



**STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**

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March 24, 2020

TO: CHET Supervisors and Staff
From: Trishia Benshoof, Screening and Assessment Program Manager
RE: COVID-19 Emergency Response Instructions for CHET Staff

Due to the COVID-19 pandemic, CHET processes are being temporarily revised to eliminate in-person screening and take into account limited access to records and other systems such as medical and education.

Outlined below are the revised CHET processes during this time of crisis, that should allow staff to continue screening children and youth entering out-of-home placement. It is important that we obtain as much information as possible for each child and youth, and make sure to clearly communicate their needs to caregivers and caseworkers through the CHET report.

Overarching CHET Process

- CHET reports are due within 30 days of the original placement date (OPD). We are aware that a higher than normal percentage of CHET reports are likely to exceed the 30-day requirement and the reason for the change in data will be noted when reporting completion rates during this timeframe.
- If one or more domains are incomplete after the 30th day, the CHET will remain “in process” until the 60th day. The CHET worker:
 - o Will submit a DRAFT report with the current information available in report form to the supervisor on day 30. This will help track work and ensure it is available for reference if needed.
 - If a report is needed by the court or caseworker by day 30, and the report is not complete, a preliminary report can be generated with the information available at that time. The preliminary report would be uploaded into FamLink and given to the caseworker and caregiver. We will not send preliminary reports to AHCC.
 - The final report will then be uploaded and disseminated by day 60 as either Complete or Closed.
 - o The CHET report will be uploaded and forwarded to the caregiver, caseworker, and FWB once the report is completed in full or when the report is closed at the 60th day, whichever comes first.
- If one or more domains remain incomplete at the 60th day, the CHET report will be finalized as “Final Closed” and all needs unable to be addressed will be noted in the section of items needing follow-up.
- If the CHET domains are fully completed by either the 30th or 60th day, the CHET report will be finalized as “Final Complete” indicating all domains were finished in full and the report is complete.

Domain Level Concerns

If a domain is not completed by the 30th day, the CHET will be held open to the 60th day in the hopes of completing all domains.

Physical Health

- Some health care providers in heavily impacted areas are already declining to schedule Well Child Exams (WCE). At this time, many providers are still seeing children, however there could be a time where providers are not able to schedule any WCEs due to the health crisis. If providers will not see children for a WCE, document this in the CHET report and hold the CHET open until the 60th day in the hope of completing the WCE requirement. It is likely that some areas will look differently than others, and we can address issues as they come up regionally.
- Process:
 - CHET screener or caregiver attempts to schedule WCE.
 - If an exam can be scheduled, proceed as normal.
 - If exam is not allowed/available and the child does not have any obvious signs of disease, illness, or injury, and does not have any known underlying condition (for example diabetes or asthma) then document the inability to obtain a WCE and hold CHET till day 60 in the hopes of one becoming available.
 - If an exam is not allowed/available, and the child has an illness, injury, or known underlying condition, schedule a Teladoc appointment to assess the child's health status and determine whether follow-up care with the child's primary care provider or specialist is needed for any identified physical health needs.

Education

- Schools across Washington state are closed at least through 4/24/20. This makes it difficult or impossible to obtain educational records for students during this time. CHET staff will still request school records on enrolled children, and make every effort to obtain the records.
 - Records received within the 30 or 60 day time frames will be recorded in FamLink and uploaded as per standard CHET process.
 - In the event that records are received by CHET staff after the 60th day, CHET staff will process the records as they come in as normal with: data entry in FamLink, upload record, and notify primary worker by email of record receipt.
- *As a reminder, our contract with OSPI prevents us from using any information or exploring any CEDARS database information past the initial landing page that we are allowed to access.*

Developmental, Social/Emotional, and Connections Domains

- These domains require a face-to-face visit. During this time of crisis, the face-to-face requirement is being waived. CHET Staff will use alternate methods of communication to complete these domains. These methods could include telephonic or video communications with caregiver including FaceTime, WebEx, or Skype.
- CHET staff are encouraged to think creatively when completing screening requirements. Some ideas may include:
 - Asking caregivers to respond to the screening questions and to perform tasks with children whenever possible. If you are able, you could send the ASQ-3 questions to the caregiver via email so that they can have the questions for reference during the screenings.

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Using creativity when completing ASQ-3 screenings. Examples include; having the caregiver use household items to complete screening requirements such as scissors, writing utensils, clothing items for buttoning, zipping, or lacing activities, books, papers and coloring pages that the caregiver has available to substitute for required activities.