STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
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TO: Regional Administrators and Deputy Regional Administrators for distribution to Area Administrators, and CPS staff

FROM: Darcey Hancock, Director of Field Operations
SUBJECT: Near verbatim documentation when another agency is performing the interview

RCW 26.44.035(4) states that written records involving child sexual abuse shall, at a minimum be a near verbatim record for the disclosure interview. Policy 2333. Interviewing a Victim and Identified Child states that reasonable efforts are made to audio record child interview when there is:

- A CPS investigation involving allegations of physical or sexual abuse.
- A CPS family assessment involving a physical abuse allegation, and the child is being interviewed without his or her parent present due to concerns that the safety of the child will be compromised if the parent is present.
- Use near verbatim documentation if a child physical or sexual abuse interview is not being audio recorded.

Policy 2333 remains in effect and if a child is interviewed by DCYF and these conditions exist near verbatim documentation is still required. However, often other agencies, specifically Child Advocacy Centers (CAC), interview children regarding physical and sexual abuse. Many CAC's do not allow DCYF to audio record these interviews.

In circumstances where other agencies interview the child and DCYF is not allowed to audio record, near verbatim documentation is not needed. Under these situations, document a summary of the interview in a case note. Policy 2350. Audio Recording will be updated to reflect these changes once the policy change moratorium ends.

If you have additional, questions please email Tarassa Froberg, CPS/FVS Program Manager at tarassa.froberg@dcyf.wa.gov