



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

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December 31, 2019

To: Debbie Dolgash, Webmaster
 From: Rules and Policies Administrator
 Subject: Operation Manual Policies to Sunset Phase 2
 Approval Date: December 31, 2019

Operations Manual Policy Number & Title	Reason for the Policy Sunset
4000. Non-Discrimination and Minority Affairs	No longer needed.
4100. DSHS Non-Discrimination Policy	Replaced with DCYF Administrative Policies 11.13 Preventing and Addressing Discrimination and Harassment.
4200. Workforce Diversity	Replaced with DCYF Administrative Policies 11.13 Preventing and Addressing Discrimination and Harassment.
5800. Electronic Monitoring	Replaced with Child Welfare Practice and Procedure 4315. Using Audio or Video to Electronically Monitor Children.
5810. Purpose and Scope	Same reason as 5800.
5820. Policy	Same reason as 5800.
5830. Definition	Same reason as 5800.
5840. Procedures	Same reason as 5800.
7100. Acquisition and Inventory Management	Replaced with DCYF Administrative Policy 1.06.04 Control of Capital Assets.
7110. Purpose and Scope	Same reason as 7100.
7120. Standards	Same reason as 7100.
7121. Approval to Purchase	Same reason as 7100.
7130. Procedures	No longer needed.
7131. Requesting a Purchase	No longer needed.
7132. Ordering	No longer needed.
7200. Facilities	No longer needed.
7210. Purpose and Scope	No longer needed.
7220. Standards	No longer needed.
7221. Management of Facilities	No longer needed.
7222. Planning for New Facilities	No longer needed.
7300. Use of Resources	No longer needed.
7321. Purpose and Scope	No longer needed.
7330. Vehicles	No longer needed.
7331. Purpose and Scope	No longer need. Operations information is in the DSHS Administrative Policy 14.02 Accountability of State Owned Vehicles. The DSHS 14.02 policy will be used until the DCYF 8.03 is finalized.

7332. Standards/Procedures	No longer needed.
7400. Control of Fixed Assets	Replaced with DCYF Administrative Policy 1.06.04 Control of Capital Assets.
7410. Purpose and Scope	Replaced with DCYF Administrative Policy 1.06.04 Control of Capital Assets.
7433. Issuance and Placement of State Tag	No longer needed.
7434. Equipment Returned to Vendor	No longer needed.
7435. Equipment Transfers	No longer needed.
7436. Loaned Equipment	No longer needed.
7437. Equipment Disposal.	No longer needed.
9300. Vendor Warrant Replacement.	No longer needed.
9310. Children's Administration Staff Tasks	No longer needed.
9320. Disbursement Staff Tasks	No longer needed.
9400. Social Service Payment System	No longer needed.
9410. Regional Office Responsibilities	No longer needed.
9411. Regional SSPS Coordinators	No longer needed.
9420. Area Manager Responsibilities	No longer needed.
9430. Local Office Responsibilities	No longer needed.
9431. Expectations and Procedures	No longer needed.
9432. Social Worker/Designated Staff Responsibilities	No longer needed.
9433. Input Staff Responsibilities	No longer needed.
9434. Support Staff Responsibilities	No longer needed.
9435. Supervisor Responsibilities	No longer needed.
9436. Local SSPS Coordinator	No longer needed.
9437. Problem Resolution	No longer needed.
9600. Accounts Receivable	No longer needed
9610. Office of Financial Recovery Responsibility	No longer needed.
11000. Federal Funding	No longer needed.
11100. Federal Matching Funds/ Other Benefits	No longer needed.
11110. Introduction	No longer needed.
11120. Referral	No longer needed.
11130. Determinations	No longer needed.
11200. Federal Funding Programs	No longer needed.
11210. Title IV-E	No longer needed.
11211. Categorical Title IV-E Eligibility Factors	No longer needed.
11212. Other Eligibility Factors	No longer needed.
11213. Referral Procedures for Social Workers	No longer needed.
11214. Procedures for Federal Funding Specialists	No longer needed.
11215. Other Eligibility Processes	No longer needed.
11220. Title II/Retirement, Survivor, and Disability Insurance	No longer needed.
11221. Eligibility Factors	No longer needed.
11222. Referral Procedures for Social Workers	No longer needed.
11230. Title XVI/Supplemental Security Income	No longer needed.
11231. Referral Procedures for Social Workers	No longer needed.
11232. Procedures for SSI Facilitators	No longer needed.

11234. Appeal Cases	No longer needed.
11240. Client Aged 18-20	No longer needed.
11250. Title XIX/Medicaid	Sections one and two are no longer needed and section three was moved to the Pregnant and Parenting Youth policy.
11254. Procedures for Federal Funding Specialists	No longer needed.
11300. Guardianships	No longer needed.
11310. Title IV-E	No longer needed.
11320. Title II/RSDI and Title IVI/SSDI	No longer needed.
11330. Title XIX	No longer needed.
11400. Adoption Support	No longer needed.
11410. Title IV-E Adoption Support Eligibility Criteria	No longer needed.
11420. Title IVI	No longer needed.
11430. Title XIX	No longer needed.
11440. COBRA Medical	No longer needed.
11600. Correction of Funding Source	No longer needed.
11700. Income/Resources of Child in DSHS Paid Substitute Care	Replaced with Trust Funds for Children in Out-of-Home Placement and Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements.
11800. Trust Funds Accounting	Same reasons as in 11700.
11810. Regional Coordination of Trust Funds Accounts	Same reasons as in 11700.
11820. Special Needs Trusts	Same reasons as in 11700.
11830. Establishing a Trust Fund Account	Same reasons as in 11700.
11840. Dedicated Accounts	Same reasons as in 11700.
11850. Benefits	Same reasons as in 11700.
11860. Resources	Same reasons as in 11700.
11870. Correspondence with Trust Fund Unit	Same reasons as in 11700.
11880. Disbursement from Trust Funds Accounts	Same reasons as in 11700.
11890. Client Placement Changes	Same reasons as in 11700.
118100. Youth Remaining in Care After 18 th Birthday	Replaced with Transitioning Youth for Successful Adulthood.
118110. Child Leaving Care	Same reason as in 118100.
118120. Releasing Client Account Information	Same reason as in 118100.
118130. Trust Fund Information	Same reason as in 118100.
137111. Client Records	No longer needed.
137112. Licensing Files	No longer needed.
137113. Disclosure of Police Records	No longer needed.
14200. Mail System	No longer needed.
14210. Introduction	No longer needed.
14211. Definitions	No longer needed.
14220. Incoming Mail	No longer needed.
14230. Outgoing Mail	No longer needed.
14231. Types of Mail Service	No longer needed.

14232. Special Instructions	No longer needed.
14240. Special Procedures	No longer needed.
14241. Business Reply (BR) and Postage Due Accounts	No longer needed.
14242. Certified Mail	No longer needed.
14243. Express Mail	No longer needed.
14244. Ordering Postage	No longer needed.
14245. Security Procedures	No longer needed.
14246. Unused Postage Reimbursement	No longer needed.
14500. Requesting a Notary	No longer needed.
15000. Information System Standards	No longer needed.
15100. Introduction	No longer needed.
15200. System Development, Security, and Networks Standards	No longer needed.
15201. SACWIS System Work Request	No longer needed.
152011. Purpose	No longer needed.
152012. Standard/Procedure	No longer needed.
15202. User Access (6/15/2006)	No longer needed.
152021. Purpose	No longer needed.
152022. Standard	No longer needed.
152023. Procedure	No longer needed.
15203. Storage of Confidential or Mission Critical Data (6/15/2006)	No longer needed.
152031. Purpose	No longer needed.
152032. Applicability (This policy applies to all CA employees)	No longer needed.
152033. Standard	No longer needed.
152034. Procedure	No longer needed.
15206. Creating/Changing Log-in Id's for Users (6/15/2006)	No longer needed.
152061. Purpose	No longer needed.
152062. Standard	No longer needed.
152076. Procedures for Virus Definition File Application	No longer needed.
15208. Expedited Patch Application Procedure (EPAP)	No longer needed.
152081. Purpose	No longer needed.
152082. Applicability	No longer needed.
152083. Definitions	No longer needed.
152084. Resource Requirements	No longer needed.
152085. Procedures	No longer needed.
15213. Network Equipment Relocation and Connections	No longer needed.
152131. Purpose	No longer needed.
152132. Applicability: To All CA Employees	No longer needed.
152133. Standard	No longer needed.
152134. Procedure	No longer needed.
15300. General SACWIS System Standards	No longer needed.

15301. Updates to CAMIS Files	No longer needed.
153011. Purpose	No longer needed.
153012. Applicability	No longer needed.
153013. Standards	No longer needed.
153014. Procedure	No longer needed.
15302. Standards for Input of Names	No longer needed.
153021. Purpose	No longer needed.
153022. Standard	No longer needed.
15306. Residential Address for Children Served by Children's Administration (8/17/95)	No longer needed.
153061. Purpose	No longer needed.
153062. Standard/Procedure	No longer needed.
15400. SACWIS SYSTEM PROGRAM SPECIFIC STANDARDS	No longer needed.
15401. Program and Code Definitions (11/1/98)	No longer needed.
154011. Purpose	No longer needed.
154012. Standard	No longer needed.
154013. Procedure	No longer needed.

Policy Text

4000. Non Discrimination - Minority Affairs

4100. DSHS Non-Discrimination Policy

Children's Administration (CA) staff must follow the Nondiscrimination in Direct Client Services Administrative Policy No. 18.81 when working with clients.

4200. Work Force Diversity

1. CA is an equal opportunity employer and bases its employment practices on Affirmative Action requirements. The Administration's Affirmative Action Plan establishes hiring targets by job groups and protected group categories for all permanent classified positions.
2. The Administration's goal is to achieve a statewide workforce that reflects the ethnic and cultural composition of the client population in each service delivery area. In order to meet this goal, each region and headquarters maintains a staff recruitment plan which identifies hiring targets that are based on the ethnic and cultural composition of the client population and includes persons of disabilities.

5800. Electronic Monitoring

5810. Purpose and Scope

1. This policy establishes guidelines for CA staff to ensure that the right of foster children to privacy in their homes is respected and that the use of electronic monitoring devices is limited to those

situations where it is the least intrusive means of meeting the particular needs of the child whose behavior is being monitored.

2. This policy applies to all facilities licensed by the Division of Licensed Resources' (DLR) Office of Foster Care Licensing (OFCL).
3. This policy covers the use of video cameras and auditory listening devices.
4. This policy does not include restrictions for door monitors, window alarms, or other motion detectors.

5820. Policy

1. Washington statutory (RCW 9.73.030) and constitutional law (U.S. Constitution Amendment 4; WA constitution, article 1, § 7) guarantee the right to privacy.
2. The statute (RCW 9.73.030) governing the use of electronic eavesdropping devices prohibits any person from intercepting or recording any private conversation by electronic or other device, unless all persons engaged in the conversation consent to the interception or recording. Violation of this statute may result in criminal and civil sanctions.
 1. The Washington Constitution protects a person from government intrusion into the individual's private affairs or home without authority of law.
 2. The constitutional right to privacy may be invaded only if:
 1. There is a necessary governmental purpose that justifies the intrusion; and
 2. There is no less restrictive means available to accomplish that purpose.
3. CA prohibits the use of video and auditory monitoring of a foster child in the child's foster/group homes unless (1) the Division of Licensed Resources (DLR) Director grants approval for the use of an electronic monitoring device in the specific foster home, and (2) the court approves implementation of the monitoring as part of the child's case plan.

5830. Definition

1. "Electronic monitoring" means video monitoring or recording and auditory listening or recording used to either watch or listen to children as a way to monitor their behavior. "Electronic monitoring" does not include the use of listening devices to monitor:
 1. Infants and toddlers;
 2. Medically fragile or sick children;
 3. Video recording equipment to document actions of a child as directed in writing by the child's physician;
 4. Video recording for special events such as birthday parties or vacations; or
 5. The use of door or window alarms or motion detectors.

5840. Procedures

1. In any case in which video or audio monitoring of a foster child is proposed, an exception to the Department's prohibition against electronic monitoring may be requested by the child's social worker.
2. The social worker must assess the need for electronic monitoring for a specific child in a specific home by using the following steps:
 1. If the child does not have a therapist the social worker will:
 1. Consult with supervisor to determine if there is sufficient evidence to justify obtaining the services of a therapist.

2. The supervisor may convene a staffing meeting of key personnel to discuss the proposal and need for electronic monitoring in the foster home. Specifically the staffing:
 1. Evaluates the consequences of acquiring the services of a therapist; and
 2. Determines if the child's circumstances require the need for electronic monitoring.
 3. If the supervisor and/or the staffing determine a therapist is justified, a therapist is obtained to assess the child.
 4. If it is determined the child's circumstances do not require the need for a therapist no further action is required.
2. The social worker will contact the child's therapist and convene a staffing of key personnel, including the therapist, to discuss the proposal and need for electronic monitoring in the foster home;
 1. The therapist will determine the best method to meet the needs of the child and if there is a need for electronic monitoring. The therapist will provide a written recommendation for the child.
 2. If the therapist determines electronic monitoring is unnecessary, no further action will be required.
 3. The social worker sends a notice to the guardian ad litem, appropriate service providers, and the child's parents when electronic monitoring is recommended.
3. Following receipt of the therapist's written recommendation of electronic monitoring of the child, the social worker, the recommending therapist, and the foster parents/group home staff must meet to consider and to document:
 1. The reason(s) and need for the electronic monitoring of the child in the foster home;
 2. Whether less restrictive means of meeting the needs of the child are available;
 3. The least intrusive method and means of using electronic monitoring equipment to monitor the child, addressing:
 1. A description of the equipment proposed to be used;
 2. The location in the home where the equipment will be placed;
 3. Who will monitor the child and how will the monitoring be accomplished.
 4. The impact of the electronic monitoring on any other children in the foster home.
 4. If the final recommendation is for approval of electronic monitoring, the social worker must forward written documentation to the licensor of the foster/group home designated for the child. The documents will explain the decision-making factors described in paragraph (c), above.
 1. The licensor must reply in writing to the child's social worker designating whether the home is appropriate for the plan established in the proposed policy waiver.
 2. The licensor will clarify any concerns the licensor has about implementing the proposal in the designated foster/group home.
 5. The request for approval of an exception to this policy will be forwarded to the Division Director for final approval. The approval for the use of electronic monitoring equipment applies to a specific child in a specific foster home or facility.
4. If the DLR Director approves electronic monitoring, the case plan for the child must include:
 1. The reasons for the electronic monitoring;
 2. The therapist's goals;
 3. The timeframe for review or removal of the electronic monitoring equipment; and

4. A description of the type of equipment to be used, and the manner in which it will be used.
5. A court must make final approval of the use of electronic monitoring in a child's case plan.
6. Following DLR Director approval and following court approval of the case plan, the social worker and the out-of-home care provider may implement the electronic monitoring of the child as set forth in the case plan.
7. If a child moves to another foster/group home, the approval ends and the social worker must request another approval at the next home.

7100. Acquisition and Inventory Management

7110. Purpose and Scope

1. This section establishes a system for compliance with state procurement guidelines and inventory accountability. It is intended to ensure that Children's Administration (CA) organizational units effectively manage CA's resources and maintain an audit trail for the ordering, receiving, returning, partial ordering, making full payment, inventory, and surplus of equipment and supplies.
2. See section 7400, below, for additional requirements for control of fixed assets.

7120. Standards

7121. Approval to Purchase

1. All equipment purchases must comply with the requirements and limitations of DSHS Administrative Policy 14.13, Equipment Purchases.
2. All other purchases require the approval of the Regional Administrator, Regional Manager, or Director or their respective designee, as applicable.

7130. Procedures

7131. Requesting a Purchase

1. Staff shall request purchase of an item through their immediate supervisor, except that those positions reporting directly to the Assistant Secretary shall receive sign-off from the Director, Division of Management Services.
2. The supervisor or Director, Division of Management Services, shall confirm the need for the purchase and transmit the approved request to the staff person designated in regional or state office procedure.

7132. Ordering

Staff designated by the Regional Administrator, Regional Manager, or Director shall prepare the purchase order and route it for required approvals according to regional or state office procedures.

7200. Facilities

7210. Purpose and Scope

Field facility management and planning are responsibilities of the regional business manager. This section outlines those responsibilities.

7220. Standards

7221. Management of Facilities

1. Requests for changes affecting the physical structure or layout of a facility are to follow DSHS facility guidelines and CA regional office protocol. Changes include repairs, additions, and/or improvements to the building or equipment; moving or rearranging panels, shelves, modular equipment, computers, copy machines; and requesting telephone services, such as the addition of a new line or switching existing numbers.
2. Each CA office will have a representative to the local office safety committee. This person is responsible to ensure that changes to existing facilities follow regional office protocol and do not place staff or equipment safety at risk.

7222. Planning for New Facilities

1. CA shall co-locate with other DSHS and/or other state agencies whenever feasible.
2. Regional business managers are responsible for coordinating and/or projecting office-staffing levels based on staffing history and anticipated growth.
3. All space requests are generated by the regional office with input from the local offices, the Regional Manager, and area manager, as applicable, and forwarded to the CA headquarters facility coordinator.
4. Space requests must be approved by the Director of Management Services before submittal to the DSHS Capital Facilities Section.
5. The CA management team will prioritize requests for new facilities.

7300. Use of Resources

7321. Purpose and Scope

This section establishes policies and procedures for the security, use, and maintenance of computer hardware/software and printers.

7330. Vehicles

7331. Purpose and Scope

This section requires accountability for state-owned vehicles, including correct inventory, tracking of location and sub-assignment, and replacement of vehicles.

7332. Standards/Procedures

Created on:
Aug 19 2014

1. Staff shall use state vehicles in accordance with state vehicle regulations and the department travel manual. Responsible staff shall ensure that each vehicle receives sufficient use each month to justify retention of the vehicle.
2. All operators of state-owned vehicles, or private owned vehicles used for state business, shall:
 1. Have a valid driver's license in their possession.
 2. Maintain sufficient property damage and personal liability insurance to protect the employee and the state.
 3. Use state vehicles for official state business only. Travel between official work station and official residence is prohibited unless approved by the Secretary or designee for one of the reasons cited in Office of Financial Management (OFM) Policies, Regulations, and Procedures, 4.2.5.2.2.
 4. Lock vehicle doors when not in use.
 5. Adhere to careful driving practices and observe traffic laws and regulations, including mandatory use of seat belts.
 6. Maintain state vehicle in a clean and presentable condition, interior and exterior, in accordance with Motor Pool regulations.
 7. Report all accidents in state vehicles on State Vehicle Accident Report (SF 137) within 24 hours and State Motor Vehicle Collision Report (WSP 161) if damage exceeds \$500.
 8. Prohibit smoking in state vehicles.
 9. In accordance with office procedures, obtain supervisory approval prior to checking out a vehicle from a State Motor Pool, and return the yellow copy of the Trip Ticket to the designated accounting staff person.
 10. Refer to State Motor Pool Rules and Regulations and DSHS Travel Manual for additional guidelines for the use of state-owned vehicles.
 11. For state vehicles assigned to a CA office, staff must follow local procedures for check-out of the vehicles.
3. When sub-assigning a vehicle (e.g., regional offices to local offices), the business manager must notify the Agency Transportation Officer, MS 45813.
4. No CA staff may have a permanently assigned vehicle. Individual staff may be designated for priority use of state vehicles in accordance with regional procedures.

7400. Control of Fixed Assets

7410. Purpose and Scope

1. The purpose of this section is to establish guidelines and internal controls necessary to promote efficiency and accountability of fixed assets within the Children's Administration (CA) and to protect fixed assets against loss. This section applies to all organizational units within Children's Administration.
2. Assets covered in this policy include:
 1. All items with a total initial cost of \$5,000 or more;
 2. Software costing \$5,000 or more;
 3. All cellular telephones regardless of cost;
 4. "Small and attractive" (e.g. Pocket PCs, Cameras, and recording devices) items costing \$300 or more; and
 5. All computer equipment considered vulnerable to loss according to the Office of Financial Management (OFM) Manual, Chapter 1, Part 3.1.2.2.8, and the Asset Management (AM) Manual, Appendix 1.

3. Purchase cost includes transportation charges, sales tax, installation costs, maintenance contracts, and costs required to place the asset in its intended state of operation.

7433. Issuance and Placement of State Tag

The AIC/AIR will:

1. Verify the number of state tags issued;
2. Return excess tags to Asset Management for removal from inventory using the TRACKS disposal function;
3. Refer to the Asset Management Manual for recommended placement location of inventory tags.
4. Activate the state tag(s) in TRACKS. IT staff will update the state tag(s) in TRACKS for IT equipment.

7434. Equipment Returned to Vendor

Created on: Aug 19 2014

The AIC/AIR must request disposal of state tags and new state tags upon receipt of the replacement product or prior to the return of equipment if not being replaced. The AIC/AIR may do both requests on the TRACKS disposal function. IT staff may submit a disposal request in TRACKS for IT equipment only. The department will maintain a history record electronically for six years. State Tags are not to be removed without the prior approval of DSHS Asset Management.

7435. Equipment Transfers

1. Transfer outside of CA Cost Center: Upon notification, the AIC or ITSS staff will initiate the request to transfer on TRACKS from present location to the new location across cost centers. IT staff may only initiate a transfer following notification of the RBM.
2. Transfer within CA Cost Center: Depending on the AIR's level of access, the AIR or ITSS staff for IT equipment only may have transfer authority to and from all locations and sub-locations in a given region.
3. Assigned staff must process and complete transfers as soon as possible. For CA IT equipment to be properly insured, the state tag's location must match the physical address of the location code where the equipment resides.

7436. Loaned Equipment

1. CA may loan an inventory item to another cost center location or state agency for a period not to exceed 90 working days by completing the Equipment Loan Agreement, DSHS 17-058(X), subject to Asset Management approval.
2. The loaning location will notify Asset Management within 14 working days of the loan expiration date, if the borrowing location has not returned the inventory on time.
3. The borrowing location must certify that the borrowed inventory item will be returned in the same condition as received less normal wear and tear.

7437. Equipment Disposal

All equipment, whether or not it has a state tag, must be disposed of using the TRACKS disposal function. IT Staff must and will provide a list of surplus items to the RBM prior to disposal.

9300. Vendor Warrant Replacement

9310. Children's Administration Staff Tasks

When a vendor makes a request for a replacement warrant, the responsible staff:

1. Sends/gives the vendor a copy of Vendor Affidavit of Lost, Stolen, or Destroyed Warrant, DSHS 9-013(X), with instructions to complete the top half of the form, sign, notarize, and return the original affidavit and one copy to the local CA office.
2. Mails the original affidavit to DSHS, Disbursements Section, MS 45843, Olympia, WA 98504.
3. Attaches a copy of the affidavit to a copy of the original payment authorization document (DSHS 14-154A/159) and places it in the social service record or payment batch file.
4. Under no circumstances initiates another voucher. CA workers are to ensure only the proper affidavit is completed and submitted to Disbursements.

9320. Disbursements Staff Tasks

DSHS Disbursements staff checks with the State Treasurer's Office to determine if the warrant is outstanding. If staff finds that the warrant has been cashed, an investigation is undertaken before reissuing a warrant.

9400. Social Service Payment System

9410. Regional Office Responsibilities

1. The DCFS Regional Administrator and the Division of Licensed Resources (DLR) Regional Manager establish controls to ensure that only properly designated personnel input to the Social Service Payment System (SSPS) via the Case and Management Information System (CAMIS).
2. The Regional Administrator and Regional Manager, through written procedures, designate staff to maintain security for CAMIS and for SSPS in their respective areas of responsibility.
3. The Regional Administrator and the Regional Manager see that the following are done:
 1. Current written SSPS procedures are available to staff, and staff are aware of their location.
 2. Appropriate staff have a copy at their desk.
 3. Each office has at least one current copy of the SSPS Manual.
 4. Staff are appropriately trained in using SSPS.
 5. SSPS payments are adequately monitored.
4. The Regional Administrator and Area Manager are responsible to see that no SSPS payments are made to vendors without a valid contract in place, unless otherwise allowed by the specific SSPS service and payment code.
5. The Regional Administrator and the Regional Managers establish procedures to retain the following reports in the regional and local offices:

Report	Number	Retention
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Purged But Not Paid Report	SSPS22N26 microfiche	6 years
Client Payment Detail	SSPS40N40 microfiche	6 years
Provider Services Summary	SSPS142	1 year
All Services Summary	SSPS182	1 year
Client Payment Detail Listing	SSPS40N40	1 year or 5 years*
Client Payment by Service Code	SSPS40N20	1 year
Service Code by Reporting Unit	SSPS40N21	1 year
Adoption Family Services	SSPS180-A SSPS180-B SSPS180-C	1 year
FRS Services	SSPS181-A-D	1 year
Payee by Reporting Unit	SSPS40N31	1 year

*This report must be retained for five years if the office does not have a microfiche machine.

The Regional Administrator and the Regional Manager provide for all of their respective employees to have access to terminal alerts broadcast through CAMIS.

9411. Regional SSPS Coordinator

The Regional Administrator designates a regional SSPS Coordinator whose responsibilities include:

1. Monitor a sample of SSPS output reports on a quarterly basis.
2. Act as the primary contact person with SSPS Control in the Management Services Administration.
3. Clarify SSPS information coming into CA from Management Services Administration.
4. Act as a resource to local SSPS coordinators and supervisors for training and/or payment problems.
5. Assist in developing SSPS procedures, providing SSPS training, and completing corrective action in response to paragraph 1, above.

9420. Area Manager Responsibilities

1. The Area Manager is responsible to assign a staff person in each office to maintain the following lists:

LISTS	FORM	RETENTION
Duplicate Invoice List	DSHS 07-056(X)	4 months
Paper Batch Transmittal List	DSHS 01-137(X)	2 years
SSPS Transaction Input List	SSPS0017	2 years

1. The use of each form is described in SSPS Manual, Section 99.

2. Area Manager Reports

1. The Area Manager uses the following reports to monitor local office and unit activity on a monthly basis:

REPORTS	NUMBER	RETENTION
Administrative Report	SSPS015-1	5 months
Worker/Supervisor Activity Reports	SSPS014-1 SSPS014-2	6 months
Authorization in Error Weeks Elapsed without Correction	SSPS057-A SSPS057-B	1 month

3. Area Managers assign a gatekeeper in each office to control the creation of provider numbers and to see that the following steps are taken:
 1. The assigned staff always conducts a provider file clearance before creating a new provider number, using the first three letters of the provider's name. This will pick up alternate spellings and minimize the creation of duplicate provider files.
 2. To change information on an existing provider file, the appropriate individual (i.e., Local SSPS Coordinator, Regional SSPS Coordinator, Regional Contracts Coordinator, or assigned licenser) must give authorization.
4. Operator Numbers
 1. Operator numbers allow administrative support and social work staff to complete SSPS authorization and provider file input through FamLink. Each employee with an operator number is required to keep his/her password secret. Only selected terminals have entry to these transactions by use of operator numbers and passwords. Area Managers determine which employees are to be assigned operator numbers and access to selected terminals. The unit supervisor sees that SSPS Control, MS 45812, is notified within five working days after an employee leaves or changes job functions.
 2. The Area Manager designates security staff to document changes, additions, or deletions to operator numbers and terminal access, with documentation available for review by federal, state, and internal auditors. Designated security staff retain this documentation for at least two years.

9430. Local Office Responsibilities

9431. Expectations and Procedures

1. Local offices (reporting units) will establish and maintain auditable controls of SSPS and have written procedures for staff functions relating to SSPS. Local office procedures are to contain all information required herein. Local offices will add to these requirements the specific information that pertains to their office procedures.
2. Local offices are to have procedures for approval by management of exception payments prior to authorization, including signatures as required.

9432. Social Worker/Designated Staff Responsibilities

1. For contracted services, the supervisor shall be responsible to see that the social worker or other designated staff verifies, through the FamLink contracts module, that the proposed

vendor is a contractor in good standing with the department before processing SSPS payment or service authorizations.

2. Designated staff perform the following in authorization preparation:
 1. Authorize payment of appropriate services for clients to whom they are assigned.
 2. When asked to authorize emergency services for a social worker who is unavailable, the designated staff uses that other worker's SSPS worker identification (ID). The authorizing worker must sign the authorizations prior to data input. The designated staff give copies of all authorizations to the clerical staff responsible for reconciling the transactions.
 3. Correct errors on authorizations.
 4. For one-time service authorizations, verify that goods or services were delivered prior to authorizing payment. Appropriate receipts must be present before payment and closure of the DSHS 14-159.
 5. For those services requiring supervisory approval, as identified in the SSPS Manual, Appendix C, obtain such approval prior to input. Appropriate authorizing documents may be attached to the Social Service Authorization (SSA), DSHS 14-154(X), or the FamLink "Print Screen."
 6. Should complete authorizations for input on a daily basis but shall complete them for input no less often than every fifth work day.
3. Social Worker Reports-Social workers or other designated staff shall use the following reports to monitor services and to track status:

REPORTS	NUMBER	RETENTION
Worker Service Report	SSPS032	1 month
Expired & Expiring Service Tickler	SSPS013	1 month
Birthday Tickler	SSPS039	1 month

4. Social workers initiate and maintain FamLink placement information.
5. Each social worker or other designated staff reviews the Worker Service Report (SSPS032) and:
 1. Identifies any services, providers, or clients they did not authorize.
 2. Identifies any unusual authorizations, unusual payments, or authorizations in the wrong amount.
 3. Resolves discrepancies or reports discrepancies to the immediate supervisor when resolution is not possible.
6. Each social worker or other designated staff reviews the Expired and Expiring Service Report (SSPS013) and the Birthday Tickler (SSPS039) to identify services which need to be terminated, extended, or changed.
7. Social workers and other designated staff participate in offered training.

9433. Input Staff Responsibilities

1. Input should be done on a daily basis but shall be done no less than every fifth work day.
 1. The input clerk or other authorized personnel initials, dates, and records the authorization number on the DSHS 14-154A or prints the FamLink screen and initials and dates it. Assigned staff distribute copies as required. Assigned staff prioritize input with attention to the following deadlines: ACES, monthly invoice, expired services, and supplemental invoice.

2. Social workers doing their own input print the FamLink screen and sign and date the printed copy. The workers file one copy in the case file and give one copy to clerical support to use in checking the Transaction Listing. The social workers distribute other copies as required by regional or local procedures.
2. Staff doing input must verify current enrollment for medical coverage before inputting medical authorizations.
3. When staff doing input are entering a paid service via FamLink for which a license is required and the license expiration date is prior to the service end date, the input staff may change the service end date to reflect the license expiration date without sending the authorization back to the social worker for correction.
4. When input staff is entering a placement-related service via FamLink for which the placement module has not been updated to reflect current status, the input staff returns the authorization to the authorizing worker. It is the social worker's responsibility to ensure that placement information is entered.
5. Assigned staff other than the one doing input checks input documents against the Transaction Listing (SSPS 017) and signs and dates the document upon completion of the review. Assigned staff bring discrepancies to the attention of the appropriate supervisor. Offices are to retain the Transaction Listing for 24 months after the daily work has been checked off by clerical and appropriate supervisor. Assigned staff destroy all clerical copies of authorizations not needing further review.

9434. Support Staff Responsibilities

1. Support staff, within one work day of receipt, forward SSPS output reports to unit supervisors. If two sets of reports are received, support staff will distribute one set to the supervisor for review and forward the other set to the social worker.
2. A designated staff is responsible for distribution of SSPS reports and for storing reports and microfiches in accordance with established retention requirements. The assigned staff maintains billing reports, including microfiche, in a location accessible to staff.
3. A designated staff is responsible for ordering and distributing all SSPS manuals and policies required to support program operations.
4. Staff are to be aware of procedures for batching SSPS authorizations which are outlined in the SSPS Basics Manual, Section 10.10.

9435. Supervisor Responsibilities

1. SPSS Worker ID
 1. The six (6) digit SSPS Worker Identification allows social work staff to authorize services for eligible clients in designated reporting units. Supervisors are to notify designated security staff within five working days of the need for any additions, deletions, or changes to the SSPS Worker ID in their unit. The required data includes:
 1. Employee's name;
 2. SSPS Worker ID (old and new if being changed);
 3. Position number;
 4. Worker telephone number; and
 5. Reporting unit number.
 2. The supervisor oversees security staff input of changes, additions, and deletions via FamLink. Retention of all changes, additions, and deletions are maintained in the FamLink data base.

2. The unit supervisor or other employee designated by the Area Manager and knowledgeable of documentation requirements and payment policies randomly checks, co-signs, and dates at least 25 percent of the services that meet the following criteria:
 1. Services opened and closed at the time of initial input.
 2. One time payments that are terminated with a termination code that will cause a payment to be made (1A, 1B, 2A, 3B).
 3. Service which is authorized as an exception to the normal payment amount, including any service code beginning with a "9."
3. The staff reviewing the sample of services retains all DSHS 14-154A/159s randomly checked and attaches them to the signed and dated Transaction Listing. The office retains these DSHS 14-154A/159s with the Transaction Listing for two years.
4. The supervisor of each unit reviews monthly each social worker's Worker Service Report (SSPS032) and Expired Services Report (SSPS013) to monitor authorizations and expenditures.
5. The supervisor reviews SSPS reports received from support staff within five working days, then immediately distributes to social workers.
6. Reports for Supervisory Use in Monitoring-Supervisors use the following reports as part of their monitoring of social workers' activities:

REPORTS	NUMBER	RETENTION
Expired & Expiring Service Tickler	SSPS013	1 year
Local Office Client listing by Service	SSPS041	1 year
Provider Listing by Paid Service	SSPS031	1 year
Worker Service Report	SSPS032	1 month
Birthday Tickler	SSPS039	1 month

7. Each supervisor:
 1. Has transactions checked promptly and discrepancies resolved.
 2. Discerns and resolves discrepancies reported by social workers or clerical staff.
 3. Reviews the Worker Service Report (SSPS032) monthly for accuracy and appropriateness of services.
 4. Discusses with each social worker on a monthly basis the expectation to review the following SSPS reports for accuracy and to take appropriate action as needed to prevent late payments and other errors:
 1. Expired and Expiring Service Report (SSPS013);
 2. Worker Service Report (SSPS032);
 3. Birthday Tickler Report (SSPS039); and
 4. Arranges for staff participation in training.

9436. Local SSPS Coordinator

The local SSPS coordinator, designated by the Area Manager:

1. Provides technical assistance to social services and support staff in their local office.
2. Acts as back-up support for the regional SSPS coordinator.
3. Assists in developing and coordinating SSPS policies and procedures.

9437. Problem Resolution

1. Assigned staff review the Morning Report and resolve any errors using Correction procedures in the SSPS Manual, Appendix T. Medical Assistance Administration (MAA) staff review the Morning Report and will correct any errors regarding eligibility or information for medical assistance.
2. Social workers and clerical staff have the capability to verify payments made, invoices sent, and check for possible errors on returned invoices. Designated staff request duplicate invoices from SSPS Data Control, MS 45812, Olympia. Only local and regional SSPS coordinators may request expedited payments.
3. Payment problems that cannot be resolved at the local level must be referred to the regional SSPS coordinator.

9600. Accounts Receivable

9610. Office of Financial Recovery Responsibility

1. Under DSHS Administrative Policy 4.02, OFR is delegated responsibility and authority for managing the department's Accounts Receivable in a manner outlined in Administrative Policy 12.04.
2. Each Regional Administrator/designee will determine the region's own policy on receipt of cash.

11000. Federal Funding

11100. Federal Matching Funds/Other Benefits

11110. Introduction

The Children's Administration (CA) Federal Funding staff shall review the circumstances of every child placed in out-of-home care to determine the child's eligibility for federal matching funds and/or other benefits.

11120. Referral

1. The social worker initiates referrals to the Federal Funding Unit (or Specialist) by entering the required child/family demographics, placement, and legal action data into the appropriate CAMIS modules.
2. Paper referrals are required only in the absence of automated data.

11130. Determinations

1. The Federal Funding Specialist (FFS) analyzes data, makes eligibility determinations, assists in the application for other financial benefits, and notifies appropriate parties of the results of these actions. Following the initial determination, the FFS provides ongoing coordination of the various funding sources that may be used in combination with one another. The FFS performs required redetermination specific to each funding source.
2. The Supplemental Security Income (SSI) Facilitator (SSIF) reviews referrals made electronically or by the FFS or child's social worker to analyze funding sources already available. SSIFs review the child's case file and speak with the social worker, foster parent, or others to screen for potential impairments to warrant an SSI application. The SSIF completes applications for Title XVI/SSI and

Title II Social Security benefits and requests payee changes for children already receiving benefits.

11200. Federal Funding Programs

1. A number of federal programs provide opportunities for claiming federal financial participation matching funds to reimburse state expenditures for eligible services. Each program has individual criteria and guidelines.
2. Below is a listing of the federal programs currently providing reimbursement (matching) funds, their individual eligibility criteria, the referral procedures, and the required follow-up by the FFS and SSIF.

11210. Title IV-E

11211. Categorical Title IV-E Eligibility Factors

Title IV-E is a federal entitlement program designed to reimburse States for the maintenance and administrative costs of eligible children who are placed in department-paid substitute care. There are three categorical criteria which must be met to establish the IV-E claim: judicial protections for the child and family; linkage of the child to Aid to Families with Dependent Children (AFDC) in the eligibility month; and reimbursability criteria. (This is only a general overview of the IV-E eligibility criteria. The IV-E Eligibility Specialist assigned to each area has detailed information on claiming IV-E funds for children placed in department-paid substitute care.)

1. Judicial Protections
 1. Court Ordered Placements
 1. For a child to be eligible for IV-E foster care or adoption support funds, the court must enter a judicial determination (finding) in the first order authorizing removal of the child from the home must state that, remaining in the home would be "contrary to the welfare" of the child. If this determination is not made in the first order of removal, the child will be ineligible for IV-E funds for the entire placement episode and perhaps for federally subsidized adoption support.
 2. Prior to CA making a claim for IV-E reimbursement funds, the court must have entered a finding that DCFS made "reasonable efforts" to prevent the removal of the child from his/her home or to reunify the child with his/her family or that "reasonable efforts" are not required due to aggravated circumstances in accordance with USC 471(a)(15), Practices and Procedures Manual 4304. The fact that the placement was emergent in nature does not negate this judicial determination requirement.
 3. Additionally, the child must be placed under the sole responsibility of Children's Administration for care and supervision..
 2. Voluntary Placements
 1. The voluntary placement agreement must be signed by the parent(s) and a representative of DCFS.
 2. If the child meets the AFDC-linkage requirements, the child is eligible for IV-E matching funds during the first 180 days of placement. If beyond 180 days of placement see (3.a.ii. below).

2. AFDC linkage

The child must be linked to the AFDC program under the rules in existence as of July 16, 1996. This linkage must be established during the eligibility month. The eligibility month is the month during which a court petition for removal of the child was filed that led directly to removal of the child, or during which a voluntary placement agreement was signed. The date the child enters care does not necessarily define the eligibility month. Further discussion of IVE eligibility and AFDC linkage occurs in the IV-E Desk Guide.

3. Reimbursability

1. Once IV-E eligibility is established, a child is IV-E reimbursable if, in any particular month the child is in care, he/she meets a number of ongoing criteria. Meeting all the following criteria qualifies the child for Title IV-E funds:

1. The court has entered a judicial determination that DSHS/DCFS made "reasonable efforts" to prevent the placement of the child; or
2. If the child was placed on a voluntary placement agreement, and the child has been in placement more than 180 days, the court must have entered an order by the 180th day of placement that continuation in care is in the child's "best interest"; and
3. The child is placed in the sole care and supervision of DSHS/DCFS; and
4. The child is under age 18, or under age 19 and in school full time and reasonably be expected to graduate before their 19th birthday; and
5. The child continues to be deprived of parental care and support in AFDC terms; and
6. The child continues to be in financial need; and
7. The child is placed in a licensed child care facility or in the home of a relative "certified" as meeting minimum licensing requirements.

11212. Other Eligibility Factors

1. Repeat Removals

1. Whenever the child is returned to the home of any biological or adoptive parent or to the removal home of a specified relative other than the parent, with the intent that the parent assumes the on-going daily supervision and control of the child, the placement episode is terminated, even if court supervision continues. If the child is re-placed into out-of-home care, all the judicial protections and AFDC-relatedness criteria must be met in order for the child to again be eligible for IV-E reimbursement funds.

2. See [Appendix A](#) for the definition of "Original Placement Date."

2. Guardianship

1. The entry of a guardianship order on any child in out-of-home care completes the permanent plan for the child; the Placement Episode must be closed effective the date of the guardianship order. If foster care maintenance payments will continue, the Placement Event remains open, and the source of funds is State Only.

2. In the event the child is re-placed into out-of-home care from the guardian's home, a new Placement Episode is noted in CAMIS. New "contrary to the welfare" and "reasonable efforts" judicial determinations must be obtained, even though the underlying dependency is still in effect. If the child is re-placed into care via a VPA, a court order (i.e., at a dependency review hearing) must be obtained by the 180th day of placement with the finding that it is in the child's best interest to remain in care. See [Appendix A](#) for the definition of "Original Placement Date."

3. Teen parent and child residing together in same facility or foster home:

1. Nondependent child of a teen parent. When a teen parent and the teen parent's child reside in the same facility or foster home AND there are no safety, health, or welfare needs for the teen parent's child, the department considers the child's "home" to be the child's teen parent, not the foster home or other out-of-home care facility. As long as the teen parent and his/her child reside together, and the child of the teen parent has no safety, health, or welfare needs warranting a custody order, the social worker SHALL NOT obtain a legal authorization to place.
 1. An amount sufficient for the child's maintenance is included in the maintenance payment made for the teen parent. See section 11250 for instructions regarding medical coupon issuance for the teen parent's child.
 2. Placement codes for the child of the teen parent are NOT opened in CAMIS since the child continues under the teen parent's care and control. Payment for the child is included in the payment code authorized for the teen parent, with the amount authorized to be the amount for the teen parent plus the amount for the child.
2. When the child of the teen parent and his/her child reside in the same facility or foster home AND the child is with the teen parent under an in-home dependency, the department considers the child's "home" to be the child's teen parent, not the foster home or other out-of-home care facility. An amount sufficient for the child's maintenance is included in the maintenance payment made for the teen parent. See section 11250 for instructions regarding medical coupon issuance for the teen parent's child
3. When the child of the teen parent and the teen parent reside in the same facility or foster home AND the facility provider is responsible for the day to day care of both parties under separate dependencies, the department considers the home of the teen parent's child to be the facility. Payments are made to the facility separately for the child and the teen parent.
4. In all situations the child of a teen parent counts in the licensed capacity of the facility. The social worker must notify DLR and the Placement Coordinators if an infant is placed in the same home as the parent or is removed from the home to another placement. See WAC 388-148-0525, General Capacity of Foster Homes.
4. SSI Eligibility and IV-E eligible-Any child for whom a Title XVI/SSI application is in process or for whom SSI eligibility has been established and benefits are "in pay" must have his/her source of funds coded to "state only." Exception: If maintenance payments are high cost, IV-E funding may be substituted. Please refer to IV-E and SSI desk manuals for detailed information.

11213. Referral Procedures for Social Workers

1. The social worker takes the following actions, or causes such actions to be taken, within 10 working days of a child's Original Placement Date (OPD).
 1. Enter the appropriate child/family demographic profile information onto the child's "PERSONCARD" in FamLink; and
 2. Enter all required information in the FamLink Legal History (ACTNLA) and Placement (PLACECR) modules. (NOTE: FamLink will not process any SSPS payments until the required information in 1 and 2 has been entered into the system); and
 3. For voluntary placement cases see [4307 Voluntary Placement Agreement \(VPA\) policy](#).
 4. Transmit copies of the following items, on all children placed into department-paid substitute care, including licensed or non-licensed relative care, within 10 working days of the OPD to the FFS and/or Unit:

1. Copies of the legal authorizations to place. Include the VPA and/or the petition and signed court order that initially authorized the out-of-home placement.
2. If the child is re-entering foster care from an in-home dependency or from a dependency guardianship status, forward a copy of the legal document that authorizes re-entry into out-of-home care.
5. Referrals for Title IV-E eligibility determinations are not required for placement episodes that are 72 hours or less (excluding weekends and holidays) from the OPD.
2. Referrals initiated by a private Child Placing Agency in which the CPA retains responsibility for placement and care.
 1. CPA referrals for maintenance payments shall be submitted within 10 working days to the DCFS local office nearest the residence of the child's legal caretaker. The referral from the CPA shall consist of:
 1. The DSHS 14-024(x) Family Face Sheet;
 2. The Source of Funds Application for Child in Placement, DSHS 14-281; and
 3. Legal authorization for placement.
 2. The source of funds code for all children for whom the CPA retains sole or joint responsibility for placement and care is State Only.

11214. Procedures for Federal Funding Specialists

1. The Eligibility Specialist must take the following actions upon notification of each new Placement Episode:
 1. Review and evaluate all the available child demographic, placement, legal action and SSI information;
 2. Utilize the above information to determine the correct funding source;
 3. Enter the correct funding source in the IVEUP module, and change all outstanding SSPS authorizations to coincide with the correct funding source;
 4. Send an electronic referral for child support enforcement to the Division of Child Support (DCS);
 5. Document eligibility information in the child's Financial Revenue File using the Title IV-E Initial Eligibility AFDC & Legal Relatedness Summary, DSHS 14-297, and the Title IV-E Initial Eligibility Income Calculation Worksheet, DSHS 14-293, where appropriate, and record the eligibility information in CAMIS;
 6. Maintain the Financial Revenue File in accordance with the IV-E Eligibility Desk Manual;
 7. If the child was removed from a TANF household, send a Coordinated Benefits Referral form, DSHS 14-226, to the appropriate CSO.
2. Re-determinations of IV-E Eligibility
 1. Children who are eligible for Title IV-E funding shall have their eligibility redetermined semi-annually. The procedure replicates the procedure for new eligibility determinations, except that a new referral to DCS is not required if the Placement Episode has continued uninterrupted.
 2. The information is recorded on the Title IV-E Reimbursability Summary, DSHS 14-298; that form, along with other supporting documents, is filed in accordance with the procedures outlined in the IV-E Eligibility Desk Manual.
3. Title XIX-Children who are eligible for Title IV-E funding are deemed eligible for Title XIX medical coverage.

11215. Other Eligibility Processes

1. Adoption Support -- See section 11420.
2. Guardianships -- See section 11320.
3. COBRA Medical -- See section 11450.

11220. Title II/Retirement, Survivors, and Disability Insurance

1. Retirement, Survivors, and Disability Insurance (RSDI) is a federal entitlement program for adults who have worked and become disabled, retired, or died.
2. A child of an eligible parent may be a beneficiary for auxiliary benefits based on the parent's earnings record.

11221. Eligibility Factors

1. Title II/RSDI benefits are paid before Title XVI/Supplemental Security Income (SSI).
2. If a child's Title II/RSDI benefit is less than the current Title XVI/SSI payment and the child is also disabled, an SSI application should be made.
3. There are no income or resource limits for Title II/RSDI benefits.
4. Parental relationship(s) must be established prior to Title II/RSDI application.
5. Title II/RSDI benefits remain with the child regardless of the adoption or termination of parental rights, provided that application for the child's benefits was made prior to finalization of adoption, pursuant to Washington state inheritance law.
6. If Title II/RSDI has been established prior to a child coming into DSHS care, the SSIF will request that DSHS be made the Representative Payee, if placement will exceed 90 days.
7. If a Title II/RSDI application is needed, the SSIF will call the Olympia Branch Office to make an appointment for a teleclaim application with the local Social Security Administration (SSA) office.

11222. Referral Procedures for Social Workers

1. Social workers refer to the SSIF/Federal Funding Unit (FFU) all children in placement who are known or suspected to be receiving Title II/RSDI, Title XVI/SSI, or VA benefits, so that a change in representative payee can be made to "DSHS - Trust Fund Unit."
2. To screen for potential Title II/RSDI or VA benefits, social workers refer to the SSIF/FFU all children whose parents, step-parents, or adoptive parents are deceased, over 65, or disabled.
3. Social workers inform SSIFs by e-mail, in writing, or verbally, of changes in the child's placement, resources, or income or when the child emancipates, returns home, transfers to another division, or is adopted.

11230. Title XVI/Supplemental Security Income

1. SSI is a SSA federal entitlement program for persons with medically determinable physical or mental impairments, which have or are expected to last at least 12 months. As it applies to DCFS, SSI is used to reimburse the cost for paid out-of-home care for a child with a qualifying disability.
2. Federal regulations require that SSI benefits are used for food, clothing, shelter, or other personal or medical needs.
3. In order to be eligible for Title XVI/SSI, a child must meet criteria identified in the Code of Federal Regulations (CFR), 20 CFR 400-499.

11231. Referral Procedures for Social Workers

1. The social worker shall refer all potentially eligible service only and placement cases to the SSIF in the Federal Funding Unit by e-mail or brief memo for assessment and application. Eligibility may include, but is not limited to, the following criteria:
 1. Positive toxicology screen/drug affected;
 2. Fetal Alcohol Syndrome/Fetal Alcohol Effect;
 3. Mental Retardation;
 4. Post-Traumatic Stress Disorder;
 5. Behaviorally disturbed/Emotionally disturbed;
 6. Cerebral Palsy;
 7. Exceptional cost foster care/Group care;
 8. Medically fragile child'
 9. Blind or Deaf;
 10. Failure to Thrive;
 11. Low birth weight;
 12. Attention Deficit Hyperactivity Disorder;
 13. Special Education student;
 14. Use of crutches or wheelchair;
 15. Downs Syndrome.
2. This is only a general overview of Title II/Title XVI Programs. Please refer to the SSI Facilitator for more detailed information.

11232. Procedures for SSI Facilitators

SSIFs shall meet the following requirements:

1. See that children served/placed have a Social Security identification number, or an application is filed to obtain one, and that it is entered in FamLink (personcard).
2. Periodically, review all placement cases in FamLink for potential application for SSI or other SSA benefits.
3. Apply for Title XVI/SSI for all referred or "screened-in" clients.
4. Facilitate the claim throughout the application process:
 1. Provide required Medical Evidence Records (MER) that DCFS may possess;
 2. Seek to have scheduled Consultative Examination (CE) appointments kept; and
 3. Respond in a timely manner to all SSA and DDDS requests for information, placement data, and re-determination on clients for whom DSHS is payee or custodian.
5. Make requests to change the representative payee to "DSHS - Trust Fund Unit" for all clients already entitled or receiving Title XVI/SSI and/or Title II/RSDI benefits.
6. Initiate the conveyance of information regarding placement, resource, or income changes to the payer: SSA, VA, etc.
7. Coordinate all relevant financial and social information with DSHS Trust Funds accountant.

11234. Appeals Cases

1. If the initial disability determination is denied, the Headquarters SSI Program Manager or designated SSIF will review the SSA decision and provide consultation to regional field staff for further appeals.

2. Personal representation for all hearings and appeals will be the responsibility of the Headquarters SSI Program Manager.
3. When an Interim Assistance Reimbursement Agreement (IAR) is in place, personal representation may be extended to clients who are no longer in DSHS custody, where the SSI lump sum proceeds will benefit DSHS cost-of-care recoveries in excess of \$1000.

11240. Client Aged 18 through 20

The following conditions apply for Title II/RSDI and Title XVI/SSI.

1. Clients who are over age 18 must sign their own SSI applications (form SSA-8001) and authorizations to release information (SSA 827).
2. When young adults age 18 through 20 voluntarily place themselves into foster care, a copy of their voluntary placement agreement must be submitted with the Application for SSI (SSA 8001).
3. 18 - 20 Year Olds for Whom DSHS is Payee for SSA/SSI Benefits
 1. Title XVI/SSI
 1. The SSIF will provide capability development (form letter) to the local/Olympia SSA District Office.
 2. If the client is determined to be incapable of managing his/her own resources, DSHS will continue to be the Representative Payee.
 3. If the client is determined to be capable and receives his/her own SSI, it must be made available toward the cost of care.
 2. Title II/RSDI-The SSA will automatically make the client his/her own payee unless incapacity has been determined. If the client is incapable, DSHS can be made the Representative Payee. If capable, the client must make the funds available for cost of care.
4. Title II beneficiaries may continue to receive benefits if they are still in high school. SSIFs will be asked to provide documentation of school attendance to the SSA.
5. For Title II beneficiaries who are 17½ years old and are disabled, but for whom no SSI application has been made, a Childhood Disability Benefits (CDB) claim needs to be filed. If the client is found to be disabled, the Title II benefits will continue into adulthood. The disability must be established prior to the attainment of age 22.

11250. Title XIX/Medicaid

1. Title XIX is an entitlement program that provides medical and remedial services for certain individuals and families with low income and resources. There are some mandatory Medicaid eligibility groups. As it applies to CA, recipients of adoption assistance and foster care are included in the mandatory Medicaid eligible group.
2. Title XIX/Medicaid may be used to fund other services to children beyond the traditional medical services. This has been due, in part, to changes in the state Medicaid plan. Among the DCFS programs that have benefited are Behavior Rehabilitation Services/Group Care (BRS/GC), Therapeutic Child Development (TCD), and Medicaid Personal Care Services.
3. Infants of Teen Parents in Licensed Placements
 1. Infants born to teen parents in foster care, where there are no protection issues and where the child resides with the mother in the same facility, are eligible for Medicaid. However, because there is no DSHS custody, the child will not appear in FamLink. Assigned CA staff must notify the Foster Care Medical Unit (FCMU) by telephone or e-mail as soon as possible when the child begins residing with his/her teen parent. The CA

staff will provide the FCMU with the child's name, birth date, address, identity of the child's mother, the mother's case number, and any other available, pertinent information.

2. If the dependent child of a dependent teen parent has been returned to the teen parent's care, the FCMU must be notified so medical coupons can continue.
3. Because the child's eligibility requires enrollment in a Healthy Options plan, CA staff will advise the minor mother and the foster parent of the need to make the selection of a plan as soon as the packet is received in the mail. The teen parent needs to , base the selection on the availability of the teen parent's preferred providers and on the interface of that plan with the teen parent's fee for service providers.

11254. Procedures for Federal Funding Specialists

1. The FFS determines eligibility for DCFS Title XIX programs.
 1. The FFS must verify Title XIX Medicaid eligibility for in-home services, using ACES, print the screen, enter the information onto the XIXELIG screen in FamLink, and file the printout, including the date, in the child's revenue file. If a child is in a DCFS-paid placement, the child is automatically Medicaid eligible.
 2. The FFS must receive a Statement of Medical Necessity form, signed by a licensed medical practitioner, for TCD and BRS Title XIX services.
 1. Statement of Medical Necessity forms indicate that the information is valid on the service begin date (SBD) for TCD and BRS/GC.
 2. The FFS enters the information onto the XIXELIG screen in FamLink and files the signed Statement of Medical Necessity (SMN) in the child's revenue record.
 3. SMN forms must be received annually for as long as the child receives uninterrupted TCD or BRS/GC services.
2. The FFS reviews and/or re-determines eligibility every 90 days. If TCD or BRS/GC services continue without interruption, then a new Statement of Medical Necessity (SMN) is required annually. See the Title XIX Desk Manual for exceptions.
3. The FFS maintains the FamLink record and the child's Revenue File. See Chapter 13000, section 13410. FamLink Title XIX information is entered onto the XIXELIG screen.
4. For TCD, the FFS updates authorizations to correct source of funds as needed. If the child is not categorically needy Medicaid eligible, then source of funds (SOF) code 5, state funds, is used. NOTE: For TCD, if the family is required to make a co-payment but does not pay it, the SOF code must be 5.
5. For TCD and BRS/GC, the FFS reviews/redetermines Medicaid eligibility every 90 days.
 1. The FFS completes an ACES search for evidence of Medicaid eligibility, makes screen print, and files it in the child's revenue record.
 2. The FFS files the Statement of Medical Necessity forms received from service providers for TCD and the Nurse Care Consultant for BRS/GC in the child's Revenue File.
 3. The FFS must update TCD authorizations to correct SOF codes if eligibility ends. A signed and dated copy of the screen print must be filed in the child's Financial Revenue file and another copy forwarded to clerical staff if the SOF code changed.

11300. Guardianships

11310. Title IV-E

1. On Title IV-E eligible and/or reimbursable children for whom dependency guardianship orders have been entered, pursuant to RCW 13.34.231, the Placement Episode shall be closed effective the date of the court order. The Placement Event, however, remains open if foster care maintenance payments continue.
2. In every instance, the child loses Title IV-E eligibility upon establishment of a guardianship. The guardianship code and the date of the legal action that established the guardianship are entered into FamLink. (NOTE: The child may still qualify for SSI or Title XIX funding; consult the Regional FFU for the correct funding source).
3. A child removed from a guardianship and placed again into other department-paid substitute care always begins a new Original Placement Date (OPD).
 1. Upon removal from the guardian's home, the initial removal order must contain a "contrary to the welfare" judicial determination. In addition, prior to reestablishing IV-E eligibility, the court must make a judicial determination that DCFS made reasonable efforts to prevent the placement.
 2. Refer the case to the FFS for a new determination of Title IV-E eligibility, per section 11210.

11320. Title II/RSDI AND Title XVI/SSI

1. Title II/RSDI and Title XVI/SSI applications are made for DSHS-paid foster parent/guardianship placements.
2. Guardians must sign the Authorization to Release Information, SSA-827.
3. DSHS is to be the representative payee for all children in DSHS-paid foster care/guardianships.

11330. Title XIX

Eligibility for Title XIX is not affected by guardianship status.

11400. Adoption Support

1. All children for whom application for adoption support payments has been made shall have an adoption support specific funding source determination completed. (Note: The foster care funding source may or may not be applicable for adoption support payments.)
2. Upon request of the social worker who applies for an adoption subsidy for a legally free child, the FFS will determine eligibility for possible funding sources.

11410. Title IV-E Adoption Support Eligibility Criteria

1. On all children for whom an adoption support application is being completed, the child's social worker shall refer the case to the appropriate eligibility specialist for determination of the child's eligibility for title IV-E adoption support benefits.
2. The eligibility specialist will return an Adoption Support Monitoring Schedule, DSHS 14-319, to the child's social worker noting the child's eligibility for IV-E funding. The adoption support program manager must not process the application unless this form is included with the application. The FFS will review positive determinations of Title IV-E Adoption Support eligibility every six months until the child is adopted or until the FFS has verified the month that the adoption petition was filed. At each review, the specialist will forward a copy of the form to the Adoption Support program manager. The Adoption Support program manager or the social

worker may request a review of any child's previously denied Adoption Support eligibility determination.

3. Eligible for adoption support through a previous adoption: When a child is adopted and receives Title IV-E adoption assistance, and the adoption later dissolves or the adoptive parent(s) dies, a child may continue to be eligible for Title IV-E adoption assistance in a subsequent adoption. The only determination that must be made by the state prior to the finalization of the subsequent adoption is whether the child meets the definition of special needs.
4. SSI Eligible Children A child is eligible for adoption assistance if, at the time the adoption petition is filed, the child meets the requirements for Title XVI SSI benefits and, prior to the finalization of the adoption, is determined by the state to be a child with special needs.
 1. The requirement that the child be determined SSI eligible in the same month that the adoption petition is filed is met by the protective filing date. Protective filing date refers to the date the application was made. The filing date is used as the SSI eligibility date and not the date the determination is made because benefits are awarded retroactively to the filing date, if the child is determined eligible.
 2. Written verification of SSI eligibility or of the protective filing date must be contained in the child's file.
5. In placement with minor parent: A child is eligible for Title IV-E adoption assistance if the child's minor parent is in foster care and receiving IV-E foster care maintenance payments that cover both the minor parent and the child at the time the adoption petition is initiated and, prior to the finalization of the adoption and the child of the minor parent is determined by the state to meet the definition of special needs.
6. AFDC eligible
 1. If the child was legally removed from the home pursuant to a judicial determination, that determination must indicate that it was contrary to the child's welfare to remain in the home. Children who are voluntarily relinquished to a public or private nonprofit agency may also be considered to have been judicially removed if:
 1. A petition to remove the child from home is filed within six months of the time the child lived with a specified relative; and
 2. There is a subsequent judicial determination to the effect that remaining in the home would be contrary to the child's welfare.
 2. If the initial change in custody for the placement episode is via a voluntary placement agreement, the child must also have received at least one Title IV-E maintenance payment in order to be eligible for Title IV-E adoption assistance in addition to the AFDC eligibility and special needs criteria.
 3. Adoption support eligibility that is based on the child's AFDC eligibility is predicated on a child meeting that criterion at the change in legal custody and in the month the adoption petition is initiated. The child must, of course, also meet the definition of special needs prior to the finalization of the adoption.

11420. Title XVI

1. Adoption support standards require SSIF screening and potential application for SSI benefits prior to adoption support decision-making. SSIFs must coordinate application information with the adoption social worker and the adoption support staff.
2. SSI with an application date prior to the date of Petition for Adoption will ensure IV-E eligibility for adoption support payments.

3. Adoption finalization shall not be delayed because an SSI application is pending. However, if an application is pending adjudication or appeal, the social service and financial files are not archived pending outcome by SSA.

11430. Title XIX

Children receiving Adoption Support subsidies are categorically needy Medicaid eligible and thus may be eligible for DCFS Title XIX services, such as TCD.

11440. COBRA Medical

1. The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 permits Title IV-E eligible children receiving adoption support benefits to receive Medicaid in their state of residence. COBRA guarantees a uniform level of medical services for Title IV-E eligible children nationwide.
2. Adoptive parents of Title IV-E eligible children from other states who move into Washington need to apply for COBRA medical from:

Adoption Support Program
DSHS - Mail Stop 45710
P. O. Box 45710
Olympia, WA 98504-5710
Phone: Toll free 1-800-562-5682 (3)

3. Children placed by Interstate Compact on the Placement of Children (ICPC) in another state may be reciprocally eligible for COBRA in that state. The social worker consults with the FFS to determine and document IV-E eligibility/reimbursability to be sent with the ICPC documents to the receiving state. See also the CA Practices and Procedures Guide, chapter 5000, section 5600.
4. Adoptive parents of Title IV-E eligible children who move from this state to another state of residence must apply for COBRA medical in their new state of residence. The adoption support program manager in the region the child resides will send a letter to the new state verifying Title IV-E eligibility and reimbursability.
5. Adoption support children not Title IV-E eligible from Washington are deemed Title XIX Categorically Needy medically eligible. Their medical coupons may be issued by the state of Washington or, by their resident state, IF their resident state is a state that is a member of Interstate Compact for Adoption and Medical Assistance (ICAMA) and has agreed to reciprocate medical coverage for non-Title IV-E children.
6. Children moving into Washington state who are not certified by their state of origin as Title IV-E eligible shall receive medical coverage from their state of origin, except that, if the state of origin is an ICAMA member state, Washington will also provide medical coverage for that non-IV-E eligible child.

11600. Correction of Funding Source

1. Every department-paid substitute care payment charged to an incorrect funding source must be changed to reflect the correct source, both in the authorization and accounting systems.
 1. Changes are made at the point of discovery of the incorrect charge.
 2. Corrections of payment are made by using the FamLink COPCR procedure.

11700. Income/Resources of Child in DSHS Paid Substitute Care

1. A child in department-paid substitute care may have:
 1. Earned income (wages);
 2. Unearned income (Social Security, SSI, VA benefits); and/or
 3. Resources (bank accounts, bonds, stocks, automobiles, personal property).
2. Each of the above three categories is additionally classified as either:
 1. Exempt income - not included when considering if a child is eligible for a particular federal funding source or when determining a child's possible participation in the cost of care.
 2. Non-exempt income -
 1. Unearned income - If the non-exempt income is unearned income, it shall be used to cover the child's cost of care, except for resources held in trust for an American Indian child.
 2. Earned income - If the non-exempt income is earned income or resources, it may be used to cover the cost of care. The exempt earned income/resources standards which applied to AFDC also apply to children in department-paid substitute care.
3. Title IV-E
 1. The exempt plus non-exempt income must be totaled to determine the child's total gross income per month. The total must be below 185 percent of the child's cost of care for Title IV-E reimbursability to continue. AND
 2. The child's non-exempt resources (including trust fund balances) cannot exceed \$10,000 for any given month. AND
 3. The non-exempt earned income plus the non-exempt unearned income (total non-exempt income) must total less than the child's cost of care, defined as the payment standard: Room and board, clothing, personal and incidental allowance, and specialized rates. Additional rates through the Exceptional Cost Plan (ECP) or Exception to Policy (ETP) processes are not included.
 4. The FFS determines if the child receives Title XVI/SSI funds. A child is not eligible to receive both SSI and Title IV-E simultaneously. The FFS terminates one or the other based on the best interest of the child and/or the greater benefit to the state.
 5. If the child is employed full time and not in school, the source of funds is state only. See also paragraph "vii" below.
 6. Excluded student earned income. The following types of earned income are not counted for Title IV-E purposes:
 1. The earnings of a child 19 years old or younger who is a full time student in grade 12 or below, or the equivalent level of vocational training; or
 2. The earnings of a child under the age of 18 who is attending school part time in grade 12 or below and is not employed full time.
 7. Child's participation in the cost of care. The state must take into account the earnings of every foster child not considered a student (see above). The earned income disregards are applied to the earnings before determining what portion of the child's cost of care will be recovered from the child's earnings.
4. Title II/RSDI-There are no income or resource considerations in determining eligibility for RSDI.
5. Title XVI/SSI
 1. Income and resource limitations are strictly enforced by the SSA.
 2. All earned and unearned income must be reported to the SSA. Social workers report all income and known resources to their SSIF for forwarding to the SSA.

Reports of income and resources are entered by SSIF into SSI tracking module in CAMIS.

3. Earned and unearned income are calculated according to various SSA formulas. All or some of the income may be considered to reduce the SSI benefit.
 4. The cash resource limitation for SSI is \$2000. The client is ineligible for SSI in any month where total savings (including what is held in Trust Funds Accounting and whatever may be held in the child's name by a parent or foster parent) exceed \$2000.00.
6. Title XIX
1. Children with a Social Security number and in paid out-of-home placement are Medicaid eligible categorically needy. Social workers authorize SSPS code 4810 for medical coupons, unless the child is enrolled in a Healthy Options plan.
 2. In non-placement cases (e.g. TCD), Medicaid eligibility is determined in the CSO. The FFS documents Medicaid eligibility in the Revenue File.

11800. Trust Funds Accounting

1. Trust funds accounting is the exclusive mechanism in the DSHS Office of Accounting Services (OAS) to receive, disburse, and reimburse costs of care from any income, benefits, or resources of a child in out-of-home placement or resident in a Juvenile Rehabilitation Administration (JRA) facility. The Children's Trust Fund was established by RCW 74.13.060 designating the Secretary of DSHS as custodian of funds for persons placed with the department. The delegation of this responsibility is assigned as follows:
 1. Trust Fund Unit - accounting and disbursement of all funds;
 2. Headquarters Division Staff - interpreting program policies; and
 3. Social Service Staff and Regional Trust Funds Coordinators - case management.

11810. Regional Coordination of Trust Funds Account

1. In each region, Regional Administrators have delegated the authority for Trust Funds Coordination to a Federal Funding Coordinator. Coordinators work, according to local procedures, with social work staff, SSI Facilitators, and, in some instances, with the Regional Business Managers to authorize expenditures or plans for conserving a child's trust fund resources.
2. Whenever a client is also receiving or is eligible for any federal entitlement program benefits (Medicaid, SSI, IV-E, etc.), the presence of additional resources must be analyzed to determine how that resource will affect eligibility for continued benefit payments.
3. Examples of potential assets include: SSI lump sum settlements due to the Zebly Supreme Court decision, gifts from relatives, inheritances, casualty or life insurance settlements, tort claim settlements, Social Security Survivor's benefits, and victims of crimes compensation, VA benefits, Railroad Retirement, and L & I benefits.
4. Generally these assets are used to reimburse for the cost of care, especially if the reason the child is in care is due to the same reason the benefits are being paid. However, there may be times when a decision is made to conserve resources for future needs of the child. These decisions can be made at the regional level following local procedures as to whether the available money is used for reimbursing the cost of care or is placed in a protective status. Often these resources will be in a protected account in the child's name and are not readily available to the child or current care-giver. Their protected status, however, may not be specific enough

to prevent disqualification from federal entitlement and may need to be placed in a "special needs or Medicaid qualifying trust."

11820. Special Needs Trusts

1. A CA Headquarters SSI program manager has responsibility for assisting Regional Coordinators and social workers in obtaining Special Needs Trusts for some clients with large monetary assets, where appropriate and cost efficient. Regional coordinators may contact the Program Manager for further assistance as soon as a need for a special needs trust is identified.
2. Cooperative work with the Office of the Attorney General and private attorneys may result in trusts being established to protect the client's resources, ensure continued eligibility for federal entitlement programs, and provide a mechanism for disbursements for special needs.
3. The completed trust document must be court approved, preferably submitted by the assigned DCFS social worker.

11830. Establishing a Trust Fund Account

1. When a child enters DCFS care, the client's social worker, in cooperation with the FFS or SSIF, determines if the client is entitled to any benefits or has available resources. Any available benefits or resources must be sent to the Trust Fund Unit.
2. Most trust fund clients receive either Title II/RSDI or Title XVI/SSI benefits. A small number of clients receive moneys from other miscellaneous sources.

11840. Dedicated Accounts

1. The Social Security Administration (SSA) will pay directly by electronic bank transfer to a "dedicated account" any SSI benefits which exceed 6 times the monthly benefit amount, (except when payment is under an IAR).
2. Dedicated accounts are managed by the DSHS Trust Fund Unit and questions about the dedicated accounts may be referred there. See Section 118130.
3. Funds in the dedicated account may not be used for maintenance purposes, but may be used for the special medical, educational and adaptive use of the client. Requests for permission to use these moneys must be submitted to the Trust Fund Unit, which will then submit to SSA for approval.
4. When a client leaves care, any remaining balance will be returned to SSA for transfer to another dedicated account set up by the new Representative Payee.

11850. Benefits

1. The SSIF must apply with the appropriate agency (SSA, VA, etc.) for DSHS to be made payee for client benefits. For Title II and Title XVI the SSIF must submit a Request to be Selected Payee, SSA-11-BK, "change of payee" application and forward a copy of the application to the Trust Fund Unit.
 1. SSIF is responsible for applying for benefits or applying for a change of payee, unless otherwise designated by a local office.
 2. SSIF is responsible for entering client data regarding payee change or benefits request into SSI tracking in FamLink. After a request for payee change has been done, it takes approximately two months for the payee change to be made to DSHS. The social worker or other staff, in accordance with regional procedures, must notify the client's current

payee to return any additional payments received to the appropriate agency (SSA, VA, etc.) or forward to the Trust Fund Unit until DSHS is named payee.

3. If the client is age 18 or over and becomes or remains his/her own payee, the social worker arranges for monthly benefits to be endorsed and forwarded to the DSHS Trust Funds Unit. (see Section 118130)

11860. Resources

1. Any available resources (settlements, insurance benefits, inheritances, etc.) must be forwarded to the Trust Fund Unit, along with any relevant documentation or court orders pertaining to these funds.
2. When funds are received, they will be used to reimburse DSHS for the client's cost-of-care unless there are legal restrictions on their use or an approved case plan.
3. Case plans for savings or expenditures must be approved by the child's social worker and the Regional Trust Funds Coordinator.

11870. Correspondence with Trust Fund Unit

1. Agency Notices
 1. Any correspondence received from the various agencies will be forwarded to CA for distribution. Social workers, FFS, or SSIFs must review these notices and take any necessary action. For Title II/RSDI and Title XVI/SSI cases, the SSIF are available to assist the worker in resolving any problems. Title II/RSDI and Title XVI/SSI notices are noted in the SSI Tracking module of CAMIS by the Headquarters SSI eligibility specialist. Changes in benefits, notices of over and underpayment, etc., are analyzed for correctness.
 2. Field staff or Headquarters SSI staff need to give particular attention to notices regarding rates, termination of benefits, and overpayments. Workers must notify the Trust Fund Unit and the appropriate agency immediately if information on notices is incorrect. The Trust Fund Unit has limited knowledge of the client's case and, therefore, must assume information is correct and proceed accordingly.
2. Notification of Excess Client Funds
 1. Client accounts are audited on a biannual basis. If the Trust Fund Unit Financial Coordinator determines that a client has excess funds, the SSIF will receive an e-mail notification of the amount.
 2. Spending of these funds is optional, unless the notification indicates that the client balance is nearing or over the SSI resource limit. Trust Fund Unit staff will update the client's FamLink SSI record to list the current available balance in the Trust Fund as of that date.
 3. If funds are not used right away, workers will need to confirm the balance with Trust Fund staff prior to making future spending plans.

11880. Disbursements from Trust Funds Accounts

1. The responsible social worker or SSIF may request a withdrawal from an account if the client has available funds. Funds can be used for any goods or services that directly benefit the client. Larger items or adaptive equipment must go with the child should he/she change foster homes, return home, or emancipate. The request contains the following:
 1. List of items or services to be purchased.

2. Payee name and address. The payee is usually the foster parent. The payee cannot be the client unless at least 18 years of age.
3. Worker signature. Electronic E-mail request is acceptable with the social worker's own log-on identification.
4. Exceptional requests for expenditure or conservation of funds must be approved according to regional guidelines with the Regional Trust Funds Coordinator.
5. The OAS Trust Funds Unit will disburse from a child's account to reimburse for costs of care, reimbursing first for basic maintenance and then any other allowable costs. All authorizations and payments must be in SSPS, through FamLink, and child specific.

11890. Client Placement Changes

1. The social worker or SSIF, in accordance with regional procedures:
 1. Notifies, in writing, the appropriate agency (SSA, etc.);
 2. For SSI clients, notifies SSA immediately by FAX as such changes may affect client SSI eligibility; and
 3. Updates FamLink placement screens in PLACEUP and SSIUP.

118100. Youth Remaining in Care After 18th Birthday

1. Under approved circumstances, the youth may remain in licensed care after his or her 18th birthday, but placement must end before the youth's 21st birthday. The effect on the client's Trust Fund account is as follows:
 1. Title XVI/SSI
 1. There is no change to the client's Trust Fund account. The Trust Fund Unit will continue to receive payments and reimburse for cost-of-care. Any remaining balance will be disbursed to the client upon leaving care.
 2. The client over age 18 authorizes the department to remain the payee by signing the Voluntary Placement Agreement, (DSHS 09-004B). A copy of the VPA is forwarded to the Trust Fund Unit with a written explanation of the proposed time-limited plan.
 2. Title II/RSDI and VA
 1. Payments will normally stop when the client turns 18 years of age. If the client remains in high school, the client will need to apply to the SSA or VA for an extension of benefits. SSIF will receive SSA notices of upcoming termination and will assist in applying for continued benefits if the child remains in high school. If an extension is granted, payments will be sent directly to the client. The client will need to endorse these payments and send them to the Trust Fund Unit to be used to reimburse for cost-of-care. Any balance accumulating in the account will be held until the client leaves care.
 2. If a Title II/RSDI client has evidence of any physical or mental impairment, an application for Childhood Disability Benefits (CDB) is made to continue the benefits into adulthood. Disability must be established prior to the attainment of age 22.
 3. Other Benefits
 1. Legal settlements, insurance benefits, inheritances, for example, do not alter the Trust Fund account.
 2. Any non-exempt available funds will continue to be used for ongoing cost-of-care reimbursement and approved special needs.

3. Any account balance will be held until the client leaves care.

118110. Child Leaving Care

1. When a client leaves care, their Trust Fund account will be closed. Any remaining balance will be returned to SSA, to the client if age 18 or above, or to the client's new custodian, who needs to apply to be payee for the client's benefits.
2. Parents, guardians, relatives, or adoptive parents must go to the nearest SSA office to apply to be the child's payee. This should be done as soon as a new placement or return home occurs.
3. To close an account, the social worker or SSIF:
 1. Notifies the Trust Fund Unit in writing or E-mail, providing the following information:
 1. Type of change in status (returned home, adopted, adult placement, maturation, death, etc.);
 2. Name and address of new custodian; and
 3. FamLink person ID of the child.
 2. Notifies the appropriate agency (SSA, VA); and
 3. Notifies client's new custodian to apply to be payee.
4. It takes approximately two months for the payee to change. If requested and approved by the agency providing benefits, the Trust Fund Unit will forward payments until the payee changes.
5. For Title XVI/SSI clients, the Trust Fund Unit will not forward payments when clients return home or are adopted, unless authorized by SSA. Clients' continuing SSI eligibility will be based on parents' income determined by the SSA.

118120. Releasing Client Account Information

1. The client's foster parents or family will sometimes have questions regarding the child's Trust Fund account. The social worker or SSIF contacts the Trust Fund Unit to clarify these questions or concerns and then releases account information at their own discretion. Under no circumstances shall DCFS staff give the names or telephone numbers of Trust Fund Unit staff to anyone outside of DSHS.
2. Upon request, an accounting of a client's Trust Fund account can be sent to the worker to review and release as appropriate. Trust Fund Accountability Statements can be released directly to other DSHS divisions. For example, workers may refer the Division of Child Support to the Trust Fund Unit, whose staff will work directly with them to provide the information that division needs.

118130. Trust Fund Information

1. Forward payments on transmittal to:

DSHS Trust Fund Unit
P. O. Box 9501
Olympia, WA 98507-9501

2. Forward correspondence to:

Trust Fund Unit
Mail Stop: 45842
P.O. Box 45842

Olympia, WA 98504-5842
Telephone: (360) 902-8284
CAMIS ID: KEGK300
FAX Number: (360) 902-8213
Employer ID: 91-6001088

3. NOTE: Requests for disbursement can be made through FamLink E-Mail to FamLink ID: KEGK300
4. When forwarding payments or correspondence to the Trust Fund Unit, the following information must be included:
 1. Client name;
 2. CAMIS person ID;
 3. Client date of birth; and
 4. Client Social Security Number.

137111. Client Records

1. The following records are disclosable only to the client (the child's parent or legal designee, child or custodian-parent of a child under 18, legal representative of a child).
 1. The CPS record, except that the name and other identifiers of the referrer of alleged CA/N may be removed prior to disclosure.
 2. CWS or FRS records.
 3. Juvenile court records or juvenile court documents contained in DCFS files. RCW 13.50.100
2. When a non-custodial parent requests information from a child or family record, the public disclosure coordinator consults with the Assistant Attorney General (AAG) prior to releasing the information to determine criteria for release.
3. The information in paragraph A above may be shared with other public agencies subject to the same rules of confidentiality as CA. For example, information from a CPS or CWS record may be provided to a contractor who is providing counseling or evaluation of a child/ family or shared with Child Protection Teams (CPT) or Local Indian Child Welfare Advisory Committees (LICWAC).

137112. Licensing Files

1. Unless non-disclosure of particular information is required or authorized by law, licensing record information must be disclosed upon request. Most information contained in licensing records is disclosable. However, licensing records frequently contain information that is confidential or exempt from disclosure requirements.
2. The public disclosure coordinator or other designated staff will review requested licensing records and identify non-disclosable information in accordance with these guidelines. Staff will redact (remove) non-disclosable information from the record. The public disclosure coordinator will make remaining disclosable information available to the requester for inspection and copying or provide a copy to the requester.
3. Whenever disclosure of information is denied, the public disclosure coordinator will provide a written explanation to the requester, identifying the information for which disclosure is denied and the specific statutory basis for the denial.
4. Personal Information in Licensing Files-The release of personal and private information is a sensitive issue, and decisions about releasing too much or too little information are difficult. When a question regarding the release of personal and private information arises, the coordinator needs to consult with the assigned AAG.

5. Personal and Private Information-The following table provides examples of personal and private information that CA has released and examples of such information that the agency has declined to release.

Information Released	Information Not Released
Generalized answers about the applicant's background	Fact that a foster mother had been raped and received extensive counseling
Experiences with raising children	Sexual orientation of applicant when of no concern to public
Description of foster parent relationships, marital relationships, individual strengths, etc.	Historical family background, such as applicant's parents' marital relationship, family conflict issues, etc.
Statements regarding desire to become licensed providers	Reports of abuse applicants suffered in the past
Description of physical home of applicant, medical and other services they utilize for children in their care	Criminal conviction of applicant's parents or children unless it directly relates to the application
Autobiographical information that does not seem private or offensive	Medical conditions of applicants or their family, such as a child with Down's Syndrome
Statements regarding licensees' willingness to work with parents and agency staff	

6. Notice of Disclosure
1. The public disclosure coordinator provides notice of disclosure to individuals whose licensing files are being released prior to release of the file.
 2. The coordinator also provides notice to those named in the file who will be significantly impacted by release of the information.
 3. If a question arises regarding the need to notify an individual, the coordinator consults with the assigned AAG.

137113. Disclosure of Police Reports

1. When a request is received for a copy of a police report, the public disclosure coordinator needs to notify the police agency that CA has received a request for a copy of one of their reports in the agency file.
 1. The police agency must provide specific legal citations, within time-frames that will enable CA to meet legal deadlines for disclosure of information, if it wants CA to withhold the information.
 2. If disclosure of the information would interfere with an ongoing investigation or legal action (on the part of a prosecutor), CA can withhold the information when it receives such notice from the police or prosecutor in writing.
 3. Information may be releasable once the investigation is completed.

14200. Mail System

14210. Introduction

1. The CA mail system provides internal control and efficient processing of all incoming and outgoing mail.
2. The mail clerk(s) is expected to have current directories of ZIP codes, DSHS address and mail stops, a roster of office employees, and pick-up/delivery schedules for the mail services available.

14211. Definitions

See definitions relating to mail in [Appendix A](#), Definitions

14220. Incoming Mail

1. The mail clerk processes the incoming mail as follows:
 1. Date stamps but does not open "Confidential" mail envelope; sets it aside.
 2. Opens, date stamps each piece of mail with the current date, and staples the envelope to its contents, but date stamps only the envelope for each of the following items:
 1. Original or notarized-copy documents; e.g., birth certificates, marriage licenses, etc.;
 2. Negotiable items; and
 3. Other items as specified by the Regional Manager or Area Manager or designee.
2. Separates into the following categories:
 1. Cash items and the Cash Items Log
 1. Annotates each item to the Cash Items log, DSHS 19-48; both staff opening mail initial the log.
 2. Takes log (white and pink copies only) and cash item(s) to the Business Office or account.
 3. Retains the yellow copy of the DSHS 19-48.
 4. Accountant or Business Office staff return white copy to mail clerk to be stapled to yellow copy and retained in the Cash Items Mail Log file for a retention period of two years.
 2. Negotiable Documents-Distributes negotiable documents directly to the designated responsible individual(s) and keeps them in a secured area (e.g., locked filing cabinet) when unattended.
 3. All other mail per Regional Manager/Area Manager/designee instructions.
3. Distribute Mail
 1. Confidential Mail - Deliver all mail marked "Confidential" to the addressees.
 2. All Other Mail - Distribute all other mail as designated by the Regional Manager/Area Manager/designee.
 3. Incorrectly Sent/Delivered Mail - Determine if address is correct. Make correction if necessary. Sort to outgoing mail.

14230. Outgoing Mail

1. Support staff will set a time that outgoing mail leaves the office.
2. Preparation of outgoing mail will occur to correlate with the scheduled outgoing mail pick-up time.

3. The schedule needs to accommodate processing of all accumulated mail and the time the mail leaves for the Post Office.

14231. Types of Mail Service

1. Regional Courier service is available to offices in Regions 4 and 5, in conjunction with the State Office Courier, to distribute mail from and to all "N," "S," and Olympia-area mail stops.
2. State Office Courier service is available to all offices with "N," "S," and Olympia-area mail stops to distribute mail to these stops.
3. State courier service is to be used by all offices to which it is available.

14232. Special Instructions

1. Offices will establish local instructions to utilize courier mail as provided in their area.
2. Unique Shipping Instructions
 1. Usage-Offices may establish other shipping arrangements as necessary and approved by the business office. A separate account will be established for this purpose.
 2. Additional Instructions
 1. CA offices need to contact United Parcel Service (UPS) or Federal Express (FedEx) for specific details regarding establishing a UPS or FedEx account, rates, pick-up/delivery times, etc.
 2. Some offices have a UPS account specifically for shipping case records to the Records Reference Center. This account is not to be used for any other reason. A separate account must be established for unusual situations.
 3. Shipping invoices are obtained from UPS.
 3. United States Postal Service (USPS)
 1. Usage - USPS can be used for all mail not sent by courier or other means.
 2. Special Instructions
 1. The following forms can be obtained from the local post office:
 - PS Form 3533 - Application and Voucher for Refund of Postage and Fees;
 - PS Form 3602-A - USPS Daily Record of Meter Register Readings;
 - PS Form 3800 - Receipt for Certified Mail; and
 - PS Form 3811 - Return Receipt.
 2. Offices contact the local Postmaster for additional information; e.g., rates, delivery/pick-up schedules, etc.
3. General Instructions
 1. General Mail - Outgoing mail to be sent via USPS is to be prepared as described in the USPS publications Addressing for Success and Postal Addressing Standards.
 2. Client Case Records - Regardless of mail services, support staff use the following procedures for mailing client case records to ensure protection of confidentiality and record content.
 1. Use a Tyvek envelope or a suitable box.
 2. Wrap the envelope/box as appropriate to keep contents from shifting and/or splitting open.
 3. Mark the package "Confidential."
 4. If the shipping method is to be USPS, utilize the certified mail service without return receipt to assure a method of tracking the shipment in case of loss.
3. Addressing

1. All first class mail is to be addressed following the guidelines in the USPS publications Addressing for Success and Postal Addressing Standards.
2. Mailing Address
 1. Courier Mail - Use the complete/correct mail stop. For courier mail, this is the only address needed.
 2. UPS - Use the street address rather than the Post Office. Box on UPS mail.
 3. USPS - Address as advised in Addressing for Success brochure.
3. Return Address- Inter-Office Mail Envelopes (Courier Mail)
 1. Ensure the enclosed material clearly identifies the sender and the sender's return address or attach a completed Routing Slip, DSHS 1-32, to provide sender information.
4. Specially Shipped Packages
 1. Prepare packages as necessary utilizing proper packaging and addressing methods.
 2. Maintain an invoice shipping copy for account charge reconciliation and payment.
5. USPS Mail
 1. Certified Mail
 1. Complete and attach Receipt for Certified Mail, PS Form 3800.
 2. Complete and attach Return Receipt, PS Form 3811, when needed. Ensure the return address is stamped/written on the back of PS Form 3811.
 3. Enter each certified item in a certified mail log.
 2. Postage Stamping
 1. Daily, prior to running the mail, change postage meter date and check moistener and ink supplies for adequacy to produce clear legible marking.
 2. Affix correct postage to items to be mailed.
 3. Separate mail as required by the local Post Office and band groups together.

14240. Special Procedures

14241. Business Reply (BR) and Postage Due Accounts

1. Business Reply Accounts-When someone uses a BR envelope to mail information to an office, the USPS charges the mailing costs to that office's BR account.
 1. Establishment of a BR Account-To establish a BR Account with the post office:
 1. Contact the DSHS Mail Room Supervisor to obtain a copy of the current BR permit fee receipt and information about the accounting fee amount (refer to c. below).
 2. Complete an Invoice Voucher, A-19, to request a warrant for payment of the annual accounting fee and sufficient funds to cover BR charges for three to six months;
 3. Process the A-19 in accordance with local office procedures.
 4. Upon receipt of the warrant, take it, a copy of the A-19, the Remittance Advice (RA), and the permit fee receipt (when received) to the local Post Office. Give these items to the postal employee, who:

1. Issues a receipt for each payment, with the total equaling the warrant amount;
 2. Signs the A-19;
 3. Date stamps the A-19 and the RA;
 4. Returns the A-19, RA, permit receipt, and warrant receipt(s).
5. Deliver these documents to the person responsible for maintaining the BR and Postage Due ledgers.
2. Replenishment of BR Account-Request additional funds for the BR Account about one month prior to the fund's depletion. To order funds:
 1. Complete an A-19 requesting enough money to last three to six months;
 2. Process the A-19 in accordance with local office procedures.
 3. Upon receipt of the warrant, take it, the A-19 copy, and RA to the local Post Office. Give the items to the postal employee who:
 1. Issues a receipt for the payment;
 2. Signs the A-19 copy;
 3. Date stamps the A-19 and RA; and
 4. Returns the A-19, RA, and payment receipt.
 4. Deliver these documents to the person responsible for maintaining the BR and Postage Due ledgers.
3. Payment of the Annual Accounting Fee
 1. Prior to the end of the calendar year, the DSHS Mail Room buys a BR permit from the USPS. Each office using BR services must then pay the USPS an accounting fee.
 2. The Mail Room sends a notice of the annual accounting fee due and a copy of the permit fee receipt to the affected offices. When the receipt and accounting fee notice are received:
 1. Complete an A-19 for the accounting fee; and
 2. Follow the procedures in section 14240, paragraph A.1.b.
2. Postage Due Accounts
 1. Each office receiving USPS mail can establish/maintain a Postage Due Account with the local Post Office or make specific arrangements with the local Post Office to handle postage due mail.
 2. To order/replenish Postage Due Account funds, follow the instructions in section 14241, paragraph A.2.
3. Maintenance of BR and Postage Due Account Ledgers-Each office will designate an individual to maintain accurate records (ledgers) of all debits/credits made to the BR and Postage Due Accounts.
4. A-19 Post Office Receipt
 1. When a Post Office receipt and/or an A-19 and related documents are received, record the account debit in the corresponding ledger(s) as follows:
 1. Enter the date from the Post Office receipt and the debit amount;
 2. Add the debit amount to the previous balance and verify the new balance with the Post Office account balance; annotate ledger for verification. The BR accounting and permit fees do not change the BR Account Balance.
 3. Attach related documents behind the A-19 and maintain the file in chronological order.
 2. The local Post Office gives the office a Postage Due Bill, PS Form 3582-A, each day as charges are made against the account(s). The form shows each account's credit amount,

the total credit amount, and the postage meter tape with the date and total credit amount.

3. When a PS Form 3582-A is received, credit the corresponding ledger as follows:
 1. Enter the credit date and applicable credit amount;
 2. Subtract the amount from the previous balance and enter the new account balance;
 3. File PS Form 3582-A in chronological order.

14242. Certified Mail

1. Due to the reasons for using certified mail, assigned support staff in each office must maintain a record of each item sent certified. A certified mail log is used for this purpose.
 1. Each piece of certified mail is promptly recorded in the log on the day it is mailed. After receipt from the Post Office, PS Form 3800s are filed in numerical order.
 2. Each Return Receipt is recorded in the log when it is received from the Post Office. After logging in the Certified mail log, the PS Form 3811 is routed to the requester.

14243. Express Mail

1. Occasionally, items may need to be mailed so the addressee receives them the next day. This USPS service is called Express Mail.
2. Each office coordinates Express Mail service usage with the building mailroom or the Post Office as is appropriate to that facility

14244. Ordering Postage

1. When requesting postage, request an amount sufficient to last for at least a one month period.
2. For the Remote Meter Resetting System (RMRS) Meter, utilize the instructions as provided with the meter by Pitney Bowes.

14245. Security Procedures

1. Keep the postage meter key in a secured area (e.g., locked cabinet) when not in use. Only authorized personnel are to access the key.
2. Use postage for state business mail only.

14246. Unused Postage Reimbursement

1. Envelopes and wrappings to which metered postage has been applied and subsequently not used are to be retained for reimbursement.
2. A maximum of once per month, the mail person:
 1. Completes an Application and Voucher for Refund of Postage and Fees, PS Form 3533 and takes the completed form and envelopes/wrappings to the Post Office;
 2. Receives from the Post Office a 90 percent reimbursement of the total postage amount;
 3. Requests the Post Office to apply the reimbursement moneys amount to the office's BR or Postage Due account.
 4. Upon application of funds to BR or Postage Due accounts, the receipt received from post office is given to individual who maintains the BR & Postage Due ledgers. If the BR

or Postage Due account is not credited, the Post Office issues a reimbursement check. Upon receipt of this check, the office transmits it to OFR.

14500. Requesting a Notary

1. Following are the steps to be taken by CA staff to become a notary through the Office of Risk Management's (ORM) Risk Management Services Section:
 1. The applicant completes an Application for Appointment or Reappointment as a Notary Public, #NP659-007 Notary Public App (R5/94), obtained from the Department of Licensing.
 2. Once the application is completed, the contact person sends a memorandum to ORM, P. O. Box 45844, MS 45844, Olympia, WA 98504-5844. The following elements are included in the memorandum:
 1. Whether it is an original or renewal application.
 2. Name of the employee.
 3. Notary stamp delivery address.
 4. Contact person: name, address, and telephone number.
 5. Funding code.
 6. Whether or not applicant wants a notary stamp.
 3. Once the applicant receives the certificate in the mail, and, if the applicant has requested the procurement of a notary stamp, the applicant gives a copy of the certificate to the contact person.
 4. The contact person faxes or mails a copy of the certificate to Kimura Insurance Agency, P. O. Box 3142, Seattle, WA 98114. Telephone number: (206) 323-4773; Fax number: (206) 324-7668.
 5. Kimura Insurance Agency will then send the stamp by United Parcel Service to the local or regional CA office's street address.
 6. If the applicant is renewing their notary, ORM needs to receive the renewal memorandum 45 days before the applicant's notary expires.
 7. Staff with questions may contact ORM at (360) 664-3249

15000. Information Systems Standards

15100. Introduction

1. This chapter contains standards and procedures for the Classic and Graphical User Interface (GUI) versions of the Case and Management Information System (CAMIS) and other electronic information systems used by Children's Administration (CA).
2. These policies and procedures have been reviewed and endorsed by the CA management team.
3. Children's Administration Technology Services shall maintain on the CA intranet an electronic version of the CA Operations Manual, managers and supervisors are to ensure that all staff know how to access and use this manual

15200. System Development, Security and Network Standards

15201. SACWIS System Work Request

152011. Purpose

The purpose is to establish the process for requesting new or updated processes to the Children's Administration SACWIS system.

152012. Standard/Procedure

1. For all updates to existing or requests for new applications to the SACWIS system, CA staff will submit a work request using the CATS Work Request Form. The process is as defined below.

#	Process or Decision	Lead	Person(s)	Description
1	Identify Need	CA	Originator	<p>Anyone may identify a business need. An originator is the person who identifies a business need. Unmet business needs are often associated with system enhancements, policy changes, or technology opportunities. The originator determines whether to document the need. If yes, they describe the need using a CATS Work Request Form.</p>
2	Describe Need	CA	Originator	<p>The originator works with the appropriate regional and headquarters staff to describe the business need in detail. The description includes a summary of the need; relevant policy references; current and recommended future processes; and, summary of the users impacted by the recommended change. The description must include the impact of not addressing the business need and alternatives, including non automated solutions, considered. Once the description is complete, the originator forwards the WR form to an approved sponsor from their CA Region or Division.</p>
3	Review & Prioritize Need	CA	Sponsor	<p>A sponsor reviews the WR to determine whether to sponsor the request. A sponsor is a pre-identified CA Regional or Division leader who reviews and advocates a WR throughout the process. Field office staffs' sponsors are either their Regional Administrator (RA) or Deputy RA. Headquarters staffs' sponsors are either their Division Director or a designated Office Chief. See the CATS WR Process FAQs for a current list of sponsors. If the Regional or Division of leader chooses to sponsor the request, they must indicate whether the change is Mandatory, i.e. is required by current CA policy, and the Priority of the change, i.e. high, medium, or low.</p>

D1	Regional Sponsor?	CA	Sponsor	If the WR originated from the field, it is forwarded to the Director of Field Operations for consideration at the monthly Field Operations meeting.
4	Field Operations Review	VA	Regional Administrators	The purpose of this step is to ensure that all of the RAs are aware of the pending WR and that the business need is shared across the state as opposed to just within the Region in which the need originated.
D2	Submit WR To Change Coordinator?	CA	Sponsor or Regional Administrators	The sponsor or RAs may ask the originator for additional details, close the request, or forward the request to the CATS WR Coordinator.
D3	WR Complete?	CATS	CATS Change Coordinator	<p>The CATS WR Coordinator reviews the WR form and verifies that Part I, Originator Information; Part II, Business Need; and, Part III, Sponsor Information are complete.</p> <p>If the form is complete, the WR Coordinator assigns the change request to a CATS business analyst to complete a Scope Document.</p> <p>If the form is not complete, the WR Coordinator assigns a CATS business analyst to work with the originator and sponsor to complete the form.</p>
4	Describe Scope	CATS	CATS Business Analyst	<p>A CATS business analyst works with the appropriate regional and headquarters staff to complete a Scope Document.</p> <p>The Scope Document describes the recommended solution to meet the business need and includes a DRAFT Estimate to design, build, test, and implement the recommended solution.</p> <p>Once a Scope Document has WR completed, the business analyst works with the Change Coordinator to schedule a WR Board review of the WR and Scope Document.</p>
5	CCB Reviews WR & Scope Document	CA & CATS	CCB	The CATS WR Board (WRB) is made up of selected regional and headquarters senior managers. These WRB determines whether to approve, defer, or deny WRs. In addition, they set WR priorities. The WRB meets frequently during certain periods, e.g. the design phase of the CAMIS Replacement project.
D4	Approve, Not Approve or Defer Scope	CA & CATS	CCB	After reviewing a WR and the associated Scope Document, the WRB determines whether to approve, defer, or deny the WR.
6	Complete Design	CATS	CATS Business Analyst	<p>Once a WR has been approved, a CATS business analyst completes a Design Document.</p> <p>A Design Document includes a description of the solution that will be implemented to meet the business need. The description of the solution may</p>

				be documented in a Use Case or other design document and include screen shots and a summary of the steps, decisions, and business rules required to implement the solution. Designs must be reviewed by the originator, sponsor, and other appropriate headquarters and regional prior to completion.
7	Perform Implementation LOE Estimate	CATS	CATS Business Analyst	Once a Design Document is complete, the business analyst will work with CATS managers to complete a FINAL Estimate to build, test, and implement the recommended solution.
D5	Validate Design & Review Implementation Estimate	CA & CATS	CCB	The WRB validates the completed design and reviews the FINAL Estimate to construct and implement the recommended solution.
8	Execute Development Life Cycle	CATS	CATS Business and Programmer Analysts	Once validated, CATS implements the solution described in the Design Document.

15202. User Access (6/15/2006)

152021. Purpose

The purpose is to establish who has access to CAMIS.

152022. Standard

1. In accordance with DSHS Information Technology Security policy manual Chapter 4, Chapter 12 and Admin Policy No. 05.01, No. 15.10, the only persons having authorized access to CAMIS are Children's Administration staff, Case Aides, Interns (given access by their Regional Administrator), Director, Office Chief, internal or external auditors (for limited audit purposes), and those persons, on an individual basis, whose access has been approved by the Office of Information Services Manager. Access to CAMIS shall be given on a need-to-know basis.
2. Other persons requesting CAMIS access may receive authorization only after their request is reviewed by the applicable Regional Administrator, Director, or Office Chief and approved by the Office of Information Services Manager.

152023. Procedure

1. All persons who have access, pre-approved or granted by exception, shall receive basic CAMIS training and training in the specific applications they will use prior to their use of the system. Additionally they shall acknowledge in writing that they understand the department's requirement for protecting certain information, understand the penalties and sanctions associated with unauthorized information disclosure, and have read and understand applicable department policies and procedures governing information security.
2. Requests to give persons access shall be submitted to ISSD Data Security and shall include person or persons desiring access, agency for whom they work, which modules are being requested, and reason for needing access, time-frame for which access is requested, systems to

which access is requested (LAN, WAN, CAMIS, etc.), and cost associated with their access and agreement on who pays those costs.

3. Requests may be submitted using the IBM Mainframe Security Access Form, or in memorandum format.
4. ISSD Data Security shall review the request with the CAMIS office and have authority to approve the request.

15203. Storage of Confidential or Mission Critical Data (6/15/2006)

152031. Purpose

1. In accordance with DSHS Information Technology Security policy manual Chapter 3 and Admin Policy No. 05.01, No. 15.10, to provide a policy for Children's Administration regarding the storage of confidential and mission critical data so that proper back-up may be made.
2. B. Confidential information includes all personal information (e.g., name, birth date, SSN, etc.) and case data (e.g., case number, type, allegations, etc.) relating to CA clients.

152032. Applicability (This policy applies to all CA employees.)

152033. Standard

1. Due to the critical and confidential nature of the data used by Children's Administration, it is necessary that all data files that contain confidential information or are mission critical in nature be stored on the network file server and not on local hard drives. This would include all information that might need to be accessed by a co-worker or supervisor in a staff person's absence.
2. Each file server within an office will be set up with a directory structure that users may access for the storage of these files.
3. A back-up shall be made regularly, using suitable back-up media, of the information on the network file server, and these files will be part of this back-up. The regional System Support Specialist will be responsible to ensure that a back-up of the file server is done at least on a daily basis.
4. Access to directories and files will only be granted when required to perform job related functions.

152034. Procedure

1. The file server directory structure for users to store their files will be set up by the regional System Support Specialist. The regional System Support Specialist will publish the necessary information needed for staff to be able to access and use the directory structure for this data, and insure data security is applied to file directory structure.

15206. Creating/Changing Log-in Id's For Users (6/15/2006)

152061. Purpose

1. In accordance with DSHS Information Technology Security policy manual Chapter 4 and Admin Policy No. 05.01 and No. 15.10, this standard provides procedure for Children's Administration staff regarding the creation of system user ID's in the CAMIS system, on the DSHS Domain, and

for electronic mail for better security for systems and a more timely approach for assigning security.

152062. Standard

1. Children's Administration will identify individuals who are authorized to create and delete user ID's for the various computer systems used within the administration. These systems are currently the Case and Management Information System (FamLink), the DSHS domain, and the Exchange electronic mail system. A user ID needs to be created in each of these systems in order for each user to access the information needed to perform his or her job functions.
2. Security rights that allow a user to create system ID's shall be limited to a small number of staff.

152076. Procedures for Virus Definition File Application

1. The McAfee Anti-Virus system employed by Children's Administration is the standard indicated by the DSHS Information System Services Division. All protected hardware is configured to automatically check for virus signature updates every day. In the event a vulnerability solution is identified that requires a new virus update, the Senior Technical Analyst will initiate a manual Virus Definition File update within 1 hour of reviewing the notification. The Senior Technical Analyst will send a notification to the CA Patch Notification Distribution List after the updated has been initiated.

15208. Expedited Patch Application Procedure (EPAP)

152081. Purpose

1. The purpose of this document is to outline the procedures needed to expedite the installation of patches that are critical in nature on a network-wide basis.

152082. Applicability

1. The standard applies to all automation systems supported by the Children's Administration Technical Services (CATS) Division and all CATS staff.

152083. Definitions

1. Patch - A temporary addition to a piece of code, usually as a quick-and-dirty remedy to an existing bug or misfeature.
2. Patch Tracking Log - Electronic log used to track all actions taken in response to a Patch notification.
3. N - Time when Technical Support Services Manager determines that the update/patch identified in the Notification could have a critical impact.
4. Isolated Environment - A network of computers that is not physically connected to the production network.
5. Remote Tools - Any utility or software program that allows administration of a resource from other than its own counsel. (i.e. SMS, Remote Desktop, etc.)

152084. Resource Requirements

1. Test lab environment or other spare machines to test patches.
2. Patch Tracking Log

152085. Procedures

1. N + 1 hr - The Technical Support Services Manager or designee will identify CATS staff to act as EPAP team and inform the rest of CATS staff that an EPAP team has been tasked for the subject patch.
2. N + 4 hrs - The EPAP team will download and begin testing the patch in a lab or other isolated environment to determine its relationship with our existing software while not compromising our existing production network.
3. N + 24 hrs - The EPAP team, after verifying stability of the patch within our existing systems, will test distribution of the patch via Remote Tools within the lab or other isolated environment.
4. N + 48 hrs - The EPAP team will distribute patch/update statewide via Remote Tools. The Technical Support Services Manager or designee will notify all users that a patch is being distributed and what impact, if any, it will have on their workstation.

15213. Network Equipment Relocation and Connections (3/1/95)

152131. Purpose

1. Pursuant to DSHS Administrative Policy 15-10 which deals with Information and Technology Security the following guidelines are provided to outline the handling of network related computer equipment within offices of CA to:
2. Assure networks continue to function properly.
3. Minimize the number of system problems caused by users moving equipment and disturbing networks.
4. Keep site documentation accurate.

152132. Applicability: To all CA Employees

152133. Standard

1. All computer equipment attached to a Local Area Network (LAN) or Wide Area Network (WAN) is part of that network. Only Children's Administration Technology Services (CATS) personnel may authorize a change to the configuration of those networks. To connect or disconnect any equipment from that network, including a PC, monitor, printer, copier (or other multi-function device i.e. network copier or scanner) or moving patch cables, is to alter the configuration of that network.
2. All LAN and WAN related equipment will be maintained and handled by the local Systems Support Specialist or the Regional Systems Support Supervisor. The equipment will be purchased, installed, and serviced only under the direction and coordination of the Regional Systems Support Supervisor or the Systems Support Manager. Non-technical field staff are not authorized to disconnect, reconfigure, or move LAN and WAN equipment except under the coordination and direction of the local Systems Support Specialist or the Regional Systems Support Supervisor.

152134. Procedure

1. In the event that an office within a region would like to relocate a piece of equipment (i.e., computer, printer, etc.) or change the configuration of the office LAN in some way, responsible staff are to contact their local Systems Support Specialist for approval and follow the procedures as outlined by their region.

15300. General SACWIS System Standards

15301. Updates to CAMIS Files (11/30/95)

153011. Purpose

1. To ensure that CAMIS files represent the work of the person who originally entered it or the designated supervisor.

153012. Applicability

1. Applies to all CA employees.

153013. Standards

1. All initial documentation in CAMIS shall remain a discrete representation of the information available at the time it was entered.

153014. Procedure

1. No textual information shall be completed or edited after five working days of initial input. CAMIS text shall be updated by the person who created it or by the designated supervisor. A designee shall indicate for whom he or she is inputting the text.
2. For licensing, case, referral, and facility complaint SERs, any new or corrected text information shall be documented in a separate, subsequent SER addendum.
3. For Risk Tags any changes to the risk tag shall be added below the original risk tag text. It shall be dated and the person making the addition shall sign by typing their name at the end.
4. Investigative assessment text corrections must be made 31 days after the assessment has been marked complete. Any changes needing to be made subsequently must be approved by an Area Administrator and the assessment lock security overridden by a person with designated security.

15302. Standards for Input of Names (4/14/94)

153021. Purpose

1. To provide a consistent standard for the entry of names in CAMIS for persons, businesses, contracts, licenses, and providers; to improve search procedures; and to improve data integrity.

153022. Standard

1. The following standards shall be used when entering names in the CAMIS system:
 1. No spaces are to be used in names; e.g., McDonald and MacDonald, not Mc Donald and Mac Donald.

2. The only punctuation to be used will be the hyphen, "-"; as in Jones-Borland. Periods, commas, apostrophes, etc., will not be used.
3. Use full names when known and nicknames or alternate spellings as aliases; e.g., Elizabeth G Johnson, AKA: Beth Johnson, Liz Johnson.
4. The middle initial or name will be entered in the correct data field only. It will not be entered in the data field provided for the person's first name.
5. Titles such as Jr., Sr., II, III, Dr, etc., will be entered in "Title" data field. The only exception is if a first name is not known at the time of intake. No "unknown" names will be entered for any reason, either first, last, or first and last. If there are allegations regarding an unidentified person or persons, any and all identifying information shall be entered in the allegation text; e.g., "presumed mother locked two female children, 5 to 8 years old, in the car and went into the bar. License # ABC123." If persons are later identified, complete information will be entered at that time.
6. Contract Names: When contracts are created, the business ID and provider number will be created in the same format (last name space first name space initial or title with no punctuation). Facilities may be abbreviated identically for business and provider IDs. Once the business or provider number is pulled into the contract, it can be typed over to reflect the desired name format for the person/contract.
7. Day Care and Foster Homes: The licensee will be created in the licensing module following the same format as the provider file (last name space first name/spouse or other name). Each facility will have a business ID created at the time the license application is entered into CAMIS if one does not already exist. The female's name, if any, will be listed first; spouse or other name will be listed second. At the time the facility is licensed, the licenser will request an SSPS provider number using the above naming format. The provider number will be related to the existing business. See examples below.
8. Day Care Centers with Multiple Sites: A license will be created for each site, each with a separate business ID. The business ID for each site will be related to the appropriate SSPS provider number.
9. Private Agency Foster Homes: Private agency foster homes will be entered using the same naming format as for all other persons, business, licenses, contracts, and SSPS numbers (last name space female first name/male first name). Private agency foster homes will have business ID, license, and SSPS number, all listed the same. The private agency foster home's address will be coded as the mailing address. Under alternate name/address, type in the name and address of the agency that licensed them.
10. Examples of Name Formats:

Contracts	
1) Provider File:	Jones James A
Contract:	James A Jones DBA: Jones James A
2) Provider File:	NWYS/CRC/REGIONAL
Contract:	Northwest Youth Services DBA: NWYS/ASSESS/WHATCOM
3) Provider File:	NWYS/CRC/REGIONAL

Contract:	Northwest Youth Services DBA: NWYS/CRC/REGIONAL
4) Provider File:	Catholic Community Services
Contract:	Catholic Community Services DBA: CCS/SNO CNTY/CRISIS DC

11.

Day Care and Foster Homes	
1) Provider File:	Smith Mary A
License:	Smith Mary A
2) Provider File:	Smith Mary/John
License:	Smith Mary/John
3) Provider File:	Smith Mary/Jones Barbara
License:	Smith Mary/Jones Barbara

12.

Day Care Centers with Multiple Sites:	
1) Provider File (UNYSIS):	YMCA South County
Provider File (CAMIS/SBUS):	YMCA S CNTY Main Site YMCA S CNTY Lynddale
License:	YMCA S CNTY Main Site YMCA S CNTY Lynddale
2) Provider File (UNYSIS):	YMCA Clark County Daycare
Provider File (CAMIS/SBUS):	YMCA Clark CNTY Hazel Dell YMCA Clark CNTY Cascade Park
License:	YMCA Clark CNTY Hazel Dell YMCA Clark CNTY Cascade Park
3) Provider File (UNYSIS):	YMCA Yakima Daycare
Provider File (CAMIS/SBUS):	YMCA Yakima Naches Ave

	YMCA Yakima Summitview
License:	YMCA Yakima Naches Ave YMCA Yakima Summitview
4) Provider File (UNYSIS):	YMCA Spokane Daycare
Provider File (CAMIS/SBUS):	YMCA Spokane (School Name 1) YMCA Spokane (School Name 2) YMCA Spokane (School Name 3)
License:	YMCA Spokane (School Name 1) YMCA Spokane (School Name 2) YMCA Spokane (School Name 3)

15306. Residential Address for Children Served by Children's Administration (8/17/95)

153061. Purpose

1. The purpose is to establish a standard protocol for recording the address of children served by CA.

153062. Standard/Procedure

1. For children served by CA, the following criteria will be used for establishing the residential address in their person record.
 1. Children who reside with parent or legal guardian: Use the parent or guardian's address.
 2. Children who are in the department's custody: Use the parent or guardian's address.
 3. Legally free child: Use the office address of the DCFS office responsible for supervising the child. Code this address as a mailing address. Do not use the pre-adoptive or foster parent's address as a residential address.
 4. If the child's parent or guardian is homeless, the street address may be listed as HOMELESS with the city and county showing where the family is normally found.
 5. Children who are in care will have their current whereabouts recorded in their placement record.

15400. SACWIS System Program Specific Standards

15401. Program and Code Definitions (11/1/98)

154011. Purpose

1. The purpose is to establish consistent Program Code definitions in CAMIS.

154012. Standard

1. Program or Service/Activity Codes are entered in three different and unique places in CAMIS. There are Referral codes, Case codes, and File Folder codes. This standard specifically addresses referral codes and case codes.
2. Programs Used in Referrals
 1. Child Protective Services
 2. Child Welfare Services
 3. DLR/CPS
 4. Family Reconciliation Services
 5. Licensing Complaint (Non-CPS)
 6. Home Studies
3. Program Codes Used in Cases
 1. C Child Protective Services
 2. W Child Welfare Services
 3. F Family Reconciliation Services
 4. D Income Eligible Daycare
 5. L Licensing
 6. R DLR/CPS
 7. A Adoptive Home Services
 8. H Home Study
 9. I Interstate Compact
 10. U Courtesy Supervision
 11. T Adoption Support
 12. S Service Inactive
4. The following definitions are to be used in determining which program codes are used in CAMIS for cases:
 1. C - Child Protective Services-A case assignment would be coded C - CHILD PROTECTIVE SERVICES in the following circumstances:
 1. A referral is accepted for investigation. The case would be coded as CPS as long as the case is open for investigation, it has a service contract, or until dependency is established.
 2. Cases already open for W - Child Welfare Services would also be coded C - CPS while the new referral is being investigated.
 2. F - Family Reconciliation Services
 1. A case assignment will be coded as F - FAMILY RECONCILIATION SERVICES for cases in which a referral or request for services has been accepted for assignment which meets the definition of FRS services in RCW.
 2. The maximum length of time a child/family would qualify for FRS is 90 days. For a case to continue as an FRS case beyond the 90 days, supervisory approval is necessary.
 3. If a Child in Need of Services (CHINS) petition is filed, the case will remain an FRS case until the CHINS is approved or denied.
 3. W - Child Welfare Services-A case assignment will be coded W - CHILD WELFARE SERVICES when a case meets the following criteria:
 1. A case that initiates as CPS and has had a Dependency established. The case remains as a CWS case until the Dependency is dismissed, including legally free children placed in pre-adoptive homes.
 2. A case which initiates as FRS receiving continued services beyond the initial 90 days of FRS services or has had a CHINS approved by the court.

3. Any request for services, accepted for assignment, from a family for a child that does not fit into any of the other categories.
4. D - Income Eligible Daycare is a teen parent day care- case open for the provision of Teen Parent Child Care only.
5. I - Interstate Compact-A case open for supervision of children from other states under the Interstate Compact on Placement of Children (ICPC).
6. H - Home Study-A case open for the purposes of assessing whether a placement resource is appropriate for a child. This code does not apply to Foster Care Home Studies or to Adoptive Home Studies.
7. U - Courtesy Supervision-A case in which the worker assigned is supervising the placement of a child from another office within the state. This case shall also be open in the sending office as a CPS, CWS, or FRS case.
8. A - Adoptive Home Services-A case which is open under the Adoption Services Program. This code is to be used for the prospective adoptive parent/s only. The child's case remains open as a CWS case. This includes the adoptive home study.
9. T - Adoption Support-This is only to be used by the state or regional Adoption Support program managers for cases involving children with approved adoption support subsidy agreements.
10. L - Licensing-This code is used for licensing and respite care provider cases only. This includes foster care home studies.
11. S - Service Inactive
 1. This code is used to designate a case in which the worker has finished providing direct services, and the case is waiting for completion of paper work. Additionally, this code is used for supervisory review when the supervisor is reviewing the case pending closure. If the case is being transferred or reassigned, the appropriate program code for the type of program/services the case is receiving is used.
 2. Upon completion of direct services, the program code is closed and S - Service Inactive code is opened to the assigned worker or supervisor. This code is not opened unless the related direct service code is closed.

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1. Upon initial case assignment or assignment of additional workers to a case, one of the above program codes is used.