



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

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July 6, 2022

TO: All Field Operations Case Carrying Staff

FROM: Darcey Hancock, Director of Field Operations

SUBJECT: **New Process** – Documenting the Specialized Domestic Violence Assessment

In order to more accurately identify cases in which Domestic Violence has been indicated, as well as more efficiently safeguard confidential information found in the Specialized Domestic Violence Assessment, a new activity reference value was added to the Case Note effective June 24, 2022.

[Policy 1170 – Domestic Violence](#) indicates the Specialized Domestic Violence Assessment should be documented in a case note. Caseworkers should now choose the Case Note Activity Value **DV Screen Assessment** when documenting a Specialized Domestic Violence Assessment.

Use of this Activity Value in the Case Note will ensure confidential case notes of this capture can be easily identified and will increase the ability to collect data on cases in which Domestic Violence has been indicated.

For additional IT questions please reach out to your regional Technology Trainer listed below:

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For content questions, please contact the Safety Program Manager, Jasmine Hodges at jasmine.hodges@dcyf.wa.gov.