedures Manual under 1700](#). This section is organized to allow quick access to the required staffing policies and other useful resources.

If you have further questions about the *Shared Planning* Training or the policy updates feel free to contact CAPolicy@dshs.wa.gov.