Policies and Procedures

Policies and Procedures admin Wed, 07/25/2018 - 08:15

All policies listed below are in effect. This page is under construction. The Child Welfare Policy and Procedures manual is being reorganized, policies are being transitioned to the new policy template, and procedures are being separated out into a new procedure template.

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Appendix A: Definitions

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The following definitions apply for purposes of the CA *Practices and Procedures Guide*.

“**ABANDON**” means when a child's or youth’s parent, guardian, or other custodian has expressed, either by statement or conduct, an intent to forego, for an extended period, parental rights or responsibilities despite an ability to exercise such rights and responsibilities. If the court finds that the petitioner has exercised due diligence in attempting to locate the parent, no contact between the child or youth and their parent, guardian, or other custodian for a period of three months creates a rebuttable presumption of abandonment, even if there is no expressed intent to abandon per RCW 74.14A.020 and RCW 13.34.030.

“**ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**” means a disease to the immune system due to an infection with Human Immunodeficiency Virus (HIV). HIV destroys the CD4 T lymphocytes (CD4 cells) of the immune system, leaving the body vulnerable to life-threatening infections and cancers. Acquired immunodeficiency syndrome (AIDS) is the most advanced stage of HIV infection. To be diagnosed with AIDS, a person with HIV must have an AIDS-defining condition or have a CD4 count less than 200 cells/mm3, regardless of whether the person has an AIDS-defining condition.

“**ADMINISTRATIVE INCIDENTS**" are serious and emergent incidents involving CA clients, staff and providers.

“**ADMINISTRATIVE REVIEW**” means a review open to the participation of the parents of the child or youth, conducted by a panel of appropriate persons at least one of whom is not responsible for the case management of, or the delivery of services to, either the child or youth or the parents who are the subject of the review, per 42 USC 675, Sec. 475.

“**ADOPTION SUPPORT AGREEMENT**” means a written contract between the adoptive parent(s) and the department that identifies the specific support available to the adoptive parent(s) and other terms and conditions of the agreement.

"**AFTERCARE SERVICES**” means the provision of less intensive, ongoing services to youth and their families following the youth’s discharge from residential care or in-home services.

“**AGE OR DEVELOPMENTALLY-APPROPRIATE”** means activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally-appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and in the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child.

“AGGRAVATED CIRCUMSTANCES” means DCYF is no longer required to provide reasonable efforts to reunify the family, if at least one of the following criteria in RCW 13.34.132 are met.

“**ALLEGED GENETIC PARENT**” means an individual who is alleged to be, or alleges that the individual is, a genetic parent or possible genetic parent of a child or youth. An alleged genetic parent does not include a presumed parent under chapter 26.26A RCW, an individual whose parental rights have been terminated or declared not to exist, or a donor of gametes or embryos. RCW 74.14A.020; RCW 26.33.020; RCW 26.26A.010.

"ALTERNATIVE LEARNING EXPERIENCE (ALE)" means a form of public education that provides instruction in an on-line, remote or site-based setting. The curriculum being used by the instructor is developed, approved and monitored by the school district.

"**AT-RISK YOUTH**" means a juvenile who:

1. Is absent from home for at least 72 consecutive hours without consent of his or her parent.
2. Is beyond the control of his or her parent such that the child's behavior endangers the health, safety, or welfare of the child or any other person.
3. Has a substance abuse problem for which there are no pending criminal charges related to the substance abuse.

RCW 13.32A.030

“**BEHAVIORAL REHABILITATION SERVICES (BRS)**” are temporary intensive wraparound supports and treatment program for youth with extreme, high level service needs used to safely stabilize youth and assist in achieving a permanent plan or less intensive services. These services can be provided in an array of settings and are intended to safely:

- Keep youth in their own homes with wraparound supports to the family.
- Reunify or achieve alternative permanency more quickly.
- Increase family based care by using a wraparound approach.
- Reduce length of service by transitioning to a permanent resource or less intensive service.

“**BLOODBORNE PATHOGENS (BBP)**” are diseases and bacteria that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B or C virus and human immunodeficiency virus (HIV).

“**BORROWED FOSTER HOME**” is reimbursement made for the use of the foster home only through a CPA contract and the case management responsibilities remain with DCYF. Borrowed foster home services will be authorized for a maximum of six month increments.

"**Caregiver**" means an adult living in the home permanently or semi-permanently and has routine responsibility for childcare. This may be the other legally responsible adult, another adult relative or a live-in partner. It may also be any other adult with regular ongoing time in the home and has routine responsibility for childcare.

"**CASE PLAN**" means a written statement by the social worker of the anticipated activities, including service agreements, which are planned in the conduct of the case.

“**CERTIFICATION FOR ADOPTION**” means a person or persons constituting a household have submitted an application for adoption to the department or a child placing agency, have had a satisfactory home study completed, and have been determined suitable as adoptive parent or parents.

"**CHILD**," "**JUVENILE**," and "**YOUTH**" mean any unemancipated individual who is under the chronological age of 18 years. RCW 13.32A.030

"**CHILD ABUSE AND NEGLECT**"

CPS WAC Definitions of CA/N

Child abuse or neglect means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child under circumstances which indicate that the child's health, welfare, and safety is harmed. An abused child is a child who has been subjected to child abuse or neglect as defined in this section.

1. Physical abuse means the non-accidental infliction of physical injury or physical mistreatment on a child. Physical abuse includes, but is not limited to, such actions as:
    1. Throwing, kicking, burning, or cutting a child;
    2. Striking a child with a closed fist;
    3. Shaking a child under age three;
    4. Interfering with a child's breathing;
    5. Threatening a child with a deadly weapon;

6. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks or which is injurious to the child's health, welfare and safety.

2. Physical discipline of a child, including the reasonable use of corporal punishment, is not considered abuse when it is reasonable and moderate and is inflicted by a parent or guardian for the purposes of restraining or correcting the child.
    1. The age, size, and condition of the child, and the location of any inflicted injury shall be considered in determining whether the bodily harm is reasonable or moderate.
    2. Other factors may include the developmental level of the child and the nature of the child's misconduct.
    3. A parent's belief that it is necessary to punish a child does not justify or permit the use of excessive, immoderate or unreasonable force against the child.
3. Sexual abuse means committing or allowing to be committed any sexual offense against a child as defined in the criminal code.
    1. The intentional touching, either directly or through the clothing, of the sexual or other intimate parts of a child or allowing, permitting, compelling, encouraging, aiding, or otherwise causing a child to engage in touching the sexual or other intimate parts of another for the purpose of gratifying the sexual desire of the person touching the child, the child, or a third party.
    2. A parent or guardian of a child, a person authorized by the parent or guardian to provide childcare for the child, or a person providing medically recognized services for the child, may touch a child in the sexual or other intimate parts for the purposes of providing hygiene, child care, and medical treatment or diagnosis.
4. Sexual exploitation includes, but is not limited to, sex trafficking and commercial exploitation as those term are defined by law. Sexual exploitation also includes, but is not limited to, such actions as allowing, compelling, encouraging, aiding, or otherwise causing a child to participate in one or more of the following:
    1. Any sex act when anything of value is given to or received by any person for the sex act;

2. Sexually explicit, obscene or pornographic activity to be photographed, filmed, or electronically reproduced or transmitted;

3. Sexually explicit, obscene or pornographic activity as part of a live performance, or for the benefit or sexual gratification of another person.

5. Negligent treatment or maltreatment means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, on the part of a child's parent, legal custodian, guardian, or caregiver that shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.

    1. When considering whether a clear and present danger exists, evidence of a parent's substance abuse as a contributing factor must be given great weight.

    2. The fact that the siblings share a bedroom is not, in and of itself, negligent treatment or maltreatment.

    3. Poverty, homelessness, or exposure to domestic violence perpetuated against someone other than the child does not, in and of itself, constitute negligent treatment or maltreatment.

    4. A child does not have to suffer actual damage or physical or emotional harm to be in circumstances that create a clear and present danger to the child's health, welfare, or safety.

    5. Negligent treatment or maltreatment may include, but is not limited to one or more of the following:

        1. Failure to provide adequate food, shelter, clothing, supervision, or health care necessary for a child's health, welfare, or safety, such that the failure shows a serious disregard of the consequence to the child and creates a clear and present danger to the child's health, welfare, or safety;

        2. Actions, failures to act, or omissions that result in injury or risk of injury to the physical, emotional, and/or cognitive development of a child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety;

3. The cumulative effects of a pattern of conduct, behavior, or inaction by a parent or guardian in providing for the physical, emotional or developmental needs of the child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety;
4. The effects of chronic failure on the part of a parent or guardian to perform basic parental functions, obligations, or duties that causes injury or substantial risk of injury to the physical, emotional, or cognitive development of the child, such that it shows a serious disregard of the consequences to the child and creates a clear and present danger to the child's health, welfare, or safety.

6. A Parent or guardian abandons a child when the parent or guardian is responsible for the care, education, or support of a child and:
    1. Deserts the child in any manner whatever with the intent to abandon the child;
    2. Leaves a child without the means or ability to obtain one or more of the basic necessities of life such as food, water, shelter, clothing, hygiene, and medically necessary health care; or
    3. Forgoes for an extended period of time parental rights, functions, duties and obligations despite an ability to exercise such rights, duties, and obligations.
7. Abandonment of a child by a parent may be established by conduct on the part of a parent or guardian that demonstrates a substantial lack of regard for the rights, duties, and obligations of the parent or guardian or for the health, welfare, and safety of the child. Criminal activity or incarceration of a parent or guardian does not constitute abandonment in and of themselves, but a pattern of criminal activity or repeated or long term incarceration may constitute abandonment of a child.

"**CHILD ACTION PLAN**" means the services and tasks that are provided to the child and placement provider as necessary to support the placement and meet the needs of the child while in out-of-home care. The Child Action Plan includes objectives and tasks pertaining to the following:

- Educational needs
- Medical needs
- Social needs

- Psychological needs
- Cultural needs
- Independent living needs

“CHILD AND FAMILY TEAM (CFT)” means a group of people established by the family and WISe agency that consists of family members and other people connected to them through natural, community, and formal support relationships. The CFT develops and implements the family’s plan, addresses unmet needs, works toward the child, youth or family’s vision and team mission, and monitors progress regularly to revise and refine the plan of care.

"**CHILD IN NEED OF SERVICES (CHINS)**" means a juvenile who:

1. Is beyond the control of his or her parent such that the child's behavior endangers the health, safety, or welfare of the child or other person.
2. Has been reported to law enforcement as absent without consent for at least 24 consecutive hours from the parent's home, a crisis residential center, an out-of-home placement, or a court-ordered placement on two or more separate occasions and has exhibited:
    1. A serious substance abuse problem or
    2. Behaviors that create a serious risk of harm to the health, safety, and welfare of the child or any other person.
3. Is in need of necessary services, including food, shelter, health care, clothing, educational, or services designed to maintain or reunite the family, and
    1. Who lacks access, or has declined, to utilize these services.
    2. Whose parents have evidenced continuing but unsuccessful efforts to maintain the family structure or are unable or unwilling to continue efforts to maintain the family structure

"**CHILD IN NEED OF SERVICES (CHINS) PETITION**" means a petition filed in juvenile court by a parent, child, or the department seeking adjudication of placement of the child. RCW 13.32A.030

“CHILD PLACING AGENCIES (CPAs)” are agencies which place children or youth for temporary, continued care, or adoption licensed by DCYF chapter 74.15 RCW and WAC 110-147.

“**CHILD PROTECTIVE SERVICES (CPS)**” means those services provided by DCYF designed to protect children and youth from child abuse and neglect, as defined in RCW 26.44.020, and safeguard such children and youth from future abuse and neglect, and conduct investigations of child abuse and neglect reports. Investigations may be conducted regardless of the location of the alleged abuse or neglect. Child Protective Services includes referral to services to ameliorate conditions that endanger the welfare of children and youth, the coordination of necessary programs and services relevant to the prevention, intervention, and treatment of child abuse and neglect, and services to children and youth to ensure that each child and youth has a permanent home. In determining whether protective services should be provided, DCYF must not decline to provide such services solely because of the child's or youth’s unwillingness or developmental inability to describe the nature and severity of the abuse or neglect.

“**CLIENT**" means, for the purposes of defining a child client is a child (or youth up to age 21) in the care, custody, and/or supervision of the Children's Administration and/or the Department of Social and Health Services as it relates to services CA provides.

"**COMMERCIALLY SEXUALLY EXPLOITED CHILD**" (see also SEX TRAFFICKING VICTIM) means a child who has not attained 18 years of age who is induced to perform any sex act on account of which anything of value is given to or received by any person.

"**COMMUNITY NETWORK**" means working relationships between DCFS, cultural consultants, key informants (lay/professional person), natural helpers (extended families, folk healers), and other agencies to develop cultural responsiveness.

"COMPELLING REASON” means, for purposes of the Adoption and Safe Families Act and RCW, a factor in case planning that presents an unusual circumstance that makes necessary a decision which would not normally be made for a child or family. “Compelling Reason” includes, but is not necessary limited to:

1. Circumstances in which a child:
    1. Is over age 14 and is opposed, following a discussion with the caseworker of the alternatives, to adoption as a permanent plan;
    2. Has significant ties to the child’s family which are positive and expected to be on-going and would be disrupted by termination of parental rights;
    3. Is in placement for reasons other than abuse, neglect, abandonment, or no parent able or willing to care for the child (e, g., children in care due to the risk they pose to others, due to behavioral management issues, etc.);

4. Does not have a permanent placement resource identified and for whom there is significant risk that an adoptive resource will not be found; or
5. Has other unique situations described in the court report by the caseworker that constitute compelling reasons not to file a petition to terminate parental rights.

2. The supervising agency is required to recruit, identify, and process a permanency placement resource for a child when a permanent plan other than reunification is identified for the child. In unusual circumstances, it may be appropriate to leave a child in a temporary placement setting until the court decision-making process is completed or in order to meet the treatment needs of the child.
3. The court or DCYF has determined that:
    1. A birth parent is considering relinquishment within a reasonable time to free the child for adoption.
    2. A non-offending parent is pursuing an alternate permanent plan.
    3. A professional assessment of the child has determined the child is unable to remain within a family setting.
4. The parent is incarcerated and:
    1. The incarceration is the only reason for filing the TPR; and
    2. The court has determined the parent maintains a meaningful role in the child's life.
5. The child's Tribe is opposed to adoption and has identified another acceptable permanency plan for the child per RCW 13.38.150.

"**COMPLIANCE AGREEMENT**" means a written plan approved by DSHS which identifies deficiencies in Contractor's performance, describes the steps a contractor must take to correct the deficiencies, and sets forth timeframes the contractor must meet in order to return to compliance within the terms of the contract.

"**CONFIDENTIAL INFORMATION**" is information that is protected by state or federal laws, including information about DCYF clients, employees, volunteers, interns, work study students, vendors, or contractors that is not available to the public without legal authority. This includes client records. Information is categorized into the following four areas:

- Category 1: Is public information that can be released to the public. It does not need protection from unauthorized disclosure, but does need protection from unauthorized changes that may mislead the public.
- Category 2: Is sensitive information that is not specifically protected by law, but is limited to official use only, and protected against unauthorized access. This data is available through public disclosure requests.
- Category 3: Is confidential information that is specifically protected by law and not available through public disclosure requests. It includes:
    - Personal information about clients, regardless of how the information is obtained. RCW 42.56.590 and RCW 19.255.010.
    - Information concerning employee payroll and personnel records per RCW 42.56.250.
    - Lists of individuals for commercial purposes as defined in RCW 42.56.070(8).
    - Sensitive personal information of family child care providers per RCW 43.17.410, RCW 42.56.640, and RCW 43.216.089.
    - Information about the infrastructure and security of computer and telecommunication networks as defined in RCW 42.56.420.
- Category 4: Is confidential information that requires special handling, including, but not limited to:
    - Protected Health Information (PHI), per DCYF Administrative13.04 Protecting Privacy and Confidential Information policy.
    - Information that identifies a person as being or ever having been a client of an alcohol or substance abuse treatment, or mental health program.
    - Federal wage data.
    - Location of an abused spouse.
    - Data that would compromise the agency's constituents.

"**CONTINUOUS IMPROVEMENT**" is the complete process of identifying, describing and analyzing strengths and problems and then testing, implementing, learning from and revising solutions; the ongoing process by which the agency makes decisions and evaluates it's progress.

“**CONTINUUM OF CARE**” means provision of care from in-home services to highly structured residential care and the ability to provide appropriate services to the child/family.

“**CONTRACTS**” are legally binding written agreements between DCYF and other entities, public or private, for the provision of goods or services or for purposes of data sharing. Terms such as Memorandums of Understanding (MOUs) or Service Level Agreements (SLAs) may also be used to refer to contracts.

"**CONTRACT FORMAT**" means an electronic or hard copy contract template developed or approved by Central Contracts Legal Service. A contract format includes but is not limited to: data elements, general terms and conditions, and special terms and conditions. All approved contract formats are available in the Agency Contract Database for use by authorized staff.

"**CONTRACT RESOURCES**" means the Regional and Statewide Contract Directories on the Intranet/Internet, as well as the Regional Contract/Program Managers.

"**CONTRACTED AND/OR LICENSED PROVIDER"**:The individuals or entity performing services pursuant to contracting with Children's Administration.

"**CRITICAL INCIDENT"** is an event that requires an immediate and thorough response, notification, information gathering and communication. All critical incidents are reported through the Administrative Incident Reporting System (AIRS) and in some high profile situations may require an initial phone call alert to headquarters staff. Critical incidents include:

- Fatality or near fatality of a child with an open case.
- Fatality or near fatality of a child which services were provided to the family within 12 months preceding the child's death or near fatality, including information only referrals.
- High profile event receiving media coverage and involves an individual or family for whom we have provided services.

"**CULTURAL COMPETENCE**" means a set of behaviors and attitudes that enables individuals working with a child or family to learn about or recognize the cultural context of a situation and to integrate that knowledge into an action.

"**CULTURAL CONSULTANTS**" means culturally competent individuals recognized by the department and/or client as a resource to help assess and/or resolve problems relating to cultural issues.

"**CULTURAL DIVERSITY**" means the distinguishable differences in life styles, values, traditions, religions, etc.

"**CULTURALLY RESPONSIVE**" means being proactively engaged with individuals in ways that are appropriate within their cultural values, behaviors, and norms. This can include shared knowledge, beliefs, laws, arts, customs, habits, priorities, expectations, and many other shared practices.

"**CULTURE**" means the integrated pattern of human behavior including thought, communication, actions, customs, beliefs, values, institutions, of a racial, ethnic, religious or social group.

"CUMULATIVE CALCULATION" method means the number of months a child or youth spent in foster care over the last 22 months, added up across all entries or re-entries to foster care for any placement episode(s) that started within the last 22-months.

"**CUSTODIAN**" means the person or entity who has the legal right to the custody of the child. RCW 13.32A.030

"**DEPENDENT CHILD**" means any child or youth who:

- Has been abandoned;
- Is abused or neglected as defined in RCW 26.44.020 by an individual legally responsible for the care of the child or youth;
- Has no parent, guardian or custodian capable of adequately caring for the child or youth, such that the child or youth is in circumstances which constitute a substantial danger to the child's or youth's psychological or physical development.

"**DESK REVIEW**" means a monitoring activity comprised of reviewing information including but not limited to the contractor's payment and billing system, and reports to verify contract compliance.

"**DEVELOPMENTAL DISABILTY**" means a disability attributable to intellectual disability, cerebral palsy, epilepsy, autism, or another neurological or other condition of an individual found by the secretary to be closely related to an intellectual disability or to require treatment similar to that required for individuals with intellectual disabilities, which disability originates before the individual attains age 18, which has continued or can be expected to continue indefinitely, and which constitutes a substantial limitation to the individual. By January 1, 1989, the department shall promulgate rules which define neurological or other conditions in a way that is not limited to intelligence quotient scores

as the sole determinant of these conditions, and notify the legislature of this action, per RCW 71A.10.020.

"**DEVELOPMENTAL STAGES**" means:

1. Prenatal – an unborn child
2. Newborn – an infant from birth to 30 days
3. Infant – a child aged 31 days to 12 months
4. Toddler – a child aged 1 to 2 years
5. Early childhood – a child aged 3-5 years
6. Middle childhood – a child aged 6-11 years
7. Adolescent – a child/youth aged 12-18 years
8. Emerging Adulthood – a young adult aged 19-25 years

"DLR COMPREHENSIVE REVIEW": The Comprehensive Review is a thorough review of the BRS contractor or other contracted and/or licensed provider's ability to meet licensing, contracts, and programming requirements. It includes an onsite review, completion of approved forms and tools, and a final report.

"DOCUMENTED MEDICAL CONDITION" is any physical or mental health condition documented by a licensed health care provider that may be temporary or permanent, including but not limited to, a physical injury or a physical or behavioral health condition.

A "documented medical condition" may include physiological, mental, or psychological conditions or disorders, including but not limited to, orthopedic, visual, speech, and hearing impairments.

"DO-NOT-RESUSCITATE (DNR) ORDER" is a medical order written by a doctor. It instructs health care providers not to perform cardiopulmonary resuscitation (CPR) if a patient's breathing stops or if the patient's heart stops beating. A DNR order is created or set up before an emergency occurs and allows an individual to choose whether they want CPR in an emergency.

"**DUAL LANGUAGE (DL) EMPLOYEES**" are assigned to DCYF approved DL positions and have provided verification of passing the required DCYF DL employee examination from a DCYF-recognized professional examination, including, but not limited to the:

- Language Testing International (LTI)

- Department of Social and Health Services (DSHS) Language Testing and Certification program (LTC)
- American Translators Association
- DSHS Office of the Deaf and Hard of Hearing
- State of Washington Administrator for the Courts
- Federal Court
- American Council on the Teaching of Foreign Languages (ACTFL)

"ELECTRONIC MONITORING" means video or audio monitoring or recording inside a home or facility, used to watch or listen to children or youth as a way to monitor their behavior. This includes common areas, e.g. living room or recreational room, in the home or facility.

"EMERGENT OR EMERGENCY PLACEMENT" means limited instances when DCYF is placing children or youth in the home of private individuals, including neighbors, friends, or relatives, as a result of a sudden unavailability of the child's or youth's primary caretaker, per RCW 26.44.240.

"**ETHNIC**" means a group designated by customs, characteristics, language, common history and/or racial affiliation.

"**ETHNOGRAPHIC INTERVIEWING**" means communication with a member of another culture to identify the:

1. Key cultural differences.
2. Meaning of those cultural practices and norms.

"**EXTENDED FAMILY MEMBER**" means an adult who is a grandparent, brother, sister, stepbrother, stepsister, uncle, aunt, or first cousin with whom the child has a relationship and is comfortable and who is willing and available to care for the child. RCW 13.32A.030

"EXTENUATING CIRCUMSTANCES" (in relation to adoption support) means a finding by an administrative law judge or a review judge that one or more certain qualifying conditions or events prevented an otherwise eligible child from being placed on the adoption support program prior to adoption.

"**FAMILY PRESERVATION SERVICES**" means in-home or community-based services drawing on the strengths of the family and its individual members while addressing family needs to strengthen and keep the family together where possible and may include:

1. Respite care of children to provide temporary relief for parents and other care givers.
2. Services designed to improve parenting skills with respect to such matters as child development, family budgeting, coping with stress, health, safety, and nutrition.
3. Services designed to promote the well-being of children and families, increase the strength and stability of families, increase parents' confidence and competence in their parenting abilities, promote a safe, stable, and supportive family environment for children, and otherwise enhance children's development.

RCW 74.14C.010

"FEDERAL BUREAU OF INVESTIGATION (FBI) BACKGROUND CHECK" means a fingerprint-based background check, that includes a review of the following:

- Founded findings of abuse or neglect made by DCYF or the Department of Social and Health Services (DSHS).
- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), Department of Corrections (DOC), FBI, and the Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
- Sex offender registry.
- Out-of-state founded findings of CAN, when applicable.
- Western Identification Network (WIN) conviction information, if available.

"**FOSTER CARE**" means the placement of children or youth by DCYF or licensed child placing agencies in homes or facilities licensed pursuant to chapter 74.15 RCW or in homes or facilities that are not required to be licensed pursuant to chapter 74.15 RCW.

"FOSTER HOMES OR FAMILY FOSTER HOMES" means an individual licensed to regularly provide 24-hour care in their home to children or youth.

"**FOSTER PARENT LIABILITY PLAN**" means reimbursement for foster parents or respite provider's personal property damages, losses, or injuries that were allegedly due to the actions of foster or respite children or youth per WAC 110-50-1000 to WAC 110-50-1090.

"**GROUP CARE**" means the provision of a safe, healthful environment for youth in a 24-hour licensed facility for more than six children, which provides the basic needs of food, shelter,

and the provision of therapeutic services required for the successful reunification of youth with their family resource.

"**GUARDIAN**" means that person or agency that (a) has been appointed as the guardian of a child in a legal proceeding other than a proceeding under chapter 13.34 RCW, and (b) has the right to legal custody of the child pursuant to such appointment. The term "guardian" does not include a "dependency guardian" appointed pursuant to a proceeding under Chapter 13.34 RCW. RCW 13.32A.030; 13.34.030

"**HEALTH CARE PROVIDERS**" are medical doctors (MD), doctors of osteopathy (DO), doctors of naturopathy (ND), physician assistants (PA), or advanced registered nurse practitioner (ARNP).

"**HEALTH & EDUCATION RECORD**" means the entire array of data entry screens in the electronic data system, including the provider, education, behavior, counseling, and daily routine information entered by CA staff.

"**HEARINGS ON THE MERITS OF THE PETITION**" are court hearings that take place after a threshold hearing, and the petitioning youth must show clear and convincing evidence that they have not achieved a sustained permanent plan, and is not likely to achieve such a plan, and that reinstatement is in their best interest.

"HOME SCHOOLING" is when a child or youth is receiving home-based educational instruction from their caregiver. The caregiver providing the home-based instruction is responsible for developing the curriculum being taught to the child or youth, ensuring the annual assessment is administered, maintain necessary records, etc.

"HOSPICE CARE" is supportive care provided to people in the final stage of a terminal illness focusing on comfort, quality of life and being free of pain rather than a cure.

"**HUMAN IMMUNODEFICIENCY VIRUS (HIV)**" means the virus that causes AIDS, which is the most advanced stage of HIV infection. HIV is a retrovirus that occurs as two types: HIV-1 and HIV-2. Both types are transmitted through direct contact with HIV-infected body fluids, such as blood, semen, and vaginal fluids, or from a mother who has HIV to her child during pregnancy, labor and delivery, or breastfeeding through breast milk.

"**IMMINENT RISK**" means, for Intensive Family Preservation Services, when a decision has been made by the department that without intensive family preservation services, a petition requesting the removal of a child from the family home will be immediately filed under chapters 13.13A or 13.34 RCW, or that a voluntary placement agreement will be immediately initiated. 74.14C.010 RCW

"IMMINENT RISK OF SERIOUS HARM" (Used in Risk Only Intakes and coordination with law enforcement)

Imminent - Having the potential to occur at any moment, or there is substantial likelihood that harm will be experienced.

Risk of Serious Harm - A high likelihood of a child being abused or experiencing negligent treatment or maltreatment that could result in one or more of the following outcomes:

- Death
- Life endangering illness
- Injury requiring medical attention
- Substantial risk of injury to the physical, emotional, or cognitive development

"IMPENDING DANGER" means parenting behavior that is harmful and destructive to a child's cognitive, social, emotional or physical development that is likely to occur in the immediate or near future that could result in one of more of the following outcomes:

- Death
- Life endangering illness
- Injury requiring medical attention
- Serious or severe harm

"**INDIAN CHILD**" means any unmarried and unemancipated person who is under age eighteen and is either (a) a member or citizen of an Indian tribe or (b) is eligible for membership or citizenship in an Indian tribe and is the biological child of a member/citizen of an Indian tribe. 25 U.S.C. § 1903 (4); 25 C.F.R. § 23.2. A child who meets this definition is subject to the Indian Child Welfare Act.

"**INFORMED CONSENT"** means the process by which the treating health care provider discloses appropriate information to a competent patient or their caregiver so that a decision can be made to accept or refuse treatment; including medications. It originates from the legal and ethical right the patient has to direct what happens to their body and from the ethical duty of the physician to involve the patient in their health care.

"**IN-HOME SERVICES**" means services provided in the child's home in lieu of out-of-home placement equivalent to the level of service intensity required to maintain the child in residential care.

“**IN-HOME PRE-FACT FINDING**” means when DCYF files a dependency petition and children or youth either:

- Remain in the home.
- Are returned to the home prior to a dependency being established and DCYF does not retain PCA (Placement and Care Authority) per the court order.

"**IN LOCO PARENTIS**" A person who acts in the position of a parent of a child and who has assumed on an on-going basis a parent’s rights, duties and responsibilities towards the child. A person living in the home and participating in the day-to-day parenting decisions in one or more of the following:

- Financial
- Supervision
- Decisions on where the child sleeps within the home
- Discipline
- Attending medical appointments
- Attending school conferences

"**INQUIRY ONLY CALLS**" occur when someone contacts Children's Administration for the sole purpose of obtaining information and not for purposes of alleging CA/N or requesting services specific to CA.

"**INTENSIVE FAMILY PRESERVATION SERVICES**" means community-based services that are delivered primarily in the home, that follow intensive service models with demonstrated effectiveness in reducing or avoiding the need for unnecessary imminent out-of-home placement. RCW 74.14C.010

LEGALLY FREE -A child is legally free for adoption if the child has no legal parent, either because the parent has died or because parental rights have been terminated (through relinquishment or involuntary termination) by a court order.

"LIMITED ENGLISH PROFICIENCY" means individuals that are limited in their ability to read, write, or speak English or have a limited ability to speak or read English well enough to understand and communicate effectively.

LITIGATION is a civil claim or lawsuit alleging that certain kinds of harm or damages were caused by the State of Washington, its agencies, or state employees.

LITIGATION HOLD NOTICE is communication that instructs 'affected individuals' who are likely to have DCYF records pertaining to a legal issue to take immediate action to identify and preserve the records for future retrieval.

"**MEDICAL HISTORY**" means health information on the child contained in the child's case record, as required by the CA *Practices and Procedures Guide*, chapter 4000, section 43092, Health and Education Record.

"**MEDICAL NECESSITYFOR INPATIENT MENTAL HEALTH CARE"** means a requested service which is reasonably calculated to: (a) diagnose, correct, cure, or alleviate a mental disorder; or (b) prevent the worsening of mental conditions that endanger life or cause suffering and pain, or result in illness or infirmity or threaten to cause or aggravate a handicap, or cause physical deformity or malfunction, and there is no adequate less restrictive alternative available. RCW 71.34.020

"MISSING CHILD" means any child under the care and authority of CA and the child's whereabouts are unknown and/or the child has left care without the permission of the child's caregiver or CA. This does not include children in dependency guardianship

"**MONITORING**" includes any activity that reviews and evaluates contractor performance and compliance with the terms, conditions, and requirements of a contract.

"MONITORING PLAN" means a written proposal for monitoring contractor(s) compliance with the contract requirements and obligations. The plan is based on the assessment of risk to the department and its clients as well as the performance of services by the contractor.

"NATIONAL CRIME INFORMATION CENTER (NCIC) BACKGROUND CHECK" means a federal name-based background check and includes a Federal Bureau of Investigation (FBI) background check if the NCIC is for an emergent placement when the individual completes fingerprints that includes a review of the following:

- Founded findings of abuse or neglect made by DCYF or Department of Social and Health Services (DSHS).
- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), Department of Corrections (DOC) or the Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
- Sex offender registry.

- Out-of-state founded findings of CAN, when applicable.
- Western Identification Network (WIN) conviction information.

"NEAR FATALITY" means an act that, as certified by a physician, places the child in serious or critical condition. RCW 74.13.500

"NEAR VERBATIM" means in exactly the same words as were used originally.

"NEWBORN" or **"NEONATE**" means a child up to age 1 month (4 weeks old).

"ON-SITE REVIEW" is a contract monitoring activity that reviews and evaluates contractor performance and compliance with the terms, conditions, and requirements of a contract at the contractor's place of business.

"ORIGINAL PLACEMENT DATE" or **"ORIGINAL FOSTER CARE PLACEMENT"**, for the purposes of the Social Security Act and federal regulations, means the date of the child's most recent removal from the child's home and placement into foster care under the care and responsibility of the state agency. 45 CFR 1356.21(k)

This definition applies both to children placed in foster care under a voluntary agreement and to those children under the state's responsibility through court order. Therefore, the original date of placement, for purposes of Title IV-E and section 422 of Title IV-B, would be when the child is in foster care and the state has been given responsibility for care either through a voluntary placement agreement or a court adjudication. PIQ 83-06

"**OUT-OF-HOME PLACEMENT** or **CARE**" means a placement in a foster family home or group care facility or placement in a home, other than that of the child's parent, guardian, or legal custodian, not required to be licensed under 74.15 RCW. RCW 74.14C.010

"**PARENT**" means a biological parent or adoptive parent of a child or an individual who have an established parent-child relationship under RCW 26.26.101, unless the legal rights of that person have been terminated or paternity has been disestablished.

"**PARENTING STATUS**" means:

1. **Custodian** - a person appointed by the parent, guardian, or court to provide care for a child.
2. **Guardian** - a person appointed by the court to provide care or to supervise a child.
3. **Parent** - is the prime person responsible for the care of a child and may include:
    1. **Adoptive parent** - a person the courts grant parental status, rights, and privileges for a child.

2. **Birth or natural parents** - the persons, male and female, who conceived and gave birth to the child.
3. **Custodial parent** - the parent with whom the child resides:
4. **Legal** - a current court order designating a parent's right to the child's custody that may include:
    1. Joint custody.
    2. Parenting plans.
    3. Shared custody.
    4. Sole custody to one parent.
5. **Physical** - the parent(s) with whom the child resides or is found.

4. **Stepparent** - a person, not the child's parent, who is currently married to the child's parent.
5. **Caretaker** - a person who has actual physical supervision responsibility for a child and may include any of the above parenting statuses or a person appointed to provide physical custody.

"PERIOD OF PURPLE CRYING" is a phrase used to describe the time in a baby's life when they cry more than any other time:

1. The word "PURPLE" is an acronym that describes the characteristics of infant crying:
    1. Peak of Crying - Crying peaks during the second month, decreasing after that
    2. Unexpected - Crying comes and goes unexpectedly, for no apparent reason
    3. Resists Soothing - Crying may continue despite all soothing efforts by caregivers
        1. Encouragement of soothing has been shown to help in up to 50% of cases
    4. Pain-like Face - Infants look like they are in pain, even when they are not
    5. Long Lasting - Crying can go on for 30-40 minutes at a time, and often for much longer up to 5 hours in some cases
    6. Evening Crying - Crying occurs more in the late afternoon and evening
2. The word "Period" informs caregivers that the crying is a temporary event.

"**PLACEMENT DECISION**" means the decision to place, or to delay or deny the placement of, a child in a foster care or an adoptive home, and includes the decision of the agency or entity involved to seek the termination of birth parent rights or otherwise make a child legally available for adoptive placement. 42 USC 5115a

"**PLACEMENT EPISODE**" means the period of time that begins with the most recent date that the child or youth was removed from the home of the parent, guardian, or legal custodian for purposes of placement in out-of-home care and continues until one of the following occur, per RCW 13.34.030:

- The child or youth returns home.
- An adoption decree, a permanent custody order, or guardianship order is entered.
- The dependency is dismissed.

"PRESENT DANGER" means immediate, significant, and clearly observable severe harm or threat of severe harm occurring in the present.

"**PRESERVATION SERVICES**" means family preservation services and intensive family preservation services that consider the individual family's cultural values and needs. RCW 74.14C.010

"**PRESUMED PARENT**" means an individual who under RCW 26.26A.115 is presumed to be a parent of a child or youth, unless the presumption is overcome in a judicial proceeding, a valid denial of parentage is made under RCW 26.26A.200 through 26.26A.265, or a court adjudicates the individual to be a parent.

"**PREVENTIVE SERVICES**" means preservation services, as defined in 74.14C RCW, and other reasonably available services capable of preventing the need for out-of-home placement while protecting the child. RCW 13.34.030

"**PRIMARY OR PREFERRED LANGUAGE**" is the language a client or caregiver identifies as the language in which they want to communicate verbally or in writing with DCYF.

"**PRN**" stands for *pro re nata* and means "As needed."

"**PROBATIONARY LICENSE**" means a license issued as a disciplinary measure to an agency that has previously been issued a full license but is out of compliance with licensing standards. RCW 74.15.020

"**PROPERTY OR PREMISES**" means your buildings and grounds adjacent to your residential property that are owned or managed by you.

"PROTECTIVE ACTION" means an immediate short term response to control present danger observed at first contact with a family. Or at any time present danger is identified to manage the immediate threats to a child.

"**PSYCHOTROPIC MEDICATION**" means medication, the prescribed intent of which is to affect or alter thought processes, mood, sleep, or behavior, including, but not limited to, anti-psychotic, antidepressant, and anxiolytic medications. The classification of a medication depends on its stated, intended effect when prescribed because it may have many different effects. Examples of some such medications are:

- Amitriptyline/Elavil
- Desipramine/Norpramine
- Amoxapine/Asendin
- Imipramine/Tofranil
- Trimipramine/Surmontil
- Fluoxetine/Prozac
- Sertraline/Zoloft
- Phenelzine/Nardil
- Isocarboxazid/Marplan
- Burpropion/Wellbutrin
- Carbamazepine/Tegretol
- Lithium/Eskalith or Lithobid
- Chlordiazepoxide/Librium
- Diasepam/Valium
- Lorazepam/Ativan
- Propranolol/Inderal
- Chlorpromazine/Thorazine
- Halperiodal/Haldol
- Trifluoperazine/Stelazine
- Thioridazine/Mellaril

- Methylphenidate/Ritalin
- Pemoline/Cylert
- Amphetamine Sulfate/Amphetamine

PUBLIC RECORDS are any writings related to the performance or conduct of government, that was prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics per RCW 42.56.010 (3).

"PRIVATE SCHOOL" means a non-public school which meets a minimum set of state standards of health, safety, and education established and approved by the Washington State Board of Education. Credits obtained at a private school may not transfer directly to public school.

"QUALITY ASSURANCE" measures compliance against standards and informs continuous quality improvement.

RECORDS are any documents or recorded information regardless of form or characteristics created, sent, organized, or received by DCYF in the course of public business including paper documents, emails, log books, drawings, graphs, charts, video or audio recordings, photographs, phone records, data compilations, planners, calendars, text messages, draft documents, electronically stored information (ESI), and metadata.

“REASONABLE CAUSE” means an individual witnesses or receives a credible written or oral report alleging abuse or neglect of a child or youth, including sexual contact, per RCW 26.44.030.

REASONABLE AND PRUDENT PARENTING STANDARD means the standard characterized by careful and sensible parental decisions that maintain the health, safely, and best interests of a child while at the same time encouraging the emotional and developmental growth of the child, that a caregiver or designated official for a child care institution shall use when determining whether to allow a child in foster care to participate in extracurricular, enrichment, cultural, and social activities. (See Prudent Parenting Guide DCYF CWP_0078 publication).

The term ‘age or developmentally-appropriate’ means:

1. Activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally-appropriate for a child, based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and

2. In the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child.

"**RELATIVES"** means the same as defined in RCW 13.36.020(5), RCW 74.15.020(2), or caregivers of Indian children or youth who are defined by tribal code or custom as relatives or extended family.

"**RELINQUISH OR RELINQUISHMENT**" means the voluntary surrender of custody of a child or youth to the department, an agency, or prospective adoptive parents, per RCW 26.33.020.

"**RESIDENTIAL CARE**" is a generic term for group care, residential treatment, and treatment foster care.

"**RUNAWAY**" is a juvenile who leaves and remains away from home without parental permission. (This definition is taken from "The Runaway and Homeless Youth Act".)**"SAFE"** child means children are considered safe when there is no present danger or impending danger threats or the caregiver's protective capacities control all known safety threats.

"SAFE HAVEN (Safety of Newborn Children Act)" Allows a parent to transfer (abandon) a newborn anonymously and without criminal liability at a hospital emergency room, fire station or federally designated rural health clinic if open and personnel are present to accept the child.

"SAFETY THRESHOLD" means the criteria that must be met in the family's situation to determine that a vulnerable child is unsafe. Criteria include threats to safety that 1) are observable and specific, 2) immediate or near future, 3) out of control, 4) have the potential for severe impacts, there is a vulnerable child 5) there is a vulnerable child.

"SCHOOL OF ORIGIN" means the school in which a child or youth is enrolled at the time of placement. If a child's or youth's placement changes, the school of origin must be considered the school in which they are enrolled in when the placement change occurs.

"**SERIOUS INJURY**" of a child client is an injury requiring professional and medical treatment (beyond first aid).

"**SERVICE AGREEMENT**" means a formal written description of services to be provided or performed. Agreements are developed by the social worker with the parent and/or the court and any child over age 13 who is to receive or participate in services.

“SEX TRAFFICKING” means the recruitment, harboring, transportation, provision, or obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.

“SEX TRAFFICKING VICTIM” (See also Commercially Sexually Exploited Child) means any children or youth that the state or tribal agency has responsibility for placement and care authority and who the agency has reasonable cause to believe is or is at risk of being, a sex trafficking victim, this includes children or youth:

- The agency has an open case for, but they:
    - Have not been removed from their home.
    - Are missing from foster care and have not attained age 18 or such older age as the state has elected under section Social Security Act §475(9) of this the Act.
- Who are not in foster care, but are receiving services under section Social Security Act §475(9).

“**SEXUAL ASSAULT**” means one or more of the following, per RCW 70.125.030:

- Rape or rape of a child
- Assault with intent to commit rape
- Incest or indecent liberties
- Child molestation
- Sexual misconduct with a minor
- Custodial sexual misconduct
- Crimes with a sexual motivation
- Sexual exploitation or commercial sex abuse of a minor
- Promoting prostitution
- An attempt to commit any of the aforementioned offenses

"**SEXUALLY EXPLOITED YOUTH**" means any person under the age of eighteen who is a victim of one of the following crimes:

- Commercial sexual abuse of a minor (RCW 9.68A.100),
- Promoting commercial sexual abuse of a minor (RCW 9.68A.101) or

- Promoting travel for commercial sexual abuse of a minor (RCW 9.68A.102)

“SPECIAL NEEDS” means the specific factors or conditions that apply to the child and that may prevent the child from being adopted unless the department provides adoption support services.

"SUBSTANCE-AFFECTED NEWBORN" means a newborn child who has withdrawal symptoms resulting from prenatal substance exposure and/or demonstrates physical or behavioral signs that can be attributed to prenatal exposure to substances.

"SUBSTANCE-EXPOSED NEWBORN" means a newborn child who tests positive for substance(s) at birth, or the mother tests positive for substance(s) at the time of delivery or the newborn is identified by a medical practitioner as having been prenatally exposed to substance(s).

“**SUBSTITUTE CARE**” means an out-of-home placement of a child or youth for purposes related to the provision of child welfare services in accordance with chapter 74.13 RCW where the child or youth is in the care, custody, and control of the department pursuant to a proceeding under chapter 13.34 RCW or pursuant to the written consent of the child's or youth's parent, parents, or custodian.

"**SUITABLE PERSONS**" means nonrelatives with whom the child or youth, or the child's or youth's family, has a preexisting relationship; who has completed all required criminal history background checks and otherwise appears to be suitable and competent to provide care for the child or youth, and with whom they have been placed pursuant to RCW 13.34.130.

"**TEMPORARY OUT-OF-HOME PLACEMENT**" means an out-of-home placement of not more than 14 days ordered by a court at a fact-finding hearing on a child in need of services (CHINS) petition. RCW 13.32A.030

“**THRESHOLD HEARINGS**” are court hearings that take place following youth filing a petition to reinstate their parent’s parental rights. These hearings consider the parent’s ability and interest in caring for the youth that filed the petition to reinstate parental rights.

“**TRANSLATORS**” means individuals who are working for contracted translation businesses or have passed one of the following, the:

1. Written translation examination offered by Department of Social and Health Services (DSHS) Language Testing and Certification Program (LTC).
2. DCYF or DSHS LTC recognized written translation examination offered by another organization.

“**TREATMENT FOSTER CARE**” means a program designed for children, youth, and their families whose special needs are provided through services delivered primarily by treatment foster parents trained, supervised, and supported by agency staff. In addition to the provision of a safe, healthful environment, foster parents are expected to be members of the treatment team and to perform tasks which are central to the treatment process in a manner consistent with the child’s treatment plan.

"**UNEXPECTED DEATH OF A MINOR**" means a death not resulting from a diagnosed terminal illness or other debilitating or deteriorating illness or condition where death is anticipated.

“**UNFOUNDED**” means available information indicates that, more likely than not, child abuse or neglect did not occur. Chapter 26.44.020

"UNSAFE" child means children are considered unsafe when they are vulnerable to present or impending danger and caregiver(s) is unable or unwilling to provide protection.

"WASHINGTON STATE BACKGROUND CHECK" means an in-state name-based background check that includes a review of the following:

- Founded findings of child abuse and neglect (CAN) made by DCYF or the Department of Social and Health Services (DSHS).
- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), the Department of Corrections (DOC), or Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, the Department of Health (DOH), and DSHS.
- Sex offender registry.
- Out-of-state founded findings of CAN, when applicable.

“WRAPAROUND WITH INTENSIVE SERVICES (WISe)” means intensive mental health services and supports, provided in home and community settings, for Medicaid eligible individuals, up to 21 years of age, with complex behavioral health needs and their families. These services are provided by community mental health agencies.

WRITING is handwritten, typed, printed, photographed, and every other means of recording any form of communication. This includes papers, video or audio recordings, and any other documents that information may be obtained or translated per RCW 42.56.010(4).

1100. Child Safety

1100. Child Safety admin Wed, 07/25/2018 - 09:01

Policy Number & Title: 1100. Child Safety

Effective Date: December 1, 2011

Purpose

Providing for child safety is part of DCYF's core mission. Safety is the primary and essential focus that informs and guides all decisions made from Intake through case closure. This includes removal and reunification decisions. Assessing the safety of children and youth is essential in all placement settings (in-home and out-of-home).

Authority

45 C.F.R. § 1340 Child Abuse and Neglect Prevention and Treatment
45 C.F.R. § 1357.20 Child Abuse and Neglect Programs
PL 93-247 Child Abuse Prevention and Treatment Act
Chapter 13.34 RCW Dependency and Termination of Parent-Child Relationship
Chapter 26.44 RCW Abuse of Children
Chapter 74.13 RCW Child Welfare Services
Chapter 110-30 WAC Child Protective Services
Chapter 110-50 WAC Child Welfare

Policy

1. Decisions on child safety are based on comprehensive information, logical reasoning and analysis (not incident-based or reactionary).
2. The safety decision making process must include a continuous assessment of present and impending danger throughout the life of the case.
3. A focus on safety must be maintained from the initial assessment through case closure using required tools to assess, control and manage safety threats.
4. Every caseworker will assess the safety of the child or youth for present or impending danger. If present danger exists, the caseworker will take an immediate protective action.
5. A decision that a child or youth is unsafe does not mean the child or youth must be removed.

6. A decision to place a child or youth in out-of-home care is a safety decision. This level of intervention is only justified when it is clear the child's or youth's safety cannot be controlled and managed in the home.
7. Conditions for return home are designed to ensure that children or youth are returned when no safety threats exist or an in-home safety plan can be implemented and sustained. Also, there is indication that the parents or guardians are moving towards change to control and manage child safety.

Resources

Appendix A - Practice and Procedure Guide

Child Protective Services (CPS) Investigation policy

Dependency Petition Process policy

DLR/CPS Use of Safety Assessment and Safety Planning Tools policy

Family Team Decision Making Meetings policy

Intake Process and Response policy

Return Home policy

Shared Planning Meetings policy

Placing with and Supporting Unlicensed Relatives and Suitable Persons policy

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Original Date: December 1, 2011

Revised Date:

Review Date:

Approved by:

1110. Present Danger

1110. Present Danger admin Wed, 07/25/2018 - 09:29

Policy Number & Title: 1110. Present Danger

Effective Date: December 1, 2011

Purpose

Present danger can occur at any time throughout the life of a case and must be assessed on a continual basis. A determination must be made if immediate protective actions are necessary to protect a child or youth and the level of intervention required to keep the child or youth safe.

Policy

1. Assess if present danger exists during any contact with a child or youth to determine if an immediate, significant and clearly observable behavior or situation is actively occurring and is threatening or dangerous to a child or youth.
2. When present danger exists, identify and take immediate protective action(s) necessary to create child safety.

Resources

Present Danger procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2011

Revised Date:

Review Date:

Approved by:

1120. Safety Assessment

1120. Safety Assessment admin Wed, 07/25/2018 - 09:43

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 1120. Safety Assessment

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on completing a safety assessment. A safety assessment is:

- A family assessment based on comprehensive information gathered throughout the life of a case.
- Used to identify impending danger and determine if a Safety Plan is needed because children or youth are unsafe.
- To determine the level of supervision during family time visits.

For Licensing Division Child Protective Services (LD CPS) investigators, also follow the LD CPS Use of Safety Assessment and Safety Planning Tools policy.

Authority

PL 105-89 Adoption Safe Family Act
RCW 26.44.030 Reports, duty and authority to make, duty of receiving agency, duty to notify, case planning and consultation, penalty for unauthorized exchange of information, filing dependency petitions, investigations, interviews of children, records, risk assessment process
RCW 26.44.195 Negligent treatment or maltreatment, offer services, evidence of substance abuse, in-home services, initiation of dependency proceedings

Policy

Caseworkers must:

1. Determine children's or youth's safety by gathering and assessing comprehensive information about a family's behaviors, functioning, and conditions.
2. Complete a:
    1. Safety Assessment/Safety Plan DCYF 15-258 form in FamLink:
        1. At key decision points in a case to determine if safety threats exist and whether a safety plan can be developed with families to control or manage the identified threats.
        2. To determine the level of supervision needed for family time.

Forms

Safety Assessment/Safety Plan DCYF 15-258

Resources

LD CPS Use of Safety Assessment and Safety Planning Tools policy

Safety Assessment procedures (Located in the DCYF Policies and Rules Office SharePoint)

Original Date: December 2011

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division and Ruben Reeves, Assistant Secretary of Licensing Division

1130. Safety Plan

1130. Safety Plan admin Wed, 07/25/2018 - 10:41

Applies To: This policy applies to child welfare (CW) and Licensing Division Child Protective
Services (LD CPS) employees.

Policy Number & Title: 1130. Safety Plan

Effective Date: July 25, 2021

Purpose

The purpose of this policy is to provide guidance on developing, implementing, and monitoring safety plans. A safety plan is a written agreement between a family and the Department of Children, Youth, and Families (DCYF) that identifies how safety threats to children or youth will be immediately controlled and managed in the home. Safety plans are effective as long as threats to children's and youth's safety exist and the protective capacities of caregivers are insufficient to protect children or youth.

Authority

PL 105-89 Adoption and Safe Families Act
RCW 26.44.030 Reports–Duty and authority to make–Duty of receiving agency–Duty to notify–Case planning and consultation–Penalty for unauthorized exchange of information–Filing dependency petitions–Investigations–Interviews of children–Records–Risk assessment process
RCW 26.44.195 Negligent treatment or maltreatment–Offer services–Evidence of substance abuse–In-home services–Initiation of dependency proceedings

Policy

1. Caseworkers and LD CPS investigators must:
    1. Develop a Safety Plan DCYF 15-258B form in FamLink and follow the Safety Plan Analysis Guide:
        1. When an identified safety threat meets the safety threshold and children or youth are determined unsafe.
        2. With participants who are suitable, reliable, and can provide a greater level of protection for children or youth than the parents.
    2. Verify safety plans:
        1. Will control or manage safety threats.
        2. Have an immediate impact and includes actions that immediately address safety threats.
2. LD CPS investigators must contact the appropriate CW supervisor when they have completed a safety plan on unsafe biological, adoptive, or guardianship children or youth.
3. Caseworkers must:
    1. Follow the Safety Assessment policy.
    2. Review and monitor safety plans a minimum of twice monthly as long as a safety threat exists.
    3. Revise safety plans and complete a new Safety Assessment/Safety Plan DCYF 15-258 form in FamLink as threats emerge or are eliminated throughout the life of a case.
4. LD employees must follow the DLR/CPS Use of Safety Assessment and Safety Planning Tools policy.
5. CW and LD employees must follow the Documentation policy.

Forms

Safety Assessment/Safety Plan DCYF 15-258

Safety Plan DCYF 15-258B

Resources

LD CPS Use of Safety Assessment and Safety Planning Tools policy

Documentation policy

Safety Assessment policy

Safety Plan Analysis Guide

Safety Plan procedures (Located in the DCYF Policies & Rules Office SharePoint)

Safety Threshold Guide

Original Date: December 1, 2011

Revised Date: July 25, 2021

Review Date: July 25, 2025

Approved by: Jody Becker, Deputy Secretary

1135. Infant Safety Education and Intervention

1135. Infant Safety Education and Intervention admin Wed, 07/25/2018 - 11:35

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 1135. Infant Safety Education and Intervention

Effective Date: August 1, 2023

Purpose

The purpose of this policy is to provide guidance when working with parents or guardians, families, and caregivers who have newborns and infants to reduce the risk of child abuse and neglect.

Authority

PL 111-320 Child Abuse Prevention Treatment Act (CAPTA) Reauthorization Act of 2010
PL 114-198 Comprehensive Addiction and Recovery Act (CARA) of 2016

Policy

1. Newborn, Birth to One Month: Plan of Safe Care
   Caseworkers must complete Plan of Safe Care DCYF 15-491 forms with families

with open cases as required by CAPTA, when newborns meet at least one of the following criteria:

1. Diagnosed with neonatal abstinence syndrome (NAS) or neonatal opioid withdrawal syndrome (NOWS) by a health care provider.
2. Identified as having withdrawal symptoms, are substance-affected, or have fetal alcohol spectrum disorder resulting from prenatal drug and alcohol exposure.
3. Born to a dependent youth.

2. Birth through Six Months: "Period of PURPLE Crying"
    1. Caseworkers must discuss with parents, guardians, and caregivers about their knowledge and understanding of "Period of PURPLE Crying" when working with families.
    2. Licensing Division (LD) workers must ask parents, guardians, and caregivers if they have previously received information on the "Period of PURPLE Crying," when investigating, licensing, or approving home studies for families accepting placements.
    3. Caseworkers and LD workers must provide educational materials to parents, guardians, and caregivers who have not received the information.
3. Birth to One Year: Infant Safe Sleep
    1. Caseworkers must:
        1. Conduct safe sleep assessments where infants primarily reside, when:
            1. Placing an infant in a new placement setting.
            2. Completing Child Protective Services' (CPS), Family Voluntary Services' (FVS), and Child and Family Welfare Services' (CFWS) interventions involving infants aged birth to one year, even if the infants are not identified as an alleged victim or identified child.
        2. Assess safe sleep conditions during subsequent monthly health and safety visits.

2. LD workers must complete the following when licensing or approving home studies with families accepting placements for infants:
    1. Assess sleeping environments.
    2. Educate families on safe sleep practices.
3. CPS investigators must observe and make recommendations for safe sleep environments for infants in licensed and unlicensed placements during an investigation.

Forms

Plan of Safe Care DCYF 15-491

Resources

Amazon E-Voucher DCYF document (located on the DCYF intranet under Programs, Intake and CPS, and Basic Needs)

Child Protective Services Family Assessment Response policy

Child Protective Services (CPS) Investigation policy

Concrete Goods policy

Consumer Product and Safety Commission

Family Voluntary Services (FVS) policy

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

Infant Safety Education and Intervention procedures (Located in the DCYF Policies & Rules Office SharePoint)

National Center on Shaken Baby Syndrome

National Institute for Health: What Does a Safe Sleep Environment Look Like?

Placement Out-of-Home and Conditions for Return Home policy

Safe Infant Sleep and Breastfeeding

Safe Sleep Card DCYF FS_0043 publication

Sudden Infant Death Syndrome (SIDS) and Safe Infant Sleep

The Period of Purple Crying

Original Date: October 31, 2014

Revised Date: August 1, 2023

Review Date: August 31, 2027

Approved by: Frank Ordway, Chief of Staff

1160. Commercially Sexually Exploited Children (CSEC)

1160. Commercially Sexually Exploited Children (CSEC) admin Wed, 07/25/2018 - 11:43

Applies To: This policy applies to all Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 1160. Commercially Sexually Exploited Children (CSEC)

Effective Date: July 23, 2017

Policy memo effective July 1, 2025

Purpose

To identify, document, and determine appropriate and culturally responsive services for children or youth with an open case in the DCYF who are at risk of or are victims of commercial sexual exploitation (CSE).

Authority

PL 106-386 Victims of Trafficking and Violence Protections Act of 2000
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
PL 114-22 Justice for Victims of Trafficking Act of 2015
RCW 9.68A.100 Commercial Sexual Abuse of a Minor – Penalties
RCW 9.68A.101 Promoting Commercial Sexual Abuse of Minor - Penalty
RCW 9.68A.102 Promoting Travel for Commercial Sexual Abuse of a Minor - Penalty
RCW 9.68A.103 Permitting Commercial Sexual Abuse of a Minor - Penalty
RCW 26.44.020 Definitions
RCW 26.44.030 Reports–Duty and Authority to Make–Duty of Receiving Agency–Duty to Notify–Case Planning and Consultation–Penalty for Unauthorized Exchange of Information–Filing Dependency Petitions–Investigations–Interviews of Children – Records – Risk Assessment Process

Policy

1. A child or youth will receive a screening to assess whether they are a victim of Commercial Sexual Exploitation (CSE) when:
    1. They are involved in an open case in any program within DCYF, in-home with their parent or guardian or placed in out-of-home care, and there is suspicion, indication or confirmation that the child or youth may be a victim of CSE.
    2. The child is age 11 years or older at the time of Child and Family Welfare Services (CFWS) case opening either in-home or out-of-home.
    3. The child or youth has returned to placement after being missing from care.
2. DCYF will report to law enforcement (LE) within 24 hours any child or youth who has been indicated or confirmed as CSEC regardless of whether the child or youth believes they have been victimized. DCYF staff will document the report to LE on the Intake Referral tab in FamLink including the date and time of report and name of the LE agency.
3. Any DCYF employee who suspects or learns that a child or youth has been sexually exploited will follow the mandatory reporting statute and make a report to intake.

A shared planning meeting will be held for all children or youth in the care and custody of DCYF when there is indication or confirmation of CSE.

Resources

Commercially Sexually Exploited Children procedures (Located in the DCYF Policies & Rules Office SharePoint)

Shared Planning Meetings policy

Original Date: September 29, 2015

Revised Date: July 23, 2017

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

1170. Domestic Violence

1170. Domestic Violence admin Wed, 07/25/2018 - 11:44

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 1170. Domestic Violence

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to:

- Recognize and understand the dynamics of domestic violence (DV) in families through the universal screening process.
- Determine the impact of DV on child safety through the specialized DV assessment.

Authority

RCW 10.99.020 Definitions
RCW 10.99.030 Law enforcement officers-Training, powers, duties-Domestic violence reports
RCW 26.44.020 Definitions
RCW 42.56.240 Investigative, law enforcement, and crime victims
RCW 70.123.078 Disclosure of information

Policy

1. Intake workers must follow the Intake Process and Response policy and offer DV resources to the referrer on all intakes, screened in or out, when both:
    1. DV is identified.
    2. The referrer is not familiar with DV resources.
2. Caseworkers must:
    1. Complete the universal DV screening at key points in a case to determine if DV is present, including prior to placing in a relative or suitable person's home. DV screenings include interviews and review of records and available databases.
    2. Conduct a Specialized DV Assessment if DV is determined to be present in a case through universal screening.

3. Use information gathered during the DV screening, the Specialized DV Assessment, and the gathering questions to complete the safety assessment and follow the safety assessment policy. Offer DV resource information to adult victims in open cases when DV is identified.

3. Licensing Division (LD) Child Protective Services (CPS) investigators and LD workers must follow the Placement Moves policy, if DV poses a threat to children or youth in licensed placements.

Resources

Domestic Violence procedures (Located in the DCYF Policies & Rules Office SharePoint)

Intake Process and Response policy

Placement Moves policy

Original Date: March 31, 2017

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division and Ruben Reeves, Assistant Secretary of Licensing Division

4420. Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers

4420. Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers sarah.sanchez Wed, 08/22/2018 - 14:26

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 4420. Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance to child welfare (CW) employees on face-to-face visits with children and youth and regular visits with parents or guardians who have an open case with Department of Children, Youth, and Families (DCYF) and out-of-home caregivers. Visits with:

- Children and youth help in identifying and assessing their safety, stability, permanency, and well-being.
- Parents or guardians can provide reassuring information about how their children or youth are doing, provide caseworkers with information to help monitor parental progress with services and case goals, shorten children or youth's length-of-stay, and help achieve permanency more quickly.
- Out-of-home caregivers provide opportunities to monitor children or youth's safety and well-being, identify support and training needs to encourage placement stability, promote permanency, and provide caseworkers with information they can share with parents or guardians.

Authority

42 USC § 624 Payments to States
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.13.710 Out-of-home care-Childhood activities-Prudent parent standard

Policy

1. Caseworkers must conduct:
    1. Private individual face-to-face health and safety visits at a minimum of every calendar month for children and youth in:
        1. Receiving in-home services or out-of-home care, including when a dependency petition is filed or dependency is established and the:
            1. Court has ordered children or youth to reside in out-of-home placement.
            2. Dependent adjudicated youth is in a Juvenile Rehabilitation Division (JRD) facility.
        2. In-home dependencies, including dependent children or youth who return home on a trial return home or remain home under the jurisdiction of the court and until dismissal of the dependency.

3. In-home pre-fact findings, when the court ordered the children or youth to reside in the home prior to the establishment of a dependency with a shelter care order and ask the court for authority to access the children or youth in in-home pre-fact finding status, if access was not granted at the shelter care hearing, to conduct at minimum:
    1. Two in-home health and safety visits, per calendar month for all children ages five years or younger.
    2. One in-home health and safety visit, per calendar month, for all children and youth ages six and older.
4. Extended Foster Care (EFC).
5. Voluntary placement, when the children or youth are placed under a Voluntary Placement Agreement (VPA).
6. Courtesy supervision.
7. Voluntary Services, including FVS and FRS.
8. Child Protective Services or FRS cases when the family agrees to services or open beyond 60 calendar days.
9. An Interstate Compact on Placement of Children (ICPC).

2. The first health and safety visit within seven calendar days of a child or youth's initial placement or any change of placement. Placement of children or youth is not considered a health and safety visit.
3. At minimum two in-home health and safety visits every calendar month for children that are age five or younger that reside in the home for:
    1. FVS cases.
    2. Child Protective Services (CPS) when the family agrees to services or cases are open beyond 60 calendar days.
    3. In-home pre-fact finding, in-home dependency, or trial return home for the first 120 calendar days.
4. Private and individual face-to-face monthly visits with parents or guardians and caregivers.

5. Monthly contact in-person, whenever possible, with all known parents or guardians.
6. Individual face-to-face monthly visits to all known parents or guardians involved in a Voluntary Placement Agreement (VPA), shelter care, dependency proceedings, or voluntary services including FVS, CPS open beyond 60 calendar days, or FRS, unless the parents are deceased or their rights have been terminated.

2. Other qualified DCYF employees may, in place of the caseworker, conduct health and safety visits and monthly visits with parents or guardians and caregivers, but must not conduct more than four visits per year, with no two visits occurring consecutively. This does not apply to youth in a JRD facility.
3. CW employees must follow DCYF Administrative policies when applicable:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)
    2. 6.03 Access to Services for Individuals with Disabilities

Resources

Courtesy Supervision policy

Extended Foster Care (EFC) Program policy

Family Reconciliation Services policy

Family Voluntary Services policy

Health and Safety Visits with Children and Youth and Monthly Visits with Parents or Guardians and Caregivers (Located in the DCYF Policies & Rules Office SharePoint)

Interstate Compact on Placement of Children (ICPC) policy

Return Home policy

Voluntary Placement Agreement policy

Original Date: April 30, 2017

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

6800. Background Checks

6800. Background Checks sarah.sanchez Tue, 08/28/2018 - 14:06

Original Date: February 1, 1998

Revised Date: July 1, 2024

Sunset Review Date: July 31, 2028

Approved by: Jennifer Williams, Director of Administrative Services

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Purpose

The purpose of this policy is to provide guidance to employees about completing background checks for child welfare purposes.

Scope

This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Laws

RCW 13.34.138 Review hearings – Findings – Duties of parties involved-in-home placement requirements – Housing assistance

RCW 26.44.240 Out-of-home care – Emergency Placement - Criminal history record check

RCW 43.43.837 Fingerprint-based background checks-Requirements for applicants and service providers – Shared background checks – Fees – Rules to establish financial responsibility

RCW 74.13.700 Denial or delay of licensure or approval of unsupervised access to children

RCW 74.13.710 Out-of-home care – Childhood activities – Prudent parent standard

RCW 74.15.030 Powers and duties of Secretary

PL105-89 Adoption and Safe Families Act of 1997

PL115-123 Family First Prevention Services Act 2018

Policy

Employees must:

1. Complete background checks per the Guide to Background Checks.
2. Only authorize individuals to have unsupervised access to a child or youth after they have passed a background check, even if a court order authorizes unsupervised access.
3. Not authorize individuals for the purpose of the background check if they did not pass the background check.
4. Complete a suitability assessment when required, per the DCYF Secretary's List of Crimes and Negative Actions.

Procedures

1. National Crime Information Center (NCIC) Purpose Code C:
   When requesting background checks for Child Protective Services (CPS) investigations or allegations of child abuse or neglect (CAN) NCIC Purpose Code C:
    1. Requestors may call the DCYF NCIC Background Check Unit (BCU) at 1-800-998-3898 or email NCIC prior to either:
        1. Going to the home.
        2. Completing a safety assessment.
    2. Background check specialists must:
        1. Process the NCIC Purpose Code C request per the Background Check Desk Manual.
        2. Provide the completed NCIC Purpose Code C Background Check Summary DCYF 09-154 form to the requestors.
    3. Requestors must review the background information to develop strategies for responding safely to the allegation.
2. NCIC Purpose Code X for Emergent Unlicensed Relatives and Suitable Person Placements
   When requesting background checks for emergent unlicensed relative or suitable person placements:
    1. Requestors must call NCIC BCU at 1-800-998-3898 or email NCIC prior to placing children or youth in the care of an unlicensed caregiver.
    2. Background check specialists must:

1. Process NCIC Purpose Code X requests for adult household members, per the Background Check Desk Manual.
2. Compare the individual's Code X background information to the DCYF Secretary's List of Crimes and Negative Actions and within one hour from the time of the request, notify the requestor and their supervisor if the applicant is:
    1. Approved and the requestor may authorize the emergent placement.
    2. Not approved they may:
        1. Not authorize the emergent placement.
        2. Request a non-emergent background check.

3. Requestors with an approved NCIC Code X must:
    1. Notify NCIC BCU immediately if placement has:
        1. Occurred:
            1. Verify placement care and authority is open in FamLink.
            2. Provide NCIC BCU the additional needed information on either:
                1. The Unlicensed Caregiver Placement Checklist DCYF 15-280 form.
                2. By responding to the approval email received from NCIC BCU.
        2. Not occurred, to close out the background check process in the required timeframe.
    2. Complete all of the following within five calendar days of placement, for those completing the:
        1. Online Background Check Authorization form:
            1. Instruct each individual:
                1. Age 16 and older, living on the premises to complete the online Background Check

Authorization form using Google Chrome browser.

2. Age 15 and younger, when it is determined a background check is required using the Guide to Background Checks and to complete the online Background Check Authorization form using Google Chrome browser.

2. Obtain their:
    1. Online confirmation code
    2. Full name
    3. Date of birth
3. Complete the Background Check Request/Decision DCYF 09-131 form.
4. Send the Background Check Request/Decision DCYF 09-131 form to NCIC BCU.

2. Hard copy Background Check Authorization DSHS 09-653 form that are individuals with Limited English Proficient (LEP) or are unable to complete the background check form online:
    1. Provide them with a Background Check Authorization DSHS 09-653 form.
    2. Review for completeness and legibility when returned.
    3. Complete the Background Check Request/Decision DCYF 09-131 form for each individual completing the hard-copy form.
    4. Send to the following forms to NCIC BCU, the completed:
        1. Background Check Authorization DSHS 09-653
        2. Background Check Request/Decision DCYF 09-131

4. Background check specialists must:

1. Verify requestors provided the required information from the Unlicensed Caregiver Placement Checklist DCYF 15-280 form or received a response with the required information from the approval Code X email. If placement:
    1. Occurred, background check specialist must complete the following in FamLink:
        1. Conduct a Provider or Person search.
        2. Create or edit the Provider or Person tab to reflect accurate address, phone number, email address, etc., if needed.
        3. Add persons as Members to the Provider, as needed.
        4. Document the:
            1. Conditional approval in the Background Check tab.
            2. Child Location.
            3. Tracking unpaid placement code.
    2. Did not occur, no further action.
2. Complete the following when the final background check result is received:
    1. Follow the Background Check Desk Manual when processing background checks.
    2. Complete the Background Check Request/Decision DCYF 09-131 form with the background check decision.
    3. Notify the following of the decision:
        1. Requestor
        2. Individual, when they have history, or they do not pass the background check.
    4. Document the decision in FamLink.
5. Requestors must complete the following when information is received from the background check specialist:

1. Review the decision on the completed Background Check Request/Decision DCYF 09-131 form received from the NCIC BCU.
2. Continue authorization of the individual for the emergent placement if they passed.
3. Not authorize the individual for the emergent placement if they did not pass. A child or youth cannot remain in the home with an unauthorized individual.
4. If the individual did not pass the background check, did not submit their fingerprints, or did not complete the background check form within 15 calendar days from the submission of the NCIC Code X:
    1. Notify the court within seven days of the decision that the individual did not pass the background check and recommend the removal of the child or youth. This includes contacting the assistant attorney general (AAG) to determine when the information can be presented to the court.
    2. Inform the court it may request the background information directly from the individual.
    3. Document the recommendation for removal in a FamLink case note.

3. Non-Emergent Background Checks
    1. When requesting background checks for adoption, Child in Need of Services (CHINS), foster care licensing, non-emergent placements, Interstate Compact on the Placement of Children (ICPC) Border Agreement with a non-parent, and reinstatement of parental rights:
        1. Requestors must follow Procedures Section 2.c.ii.A or B., prior to authorizing placement or unsupervised access:
        2. Background check specialists must:
            1. Follow the Background Check Desk Manual when processing background checks.
            2. Complete the Background Check Request/Decision DCYF 09-131 form with the background check decision.
            3. Notify the following:

1. All requestors of the decision to pass or not pass. If, relatives and suitable persons did not pass for the purpose of placement explain to them the connection between the individual's history and risk to the child's or youth's safety.
2. Individual, when they pass or do not pass the background check with history and provide them information on how to request a copy of their history.

4. Document the decision in FamLink.

3. Requestors must, prior to authorizing unsupervised access to children or youth, review the decision on the completed Background Check Request/Decision DCYF 09-131 form received from the BCU and complete the following:
    1. Only authorize individuals for the purpose of the background check if they passed the background check.
    2. Not authorize individuals for the purpose of the background check if they did not pass. If the court places children or youth out-of-home under a shelter care order or in a dependency case and unauthorized individuals remain in the home:
        1. Contact the AAG and notify the court within seven calendar days of the decision that an individual did not pass a background check, per the Placing with and Supporting Unlicensed Relatives and Suitable Persons policy.
        2. Notify the court of individuals not passing a background check and recommend the children or youth move to a different out-of-home placement.
        3. Inform the court to request the background information directly from individuals.
        4. Document recommendations to move children or youth to a different out-of-home placement in a FamLink case note.

2. When the court orders unsupervised access to children or youth, requestors must complete the following if the individual did not complete or pass a background check:
    1. Follow Procedures Section 2.c.ii.A or B., prior to approving unsupervised access to children or youth.
    2. Contact the AAG and notify the court within seven calendar days of the decision that an individual did not pass a background check, per the Placing with and Supporting Unlicensed Relatives and Suitable Persons policy.
        1. Informing the court it may request the background information directly from the individual.
        2. Documenting the recommendation and outcome of the court hearing in a FamLink case note.
3. When the court are considering returning a child or youth to the parent or orders them to return home prior to establishing dependency, requesters must:
    1. Notify the court that DCYF does not have the authority to complete a background check on the individual for the purpose of returning a child or youth home. If a NCIC Purpose Code C has been completed, that information cannot be shared with the court or the individual.
    2. Document the outcome of the court hearing in a FamLink case note.
4. When requesting background checks for contracts, renewals, or other unsupervised access:
    1. Requestors must follow Procedures Section 2.c.ii.A or B., prior to authorizing unsupervised access:
    2. Background check specialists must:
        1. Follow the Background Check Desk Manual when processing background checks.
        2. Complete the Background Check Request/Decision DCYF 09-131 form with the background check decision.
        3. Notify individuals and requestors of the decision.

4. Document the decision in FamLink.

3. Requestors must, prior to authorizing unsupervised access to children or youth, review background check decisions on the completed Background Check Request/Decision DCYF 09-131 form received from the BCU and complete the following:

    1. Only authorize individuals for the purpose of the background check if they passed the background check.

    2. Not authorize individuals for the purpose of the background check if they did not pass.

5. When returning dependent children or youth to a parent or ICPC with a parent:

    1. Requestors must follow Procedures Section 2.c.ii.A or B., prior to returning dependent children or youth to a parent.

    2. Background check specialists must:

        1. Follow the Background Check Desk Manual when processing background checks.

        2. Complete the Background Check Request/Decision DCYF 09-131 form with the background check decision.

        3. Send individuals their background information.

        4. Notify the individual and requestor of the decision.

        5. Document the decision in FamLink.

    3. Requestors must review the completed Background Check Request/Decision DCYF 09-131 form received from the BCU for each adult individual, including parents, and complete the following:

        1. Request a copy of the background information directly from the adult individual if there is criminal or negative action history.

        2. Determine if there are concerns that may relate directly to the children or youth's safety, permanence, or well-being prior to their return to a parent. If there are concerns, notify the court as soon as possible prior to children or youth returning home.

3. For adult individuals or parents who may act as a caregiver, determine if any service is needed to increase the child or youth's safety, permanence, or well-being. If a service is needed:
    1. Provide the service prior to children or youth returning to a parent.
    2. Notify the court as soon as possible prior to children or youth returning to a parent.

Definitions

Emergent or Emergency Placement means limited instances when DCYF is placing children or youth in the home of private individuals, including neighbors, friends, or relatives, as a result of a sudden unavailability of the child's or youth's primary caretaker, per RCW 26.44.240.

Federal Bureau of Investigation (FBI) background check means a fingerprint-based background check, that includes a review of the following:

- Founded findings of abuse or neglect made by DCYF or the Department of Social and Health Services (DSHS).
- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), Department of Corrections (DOC), FBI, and the Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
- Sex offender registry.
- Out-of-state founded findings of CAN, when applicable.
- Western Identification Network (WIN) conviction information, if available.

National Crime Information Center (NCIC) background check means a federal name-based background check and includes a Federal Bureau of Investigation (FBI) background check if the NCIC is for an emergent placement when the individual completes fingerprints that includes a review of the following:

- Founded findings of abuse or neglect made by DCYF or Department of Social and Health Services (DSHS).

- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), Department of Corrections (DOC) or the Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, Department of Health (DOH), and DSHS.
- Sex offender registry.
- Out-of-state founded findings of CAN, when applicable.
- Western Identification Network (WIN) conviction information.

Washington State background check means an in-state name-based background check that includes a review of the following:

- Founded findings of child abuse and neglect (CAN) made by DCYF or the Department of Social and Health Services (DSHS).
- Current and previous applicant self-disclosures.
- Conviction information from the Administrative Office of the Courts (AOC), the Department of Corrections (DOC), or Washington State Patrol (WSP) received by DCYF.
- Negative actions issued by DCYF, the Department of Health (DOH), and DSHS.
- Sex offender registry.
- Out-of-state founded findings of CAN, when applicable.

Forms

Background Check Authorization DSHS 09-653

Background Check Request/Decision DCYF 09-131

NCIC Purpose Code C Background Check Summary DCYF 09-154

Unlicensed Caregiver Placement Checklist DCYF 15-280

Resources

Background Check Desk Manual (located on the Background Checks Shared Drive)

DCYF Secretary's List of Crimes and Negative Actions

Guide to Background Checks

1700. Case Staffing

1700. Case Staffing admin Wed, 07/25/2018 - 11:45

Policy Number & Title: 1700. Case Staffing

Effective Date: December 1, 2011

Purpose

The purpose of this policy is to engage parents in the shared planning process to develop family specific case plans focused on identified safety threats and child or youth specific permanency goals. Working in partnership with families, natural supports and providers helps identify parents' strengths, threats to child safety, focus on everyday life events, and help parents build the skills necessary to support the safety and well-being of their children and youth. The shared planning process integrates all DCYF staffings.

Policy

1. Engage families, natural supports and providers in case planning. Schedule staffings in a location and time that meets the needs of the parent or guardian and their participants whenever possible.
2. Identify all relevant case participants.
3. Schedule staffings to correspond with planning for court hearings whenever possible.
4. Multiple issues impacting children or youth and families may be addressed in one meeting rather than separate meetings held for each issue.
5. Utilize staffings to assist you and the family to develop or review resources or approaches to address child safety.
6. Prepare for staffings by determining how the participants can contribute to the case discussion and planning.
7. Utilize the concurrent planning process to develop child or youth specific permanency goals.

Forms

Shared Planning Meeting DCYF 14-474

Resources

Behavior Rehabilitative Services (BRS) Staffing policy

Case Staffing procedures (Located in the DCYF Policies & Rules Office SharePoint)

Dependency Timeline & Schedule of Case Staffings

Foster Care Assessment Program (FCAP) policy

Indian Child Welfare Local Indian Children Welfare Committee (LICWAC) policy

Family Practice Model

Permanent and Concurrent Planning policy

Transitioning Youth for Successful Adulthood policy

Original Date: December 1, 2011

Revised Date:

Review Date:

Approved by:

1140. Family Assessment

1140. Family Assessment admin Wed, 07/25/2018 - 11:38

Applies To: This policy applies to caseworkers.

Policy Number & Title: 1140. Family Assessment

Effective Date: October 31, 2019

Purpose

Conducting an assessment of the family is the process of gathering information to gain a greater understanding of how a family's strengths, needs and resources affect child safety, well-being, and permanency. Assessments are completed in partnership with the family to understand what everyday life challenges and individual caregiver patterns of behaviors contribute to child safety threats that will be addressed in case planning.

Authority

RCW 26.44.260 Family assessment response
RCW 26.44.270 Family assessment, recommendation of services

Policy

1. Assessments of the family are completed at key decision points in a case.
2. Assessments must identify the enhanced protective and diminished protective capacities directly related to the identified safety threats.
3. Family members must be included in the assessment process.
4. Assessments must include information and input from professionals and other collateral contacts that have knowledge about the child or youth and family.
5. Information contained in the Comprehensive Family Evaluation (CFE) DCYF 10-480 form, LD/CPS Investigative Assessment DCYF 09-967 form and the FAR Family Assessment (FARFA) DCYF 10-474 form will be used to help develop the case plan.

Forms

Comprehensive Family Evaluation DCYF 10-480 (located in the Forms repository on the DCYF intranet)

LD/CPS Investigative Assessment DCYF 09-967 (located in the Forms repository on the DCYF intranet)

FAR Family Assessment DCYF 10-474 (located in the Forms repository on the DCYF intranet)

Resources

Case Plan policy

Family Assessment procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2011

Revised Date: October 31, 2019

Review Date:

Approved by: Jody Becker, Deputy Secretary

1150. Case Plan

1150. Case Plan admin Thu, 09/20/2018 - 07:57

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 1150. Case Plan

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on creating case plans for children, youth, and families.

Authority

42 USC 675, Sec. 475 Title 42-The Public Health and Welfare
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
RCW 26.44.030 Reports - Duty and authority to make-Duty of receiving agency-Duty to notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigations- Interviews of children-Records-Risk assessment process.
RCW 74.13.280 Client information.
RCW 74.13.330 Responsibilities of foster parents.
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict.
RCW 74.14A.025 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict-Policy updated.
RCW 74.14C.005 Findings and intent.

Policy

Caseworkers must develop, monitor, and update case plans:

1. Open more than 45 calendar days for Child and Family Welfare Services (CFWS), Family Voluntary Services (FVS), and Family Assessment Response (FAR) cases.
2. When there is a need to specify actions that parents or guardians must complete to reduce or eliminate safety threats and increase their protective capacities to support their children's or youth’s safety and well-being.
3. With family members and community partners. This includes scheduling a Case Plan Contact for FAR and FVS cases.

Resources

Case Plan procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1997

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4304. Active, Diligent, and Reasonable Efforts

4304. Active, Diligent, and Reasonable Efforts sarah.sanchez Wed, 08/22/2018 - 12:47

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4304. Active, Diligent, and Reasonable Efforts

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on the required use of:

- Active efforts when there is reason to know children are or may be Indian children to:
    - Prevent their removal.
    - Promote timely reunification of Indian families.
- Diligent efforts when serving parents or guardians.
- Reasonable efforts to:
    - Prevent children's or youth's removal from parents or guardians, even:
        - When they were not residing with the children or youth at the time of removal.
        - In emergent circumstances.
    - Achieve timely permanency.

Authority

25 U.S.C. I Federal Indian Child Welfare Act (ICWA)
PL 105-89 Adoption and Safe Families Act (ASFA) of 1997
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
Chapter 13.38 RCW Indian Child Welfare Act
Chapter 26.44 RCW Abuse of Children

Policy

Caseworkers must:

1. Make:
    1. Active efforts when there is reason to know children are or may be Indian children to prevent the children's removal and promote timely reunification of Indian families, per Indian Child Welfare (ICW) Child Protective Services Investigation and Family Assessment Response policy.
    2. Diligent efforts to serve and notify parents or guardians, per the Dependency Petition Process policy.
    3. Reasonable efforts to:
        1. Prevent placement of children and youth in out-of-home care.
        2. Assess the parent or guardian the children or youth do not primarily reside with before the initial removal and prior to the shelter care hearing.
2. Offer services to families to promote reunification, unless a court made a finding of aggravated circumstances.
3. Return children and youth home when safety threats have been managed or have been mitigated, per the Safety Assessment policy.
4. Maintain stability for children and youth.
5. Achieve timely permanency when children and youth are placed in out-of-home care.

Resources

Active Efforts procedures (Located in the DCYF Policies & Rules Office SharePoint)

Dependency Petition Process policy

Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration

Indian Child Welfare (ICW) Child Protective Services Investigation and Family Assessment Response policy

Safety Assessment policy

Termination of Parental Rights (TPR) policy

Original Date: November 19, 1997

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

1710. Shared Planning Meetings

1710. Shared Planning Meetings admin Wed, 07/25/2018 - 11:47

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 1710. Shared Planning Meetings

Effective Date: September 1, 2021

Purpose

The purpose of this policy is to provide guidance on conducting shared planning meetings (SPMs) to engage parents, children and youth, caregivers, relatives, fictive kin, natural supports, and others, as appropriate, in the development of a plan that prioritizes child safety and meets the support and service needs of the parents, children and youth, and caregivers. These meetings provide an opportunity for information to be shared, case plans to be developed and decisions made that will support the safety, permanency, and well-being of children and youth.

Authority

PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
RCW 13.34.067 Shelter Care, Case Conference, Service Agreement
RCW 13.34.094 Description of Services Provided to Parents
RCW 13.34.145 Permanency planning hearing-Purpose - Time limits-Goals-Review

hearing-Petition for termination of parental rights - Guardianship petition - Agency responsibility to provide services to parents - Due process rights
RCW 74.13.341 Transition plan - Qualification for developmental disability services
RCW 74.13.540 Independent Living Services
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

Policy

1. SPMs must occur within the required timeframes or when required due to circumstances outlined in the Guide to Shared Planning Meetings DCYF CWP_0070 publication for the following meeting types:
    1. Adoption Planning Review (APR)
    2. Behavioral Rehabilitative Services
    3. Child Health and Education Tracking (CHET)
    4. Commercially Sexually Exploited Children (CSEC)
    5. Developmental Disabilities Services Planning
    6. End-of-Life Care
    7. Family Team Decision Making (FTDM)
    8. Foster Care Assessment Program (FCAP)
    9. Indian Child Welfare Local Indian Child Welfare Advisory Committee (LICWAC)
    10. Inpatient Mental Health Treatment for Children
    11. Permanency Planning Meeting
    12. Shelter Care Case Conference
    13. Substance Abuse Disorder Testing, Assessment and Treatment
    14. Transitioning Youth for Successful Adulthood, referred to as Multi-Disciplinary Staffing (For Youth 17.5) in FamLink.
2. Participants listed on the Guide to Shared Planning Meetings DCYF CWP_0070 publication must be invited to SPMs.

3. Incarcerated parents must be provided access and opportunities to participate in SPMs.
4. The child's or youth's safety, permanency and well-being must be discussed during SPMs.
5. Family time and sibling and relative visits must be discussed during the meeting when children or youth are placed out of the home. Discussions will include a review of the family time and sibling and relative visitation plans, necessary level of supervision during the family time to verify the safety of the child or youth, transportation, and efforts to include relatives and family supports during family time.
6. SPMs must be documented on the Shared Planning Meeting DCYF 14-474 form in FamLink.

Forms

Shared Planning Meeting DCYF 14-474

Resources

Adoption Planning Review (APR) policy

Behavioral Rehabilitative Services policy

Child Health and Education Tracking (CHET) policy

Commercially Sexually Exploited Children (CSEC) policy

End-of-Life Care policy

Family Team Decision Making Meetings (FTDM) policy

Foster Care Assessment Program (FCAP)

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

Indian Child Welfare Local Indian Child Welfare Advisory Committee (LICWAC) policy

Inpatient Mental Health Treatment for Children policy

Permanency and Concurrent Planning policy

Shared Planning Meeting Guide DCYF CWP_0070 publication

Shared Planning Meeting procedures (Located in the DCYF Policies & Rules Office SharePoint)

Shelter Care Case Conference policy

Substance Abuse Disorder Testing, Assessment and Treatment policy

The Transition Plan (for Dependent Youth 17 through 20 years) policy

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Original Date: September 1, 2006

Revised Date: September 1, 2021

Review Date: September 30, 2025

Approved by: Jody Becker, Deputy Secretary

1720. Family Team Decision Making Meetings

1720. Family Team Decision Making Meetings admin Wed, 07/25/2018 - 11:49

Applies To: This policy applies to child welfare caseworkers.

Policy Number & Title: 1720. Family Team Decision Making Meetings

Effective Date: October 20, 2022

Purpose

Family Team Decision Making (FTDM) meetings follow the Shared Planning Meeting model of engaging the family and others who are involved with the family to participate in critical decisions regarding the removal of children or youth from their home, placement stabilization and prevention, and reunification or placement into a permanent home.

Authority

RCW 13.34.067 Shelter Care, Case Conference, Service Agreement
RCW 13.34.145 Permanency planning hearing, purpose, time limits, review hearing, petition for termination of parental rights, guardianship petition, agency responsibility to provide services to parents, due process rights

Policy

1. FTDM meetings must occur within the required timelines, unless approved by the area administrator (AA).
2. Participants listed on the Guide to Shared Planning Meetings DCYF CWP_0070 publication must be:
    1. Invited to the FTDM meeting.
    2. Asked if they need an interpreter for the FTDM, per the following DCYF Administrative policies:
        1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
        2. 6.03 Access to Services for Individuals with Disabilities.
3. Incarcerated parents or guardians must be provided access and opportunities to participate in FTDM meetings.
4. FDTM meetings must be documented in FamLink using the Shared Planning Meeting DCYF 14-474 form.

Forms

Shared Planning Meeting DCYF 14-474

Resources

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

Family Team Decisions Making Meetings procedures (Located in the DCYF Policies & Rules Office SharePoint)

Guide to Shared Planning Meetings DCYF CWP_0070 publication

Shared Planning Meeting policy

Original Date: December 1, 2010

Revised Date: October 20, 2022

Review Date: October 31, 2026

Approved by: Frank Ordway, Chief of Staff

1750. Adoption Planning Reviews (APR)

1750. Adoption Planning Reviews (APR) admin Wed, 06/07/2023 - 08:50

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 1750. Adoption Planning Reviews (APR)

Effective Date: July 1, 2023

Purpose

The purpose of this policy is to establish requirements when conducting Adoption Planning Reviews (APR).

APRs are a type of shared planning meetings (SPM) that:

- Takes place prior to Termination of Parental Rights (TPR).
- Identifies prospective adoptive placements and additional services for children or youth.
- Determines if Open Adoption Agreements (OAA) or Letters of Intent are appropriate when adoption is identified as the permanent plan.
- Develops recruitment plans for children or youth not placed in a prospective adoptive placement.

Authority

RCW 13.34.145 Permanency planning hearing-Purpose-Time limits-Goals-Review hearing-Petition for termination of parental rights-Guardianship petition-Agency responsibility to provide services to parents-Due process rights
RCW 26.33.080 Petition for relinquishment-Filing-Written consent required
RCW 26.33.110 Petition for termination-Time and place of hearing-Notice of hearing and petition-Contents
RCW 26.33.350 Medical reports-Requirements
RCW 26.33.380 Family and social history report required-Identity of birth parents confidential
RCW 70.02.220 Sexually transmitted diseases-Permitted and mandatory disclosures
RCW 74.13.289 Blood-borne pathogens-Client information-Training
WAC 110-60-0070 What adoption services does the department provide for children in the

department's care and custody?
WAC 110-60-0080 What adoption services does the department provide for prospective and approved adoptive families?

Policy

Child and Family Welfare Services (CFWS) caseworkers:

1. Must conduct an APR within 30 calendar days of one of the following:
    1. Courts changing the permanent plan to adoption.
        1. Submitting a TPR referral to the Assistant Attorney General (AAG).
        2. Accepting a relinquishment of parental rights.
2. May combine APRs with permanency planning meetings.

Resources

Adoption Planning Review (APR) procedures (Located in the DCYF Policies & Rules Office SharePoint)

Termination of Parental Rights (TPR) policy

Open Adoption Agreements and Letters of Intent policy

Shared Planning Meetings policy

Original Date: July 1, 2023

Revised Date:

Review Date: July 31, 2027

Approved by: Frank Ordway, Chief of Staff

1740. Child Protection Teams (CPTs)

1740. Child Protection Teams (CPTs) admin Wed, 07/25/2018 - 11:51

Policy Number & Title: 1740. Child Protection Teams (CPTs)

Effective Date: December 1, 2011

Purpose

Child Protection Teams (CPTs) provide confidential, multi-disciplinary consultation and recommendations to the Department of Children, Youth, and Families (DCYF) on cases where there will not be a Family Team Decision Meeting (FTDM), and there is a risk of serious or imminent harm to a young child and when there is dispute if an out-of-home placement is appropriate.

Authority

Executive Order 12-04 Amending the use of community protection teams
WAC 110-30-0100 When will CPS involve local community resources?

Policy

1. Regional Administrators (RA), or their designee, must establish and maintain at least one CPT in each region.
2. CPTs will include at least four selected professionals that provide services to abused and neglected children and youth or their families.
3. CPT recommendations are advisory to DCYF employees.

Resources

Child Protection Teams (CPTs) procedure (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2011

Revised Date:

Review Date:

Approved by:

6001. Case Assignment

6001. Case Assignment sarah.sanchez Tue, 08/28/2018 - 13:44

Applies To: This policy applies to Department of Children, Youth and Families (DCYF) employees.

Policy Number & Title: 6001. Case Assignment

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide direction for DCYF employees in making a case assignment. Case assignment is prioritized based on the child's or youth's safety, well-being and permanency needs.

Authority

RCW 26.44.030 Reports-Duty and authority to make-Duty of receiving agency-Duty to notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigations-Interviews of children-Records-Risk assessment process.

Policy

1. Primary intake case assignment belongs to the DCYF office where:
    1. The parent or legal guardian of the victim or identified child or youth resides, e.g. the residential address as provided to the school, medical provider or for public benefits, etc.
    2. The child or youth resides and the parent's or guardian's whereabouts are unknown.
    3. The facility address where the child or youth is located, e.g. childcare, foster home, state-regulated facility, etc.
2. If the risk only intake is screened in on an open case and the parent, legal guardian, or unlicensed kinship caregiver caring for the identified child or youth lives in another office catchment area, the intake is assigned to that office.
3. If a victim or identified child or youth is in need of emergent response in a county where the parent or guardian does not reside, the office in the county where the child or youth is located will:
    1. Conduct an initial face-to-face contact.
    2. Assess for present danger and take protective action if present danger exists.
    3. Arrange temporary placement if needed.
    4. Attempt to contact the tribe if there is reason to know the child is an Indian child per the Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration policy.

5. Access medical or mental health treatment if needed.

4. Extended Foster Care (EFC) Program

    1. When a youth requests to participate in EFC starting on their 18th birthday, assign the case to the office where the case is currently assigned.

    2. When a youth requests to re-enter care to participate in EFC, assign the case to where the youth is currently residing.

5. Interstate Compact on the Placement of Children (ICPC)

    1. When the Headquarters ICPC unit requests a case be created for an incoming ICPC request, the case is opened and assigned to the home study straw.

    2. Intakes with new allegations of child abuse or neglect will be screened per the Intake Process and Response policy.

6. When requesting a transfer of case assignment for a non-court involved case, follow the Case Transfers policy.

7. When requesting a transfer of case assignment for a court-involved case, follow policy Legal Jurisdiction and Office Assignment and Case Transfers policy.

8. Disagreement about primary case assignment must be resolved at the lowest level possible. If a disagreement remains unresolved, the supervisors must work with the area administrators or their chain of command to resolve it.

9. When any child or youth in an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect, the assigned caseworker must make a report to intake per RCW 26.44.030 (1)(a).

Resources

Case Transfers policy

Extended Foster Care (EFC) policy

ICW Active Efforts and Tribal Collaboration policy

Intake Process and Response policy

Legal Jurisdiction and Office Assignment policy

Present Danger policy

Protective Action guide

Original Date: September 1, 2017

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green**,** Assistant Secretary of Child Welfare Division

4122. Case Transfers

4122. Case Transfers admin Wed, 07/25/2018 - 13:21

Applies To: This policy applies to child welfare (CW) and Licensing Division (LD) child protective services (CPS) employees.

Policy Number & Title: 4122. Case Transfers

Effective Date: June 15, 2024

Purpose

The purpose of this policy is to provide guidance when transferring cases between units, programs, offices, and regions to prioritize safety, permanency, and well-being for children and youth and the families' progress in services.

Policy

1. CW and LD CPS employees must:
    1. Coordinate the transfer of information, documentation, and services to promote safety, permanency, well-being for children and youth, and the family's progress in services when transferring cases.
    2. Verify whether there is reason to know children are or may be Indian children.
    3. Follow the Case Assignment policy when determining primary case assignments and emergent responses.
2. Supervisors must complete the following when transferring cases and differing opinions or unresolved issues occur:
    1. Make efforts to resolve differences at the lowest level possible.

2. Consult with the following if differences are unresolved. For:
    1. CW:
        1. Area administrator
        2. Deputy regional administrator
    2. LD:
        1. Area administrator
        2. Senior administrator

Resources

Case Assignment policy

Case Transfer procedures (Located in the DCYF Policies & Rules Office SharePoint)

Indian Child Welfare (ICW) Reason to Know policy

Original Date: March 1, 2010

Revised Date: June 15, 2024

Review Date: June 30, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division, and Ruben Reeves, Assistant Secretary of Licensing Division

4431. Legal Jurisdiction and Office Assignment

4431. Legal Jurisdiction and Office Assignment sarah.sanchez Tue, 08/28/2018 - 11:29

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4431. Legal Jurisdiction and Office Assignment

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to support a child's or youth's safety, permanency and well-being, this policy provides direction to caseworkers about determining which county is the

correct legal venue in which to file the dependency petition or termination case, and when and how to request a change in jurisdiction.

Authority

RCW 13.34.040 Petition to court to deal with dependent child - Application of federal Indian Child Welfare Act.

Policy

1. When DCYF files a dependency petition, the case will be assigned to the office where the child or youth and parent, guardian, or legal custodian reside. If they reside in different counties, priority is given to what is in the child's or youth's best interest, and to the county where the child or youth is most likely to return home.
2. If the child or youth, or parent, guardian or legal custodian does not reside in Washington State but the child or youth is located in Washington State, contact the Assistant Attorney General (AAG) to discuss legal jurisdiction. If DCYF files a dependency petition, the case will be assigned to the office where the child or youth is located at the time of filing.
3. Before requesting that the court transfer legal jurisdiction, all of the following must apply:
    1. The parent or legal custodian with whom reunification is planned has lived in a different county then where the dependency petition was originally filed for a minimum of three consecutive months;
    2. The supervisors and area administrators (AA) in the sending and receiving offices agree to the case transfer; and
    3. The AAGs in the sending and receiving counties also agree to the transfer.
4. If there is agreement as described above and the receiving county's court accepts legal jurisdiction, the sending supervisor must verify that the case documentation is complete and transfer the case to the receiving supervisor within five business days of receiving the court order to transfer legal jurisdiction. If the receiving county's court denies the request to transfer jurisdiction, the sending office must retain primary office assignment.
5. Follow Indian Child Welfare Transferring Cases to Tribal Court policy when the child or youth is an Indian child and case transfer is:
    1. Requested by the tribes.

2. Accepted by the tribes after being requested by the parents or children.

6. Disagreements about office assignments must be resolved at the lowest level possible. If the disagreement remains unresolved, the supervisors and AAs must work with the regional administrators (RAs) or their designees to resolve it.
7. Legal jurisdiction can only be transferred to other Washington counties and cannot be transferred to counties in other states.

Resources

Indian Child Welfare Transferring Cases to Tribal Court Policy

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Original Date: September 1, 2006

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4430. Courtesy Supervision

4430. Courtesy Supervision sarah.sanchez Wed, 08/22/2018 - 14:29

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 4430. Courtesy Supervision

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance to CW employees on courtesy supervision cases for children and youth in the placement and care authority of the Department of Children, Youth, and Families (DCYF).

Authority

RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee

Policy

1. Primary caseworkers:

1. May request courtesy supervision from a caseworker in another office through their supervisor and regional gatekeeper when children or youth are placed or moved outside of their office coverage area.
2. Must:
    1. Maintain primary assignment for cases with courtesy supervision.
    2. Notify the courtesy supervision worker if there is reason to know children are or may be Indian children.

2. Regional gatekeepers must:
    1. Request courtesy supervision from regional gatekeepers in another region when they receive courtesy supervision requests from supervisors in their region.
    2. Assign courtesy supervision cases to supervisors in their region when they receive completed courtesy supervision requests from regional gatekeepers in another region.
3. Primary and courtesy supervision caseworkers must:
    1. Work together at the lowest level possible to resolve concerns related to the safety, well-being, or permanency of children or youth on courtesy supervision.
    2. Follow the Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration policy if there is reason to believe children are or may be Indian children.

Regional administrators (RAs) of the sending offices will make the final determination, in consultation with the RAs of the receiving offices, when there are differing opinions or unresolved issues related to courtesy supervision cases.

Resources

Courtesy Supervision procedure (Located in the DCYF Policies & Rules Office SharePoint)

ICW Active Efforts and Tribal Collaboration policy

ICW Reason to Know policy

Original Date: February 15, 1998

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare

6600. Documentation

6600. Documentation sarah.sanchez Tue, 08/28/2018 - 13:52

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF):

- Child welfare (CW) employees
- Licensing Division (LD) employees
- Information Technology Division (ITD) service desk employees

Policy Number & Title: 6600. Documentation

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide direction for documenting case and provider-related:

- Communications
- Events
- Activities

Authority

RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
RCW 74.14A.025 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict-Policy updated
RCW 74.15.020 Definitions

Policy

CW employees and LD workers must document communication, events, and activities related to cases and providers in FamLink.

Resources

Documentation procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: October 17, 2017

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

46100. Monthly Clinical Supervision Case Reviews

46100. Monthly Clinical Supervision Case Reviews sarah.sanchez Tue, 08/28/2018 - 12:11

Applies To: This policy applies to child welfare supervisors

Policy Number & Title: 46100. Monthly Clinical Supervision Case Reviews

Effective Date: January 3, 2022

Purpose

The purpose of this policy is to provide guidance to child welfare (CW) supervisors on conducting monthly clinical supervision case reviews. Clinical supervision includes building caseworker's competencies, encouraging self-reflection and critical thinking skills, and building on training to support casework decision-making.

Policy

Supervisors must:

1. Conduct monthly clinical supervision case reviews and verify policy is followed for the appropriate program with each caseworker under their supervision for all cases open 30 calendar days or more.
2. Maintain caseworker's performance documentation separate from client case files.

Resources

Monthly Clinical Supervision Case Review (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date: January 3, 2022

Review Date: December 31, 2025

Approved by: Frank Ordway, Chief of Staff

6301. Child Fatality/Near-Fatality Reviews

6301. Child Fatality/Near-Fatality Reviews sarah.sanchez Wed, 09/05/2018 - 13:17

Applies To: This policy applies to Department of Children, Youth and Families (DCYF) employees

Policy Number & Title: 6301. Child Fatality/Near-Fatality Reviews

Effective Date: October 31, 2016

Purpose

Child fatality or near-fatality reviews are used to examine cases involving a fatality and near-fatality of a child or youth and meet specific criteria to:

1. Increase our understanding of the circumstances surrounding the child's or youth's death or near fatal injury.
2. Examine existing DCYF policies and procedures to determine the need for policy development or revision or recommend legislative change.
3. Evaluate DCYF services and community response to the identified needs of the family and to identify areas for education and training.
4. Build community alliances, expertise and commitments for program improvements, policy, and procedural changes, and improved multi-disciplinary collaboration.

Authority

RCW 74.13.640 Child fatality reviews.

Policy

1. A Child fatality or near-fatality review is required for a child or youth under age 18 and the following conditions apply:
    1. The cause of the child's or youth's death or near-fatality is believed to be abuse or neglect.

2. There is an open case on the family or DCYF was providing services to the deceased or injured child or youth within 12 months prior to the fatality or near fatal injury. Adoption support or Tribal Payment Only cases do not meet these criteria, unless there has been another active service provided to the child or youth during the twelve months preceding the death or near-fatality.

2. The critical incident practice consultant or critical incident review specialist (CIRS) must consult with the Office of the Family and Children's Ombuds (OFCO) to determine if a child or youth fatality or near-fatality review should be conducted in any case when it is unknown if the death or fatal injury is a result of child abuse or neglect.
3. The child fatality or near-fatality review process is not a personnel investigation, and the report must not include the name of the employee.
4. When conducting a child fatality or near-fatality review, the CIRS must:
    1. Organize and facilitate a multidisciplinary Child Fatality or Near-fatality Review Team unless the assistant secretary requests facilitation by an impartial professional.
    2. Consult with the Assistant Attorney General's office prior to each review when there are legal questions or complex legal issues.
    3. Consult with the DCYF legislative liaison and the DCYF assistant secretary when a legislator participates in the review.
    4. Consult with the DCYF assistant secretary and Communications Director when a media representative participates in the review.
    5. Consult with the regional administrator (RA) when a DCYF employee requests to observe a child fatality or near-fatality review.
    6. Invite committee members who:
        1. Have no prior or direct involvement with the case.
        2. Have professional expertise relevant to the specific issues of the case such as service providers, foster parent representatives, child advocates, medical professionals, law enforcement, and DCYF staff.
        3. Represent a child's or youth's ethnic or cultural heritage.
    7. Require all review team members, consultants and observers to sign a Child Fatality Case Review Confidentiality Agreement DCYF 09-128 form or Child

Near-fatality Case Review Confidentiality Agreement DCYF 09-129 form before reviewing DCYF records or documents.

8. Request case information from the assigned caseworker, supervisor or area administrator prior to the review.
9. Arrange interviews with DCYF caseworkers or any persons involved with the family or the deceased or injured child or youth as appropriate for the review.
10. Ensure observers do not participate in review discussions.

5. The critical incident practice consultant must:
    1. Track the progress and completion of the review in coordination with the Field Operations Division.
    2. Collaborate with the headquarters statewide quality assurance unit manager to track completion of all review recommendations requiring implementation.
    3. Document the completed review in the Administrative Incident Response System (AIRS) under the same incident number identified in the initial AIRS report.
6. The CIRS must ensure the child fatality review or near-fatality review report includes:
    1. The committee's discussion and findings addressing policy and case practice or individual employee actions and decisions in the specific case under review.
    2. The committee's recommendations (if applicable).
7. The CIRS must ensure the child fatality review report is completed and posted on the public website within 180 calendar days of a child's or youth's death.
8. When a Child Fatality Review report cannot be completed within the timeframe, DCYF must request an extension from the Governor. The CIRS will document the request for an extension in the follow-up section in the AIRS report.
9. The CIRS or designee:
    1. Sends all fatality and near-fatality reports to the DCYF secretary and assistant secretary, and DCYF division directors and regional administrators, as applicable.
    2. Makes fatality and near-fatality reports available to all DCYF staff.

3. Provides a copy of all fatality and near-fatality reports to OFCO.
4. Provides a copy of all redacted child fatality reports to legislative committees and the public though posting on the DCYF internet.
5. Prepares and distributes the quarterly report findings to the legislature.

10. The RA or designee collaborates with the DCYF Headquarters Quality Assurance staff to review the recommendations, and track implementation status and outcomes in response to policy, legislative or training recommendations. The statewide portion of the action plan will include a timeline and monitoring for progress and completion.
11. All requests for information and documentation about the child fatality report, near-fatality report, or related documents must be forwarded to the Public Disclosure Unit.

Forms

Child Fatality Case Review Confidentiality Agreement DCYF 09-128

Child Near-fatality Case Review Confidentiality Agreement DCYF 09-129

Resources

Office of the Family and Children's Ombuds

Original Date: October 31, 2016

Approved by: Jennifer Strus, Assistant Secretary

6302. Administrative Incident Reporting

6302. Administrative Incident Reporting sarah.sanchez Tue, 08/28/2018 - 13:50

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 6302. Administrative Incident Reporting

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to establish requirements for the timely notification, documentation and management of administrative incidents. Administrative incidents are serious and emergent situations involving the clients of DCYF, DCYF employees and providers, and include:

- Critical incidents (Near-Fatality or Fatality of a Child)
- Client related incidents
- Provider related incidents
- Employee safety
- Theft, vandalism, or property damage

Documentation of these incidents in the Administrative Incident Reporting System (AIRS) is used to identify issues, patterns, and trends, and determine needed actions to address the safety of children or youth, clients, and employees.

Authority

RCW 26.44.020 Definitions
Chapter 69 RCW Uniform Controlled Substances Act
RCW 74.13.500 Disclosure of child welfare records
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
RCW 74.14A.025 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
WAC 110-04-0120 If I have a pending criminal charge, conviction, or negative action may I ever be authorized to be licensed, contracted, certified, authorized to be employed at a group care facility, or authorized to have unsupervised access to children?
WAC 110-110-0040 Serious injury, death, abandonment, child abuse, neglect, incarceration of an Indian child

Policy

1. DCYF employees will immediately notify their supervisor when learning of an Administrative Incident.
2. Supervisors will immediately notify law enforcement when there is reason to believe an Administrative Incident involves a crime.
3. Employee Misconduct (Not documented in AIRS)
    1. DCYF employees will:

1. Immediately notify their supervisor when learning of allegations of employee misconduct or criminal conduct.
2. Refer to DCYF Administrative 11.07 Conducting Workplace policy Investigations, if applicable.

2. Supervisors will immediately notify their chain of command up to the regional administrator (RA) or Licensing Division (LD) administrator.
3. RAs or designees or LD administrators or designees, will notify the Deputy Assistant Secretary of Child Welfare or designee of the alleged misconduct within 48 hours.
4. Directors will notify the assistant secretary.

4. Critical Incidents
    1. Critical incidents include:
        1. Child fatalities or near-fatalities
            1. That occurred on an open case at the time of the fatality or near-fatality or there was DCYF history on the family within twelve months of the fatality or near-fatality, including intakes screened out for investigation.
            2. That occurred in a DCYF licensed, certified, or state operated facility.
        2. High Profile incidents that may generate significant interest by the media, the legislature or the Governor's Office.
    2. The regional designee will document critical incidents in AIRS within one hour of being notified of the incident. If one hour is not possible, the designee must notify their chain of command up to the Deputy Assistant Secretary of Child Welfare or designee.
    3. DCYF employees will notify intake to create a new intake when:
        1. A child fatality or near-fatality is suspicious for child abuse or neglect.
        2. A child or youth dies and there is an open case on that child or youth or while placed in a DCYF licensed or state operated facility.

4. The intake worker or unit supervisor will update AIRS and document in a case note if a near-fatality becomes a fatality due to the circumstances described in the original intake. A new intake is not required.

5. Intake workers will inform the child's or youth's tribe when there is a fatality or near-fatality within 24-hours of learning of the incident if there is reason to know the child or youth is or may be an Indian child.

5. Other Administrative Incidents
   Supervisors will document all other administrative incidents in AIRS within 24 hours of receiving notification. Other administrative incidents include:

    1. Client Related Incidents serious injury of a child or youth client on an open case requiring professional medical treatment (beyond first aid treatment) alleged to be the result of:

        1. A serious injury of a child or youth client on an open case requiring professional medical treatment (beyond first aid treatment) alleged to be the result of:

            1. Physical abuse
            2. Sexual abuse
            3. Neglect
            4. Unexplained injury
            5. Injury that is not consistent with parent or caregivers' explanation.

        2. Allegations of molestation or rape by an adult caregiver of a child or youth client who is in the care and supervision of DCYF.
        3. A suicide, suicide attempt or a near-fatal injury of a child or youth client.
        4. Placement of a child or youth in any of the following:

            1. DCYF office due to no placement resource available.
            2. Detention facilities for children in DCYF care and custody.
            3. Apartments or hotels.

5. Placement is not allowed in an institution not designed for children or youth, such as adult mental hospitals and detoxification facilities, or institutions or homes with caregivers who don't have the specialized training required to care for a child or youth with sexually aggressive or physically assaultive behaviors per these policies:
    1. Sexually Aggressive Youth.
    2. Physically Assaultive/Aggressive Youth.
    3. Child or Youth refusing placement in hotel, leased facility or foster home.
6. Any other client-related incident that does not fall into one of the previously identified categories believed to require administrative notification or attention.

2. Provider-Related Misconduct Incidents occurring in a facility licensed or subject to licensing by DCYF or other facilities certified by DCYF. Misconduct includes:
    1. Alleged criminal activity.
    2. A conviction disqualifying a licensed provider from providing care to children or youth, as outlined in WAC 110-04-0120.
    3. Any arrest or pending arrest for:
        1. Child abuse or neglect.
        2. Spousal abuse or domestic violence.
        3. A crime against a child or youth.
        4. A crime involving violence, including rape, sexual assault, or homicide, but not other physical assault or battery.
        5. Felony physical assault or battery offense
    4. Felony drug-related crimes including:
        1. The Imitation Controlled Substances Act, per chapter 69.52 RCW.
        2. Illegal sale and distribution of prescription drugs, per chapter 69.41 RCW.

3. Selling, transferring, or otherwise furnishing to any individual, substances used in making controlled substances per chapter 69.43 RCW.
4. Illegal drugs or substances use, per chapter 69.50 RCW.
5. Unlawfully manufacturing, delivering or possessing a controlled substance with intent to deliver, per RCW 69.50.401.

5. Incidents involving multiple victims or patterns of molestation or rape between child or youth clients placed by DCYF.
6. A pattern of high-risk child abuse or neglect referrals.

3. Safety Incidents involving DCYF employees, licensed caregivers, and contracted providers. Follow DCYF Administrative 7.01 Employee Safety and Security policy.
   Incidents include:
   1. An assault, safety threat or a perceived safety threat to employees, a licensed caregiver or contracted provider by a child or youth client, parent or individual related to the case.
   2. Employees involvement in a traffic accident while on the job, in a personal or state-owned vehicle when any of the following apply:
      1. A child or youth client was a passenger.
      2. The employees or child or youth client was injured and required medical treatment.
      3. The employee was at fault for the accident.
4. Property Damage or Loss of Client Information
   1. A theft, or incident involving vandalism or damage to state property estimated to be in excess of $750.00.
   2. Incidents resulting in any loss of client information, e.g., loss of case file, printed case documents or on thumb drives.

6. Additional AIRS Documentation Requirements
   1. Supervisors of the assigned caseworker will ensure documentation about a client- related placement exception includes:

1. Detailed attempts to locate a more permanent placement for the child or youth.
2. Reason for placement.
3. Approving authority.
4. DCYF employees providing care of the child or youth if applicable.

2. Supervisors will include the following information about a safety incident:
    1. Identification of the subject of an AIRS report by job title and office, not by name, when they are a DCYF employee.
    2. The jurisdiction and police report case number in the AIRS "Community" section.
    3. Information about an incident resulting in a serious injury requiring professional medical treatment, if applicable.
3. The intake worker or LD area administrator or designee will document alleged misconduct in a facility or foster home and complete the Facility-Foster Home section.

Resources

AIRS Companion Guide (located on the DCYF intranet under Computer Help and CA Systems Login)

County protocols (located on the DCYF intranet page under Programs and Law Enforcement Protocols)

DCYF Administrative 7.01 Employee Safety and Security policy

DCYF Administrative 11.07 Conducting Workplace policy

DCYF Administrative 11.21 Ethics and Employee Conduct policy

Indian Child Welfare Reason to Know policy

Physically Assaultive/Aggressive Youth policy

Sexually Aggressive Youth policy

Original Date: September 1, 2006

Revised Date: July 1, 2024

Review Date: July 1, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

6150. Client De-escalation Training

6150. Client De-escalation Training sarah.sanchez Tue, 08/28/2018 - 13:46

Applies To: This policy applies to all Department of Children, Youth, and Families (DCYF) caseworkers, supervisors, area administrators and any staff who have verbal or physical contact with DCYF involved children, youth, and families.

Policy Number & Title: 6150. Client De-escalation Training

Effective Date: July 1, 2018

Policy Memo Effective Date: February 2, 2024

Policy Update Memo Effective February 2, 2024

Purpose

The purpose of this policy is to provide DCYF employees with the tools and training to engage with clients, recognize escalation, and make effort to de-escalate the encounter while remaining engaged. This policy makes mandatory Right Response Level 3 (RRL3) training provided through the Alliance for Child Welfare Excellence (Alliance).

Authority

RCW 74.13.031 Duties of department - Child welfare services - Children's services advisory committee.

Policy

1. All DCYF employees who have verbal or physical contact with children, youth, and families will complete RRL3 training in their first year of employment.
2. All DCYF staff who complete the training become certified in RRL3. Certification expires after two years and all employees required to complete RRL3 must repeat the training.
3. All DCYF staff employed on or after the original date of the policy will complete RRL3 training. Priority of enrollment in the training is according to the following:

1. Social service specialist 2 and 3
2. Social service specialist 4
3. Area administrator
4. Deputy regional administrator (DRA)
5. Regional administrator (RA) and Licensing Division (LD) administrator
6. Headquarters staff who have contact with children, youth, and families

RAs, DRAs, and the LD administrator may be waived from RRL3 through an administrative waiver. The Administrative Approval Request DCYF 05-210 form must be completed and submitted to the Assistant Secretary for approval. See Administrative Approvals for Child Welfare policy.

Forms

Administrative Approval Request DCYF 05-210 (Located in the Forms repository on the DCYF intranet)

Resources

Client De-escalation Training procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 2018

Revised Date:

Review Date:

Approved by: Connie Lambert-Eckel, Acting Assistant Secretary

6530. Random Moment Time Study

6530. Random Moment Time Study admin Mon, 04/29/2019 - 13:27

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 6530. Random Moment Time Study

Effective Date: April 29, 2019

Purpose

The Random Moment Time Study (RMTS) is a sampling tool that is used to generate statistically valid statewide estimates of various activities performed by DCYF child welfare employees. The sampling procedure is designed to meet the federal financial participation requirements for claiming matching funds for child welfare employees' salaries and benefits and to provide audit documentation for state and federal review.

Authority

Social Security Act Title IV-A Block Grants to States for Temporary Assistance Needy Families
Social Security Act Title IV-B Child and Family Services
Social Security Act Title IV-E Federal Payments for Foster Care and Adoption Assistance
Social Security Act Title XIX Grants to States for Medical Assistance Programs
Social Security Act Title XX Block Grants to States for Social Services and Elder Justice

Policy

1. RMTS sampled employees must:
    1. Record the appropriate RMTS Activity and Detail Code, alpha and numerical designation, from the RMTS Activity and Detail Code Sheet available on RMTS DCYF intranet webpage.
    2. Complete each required field based on the code chosen including child and case information.
    3. Complete the sample within three business days.
2. Sampled employee's supervisors must provide RMTS training to caseworkers, time study program managers, and eligibility specialists using the training materials available on the RMTS DCYF intranet webpage.
3. The regional RMTS coordinator must:
    1. Monitor the sample status for the employees in their offices or units.
    2. Work with the sampled employee's supervisor when a sampled employee does not respond to their sample.
    3. Notify the HQ RMTS program manager when there is any change in the employment status of employee participating in the RMTS survey within five working days of the change.

4. Provide HQ RMTS program manager with an appropriate RMTS Worker Type for each employee added to the FamLink RMTS system.

4. The HQ RMTS program manager must:
    1. Review all completed samples for correctness as identified in the RMTS instructions;
    2. Generate a monthly sampling data summary, referred to as the RMTS Report; and
    3. Keep the list of sampled workers current by keeping in contact with the regional RMTS coordinators.

Resources

RMTS Activity & Detail Code Sheet (located on the RMTS DCYF intranet page)

RMTS Home Page (located on the RMTS DCYF intranet page)

RMTS Instructions (located on the RMTS DCYF intranet page)

RMTS Worker Types (located on the RMTS DCYF intranet page)

Original Date: July 1, 1997

Revised Date: April 29, 2019

Review Date:

Approved by: Ross Hunter, Secretary

4525. Administrative Approvals for Child Welfare

4525. Administrative Approvals for Child Welfare sarah.sanchez Tue, 08/28/2018 - 11:56

Applies To: This policy applies to all Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4525. Administrative Approvals for Child Welfare

Effective Date: January 31, 2016

Purpose

DCYF administrative approvals are requested when a policy indicates an administrative approval is required, exception to a policy is needed, or to provide reimbursement /supports to a licensed caregiver beyond what the foster care rate assessment or policy allows.

Policy

1. Approval requests are only for exceptions to a policy, exceptional cost foster care reimbursement, or when a policy requires an administrative approval.
2. Approval requests must be submitted on Administrative Approval Request form DCYF 05-210.
3. Exceptional cost foster care is only approved when the foster care rate assessment is completed and the support or supervision for the child or youth needed goes beyond what the rate assessment can provide.
4. Exceptional cost foster care requests must be submitted on a Administrative Approval Request form DCYF 05-210.
5. Exceptional Cost Foster Care Plans (ECP):
    1. Are developed for placements intended to be permanent or beyond thirty days when a child or youth in out-of-home care has extreme physical, medical, emotional or intellectual impairments, and the licensed caregivers are providing intensive supervision or extra supports to meet the child's or youth's exceptional needs.
    2. Must only be considered when all other sources of financial or other supports have been explored to meet the special needs of the child or youth.
    3. Must be reviewed by the assigned DCYF caseworker and supervisor at the time the foster care rate assessment is completed. Approval by the regional administrator or designee is required to initiate or maintain the plan and payment.
    4. May be backdated up to, but not exceed, 30 days. Approval must be granted before a payment can be made.
    5. Not required for crisis or emergent placements (Emergent placements are less than 30 days).

Forms

Administrative Approval Request form DCYF 05-210

Resources

Administrative Approvals for Child Welfare procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: January 31, 2016

Revised Date:

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

2200. Intake Process and Response

2200. Intake Process and Response admin Wed, 07/25/2018 - 11:52

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees

Policy Number & Title: 2200. Intake Process and Response

Effective Date: July 1, 2024

Policy memo effective July 1, 2025

Purpose

The purpose of this policy is to provide guidance to child welfare intake employees when receiving and processing reports of child abuse and neglect (CA/N), imminent risk of serious harm, or requests for non-CPS services on a 24-hour basis.

Authority

RCW 9A.16.100 Use of Force-Policy-Actions Presumed Unreasonable
RCW 13.34.030 Juvenile Court Act-Definitions
RCW 13.34.360 Transfer of Newborn to Qualified Person-Criminal Liability-Notification to Child Protective Services-Definitions
RCW 26.44.020 Abuse of Children-Definitions
RCW 26.44.030 Abuse of Children-Reports Duty and Authority to Make-Duty of Receiving Agency-Duty to Notify-Case Planning and Consultation-Penalty for Unauthorized Exchange of Information-Filing Dependency Petitions-Investigations-Interviews of Children-Records-Risk Assessment Process

RCW 46.61.687 Child Restraint System Required-Conditions-Exceptions-Penalty for Violation-Dismissal-Noncompliance Not Negligence-Immunity
Chapter 74.13 RCW Child Welfare Services
Chapter 74.15 RCW Care of Children, Expectant Mothers, Persons with Developmental Disabilities
WAC 110-30-0030 What is child abuse or neglect?

Policy

1. DCYF will be available to accept reports of CA/N or imminent risk of serious harm and receive requests for services on a 24-hour basis.
2. Intake workers must:
    1. Gather information from referrers to:
        1. Complete intakes with allegations of CA/N or imminent risk of serious harm in FamLink.
        2. Process requests for non-CPS service intakes and send them to the appropriate programs for resources and referral consideration, e.g. Family Voluntary Services (FVS), Family Reconciliation Services (FRS), Child and Family Welfare Services (CFWS), or Licensing Division (LD).
    2. Create intakes in FamLink on the date and time DCYF receives the information.
    3. Follow the Indian Child Welfare (ICW) Intake policy when there is reason to know a child who is the alleged victim or identified child of a report is or may be an Indian child who is affiliated with either:
        1. A Washington State federally recognized tribe
        2. An out-of-state tribe with a Memoranda of Agreement (MOA) with Washington State.
    4. Send screened in intakes related to employees, volunteers, interns, and work study students to intake supervisors immediately when they are a subject or alleged perpetrator in the report.
    5. Make screening decisions using the Structured Decision Making for Intake DCYF CWP_0113 publication.

3. Intake area administrators (AA) or intake supervisors must make the final screening decision on intakes at the intake level.

Resources

Family Voluntary Services (FVS) policy

Family Reconciliation Services (FRS) policy

Governor's Office of Indian Affairs

Indian Child Welfare (ICW) Intake policy

Indian Child Welfare (ICW) Memoranda of Agreement (MOA)

Intake Process and Response procedures (Located in the DCYF Policies & Rules Office SharePoint)

Structured Decision Making for Intake DCYF CWP_0113 publication

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Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

2331. Child Protective Services (CPS) Investigation

2331. Child Protective Services (CPS) Investigation admin Wed, 07/25/2018 - 12:29

Applies To: This policy applies to Child Welfare and Licensing Division Child Protective Services employees.

Policy Number & Title: 2331. Child Protective Services (CPS) Investigation

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on conducting investigations when intakes are screened-in with allegations of child abuse or neglect (CA/N) or when children or youth are believed to be at imminent risk of harm.

Authority

Chapter 26.33 RCW Adoption
RCW 26.44.030 Reports, Duty and authority to make-Duty of receiving agency-Duty to notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigation Interviews of children-Records-Risk assessment process.
RCW 26.44.100 Information about rights-Legislative purpose-Notification of investigation, report, and findings
RCW 26.44.185 Investigation of child sexual abuse, Revision and expansion of protocols-Child fatality, child physical abuse, and criminal child neglect cases.
RCW 74.13.031 Duties of department, Child welfare services-Children's services advisory committee.
RCW 74.14B.010 Children's services workers-Hiring and training

Policy

1. Department of Children, Youth and Families (DCYF) will complete investigations on screened-in intakes for allegations of CA/N in the following timeframes, unless law enforcement (LE) has determined additional time is needed, per County Child Abuse, Fatality and Criminal Investigations Protocols. For:
    1. Child Welfare (CW) employees, within 60 days from the date the allegations were reported.
    2. Licensing Division (LD) CPS employees, within 45 days from the date the allegations were reported.
2. Regional administrators (RA) or designee must:
    1. Develop CPS guidelines with the military base commander or designee for families living on-post within the region. Guidelines and procedures may include off-post families.
    2. Collaborate with county prosecutors and offices to establish and maintain county child abuse investigation protocols, per RCW 26.44.185.
3. LD CPS employees must follow the Investigating Abuse and Neglect in State-Regulated Care Handbook.
4. Caseworkers and LD CPS investigators must:

1. Contact LE if there is information about a crime that has been committed against a child, youth, or vulnerable adult, or the child's or youths' welfare is endangered.
2. Determine if there is reason to know a child is or may be an Indian child per the Indian Child Welfare (ICW) Reason to Know policy.
3. If the child is or may be an Indian child, follow applicable ICW policies, including:
    1. Tribal/State Memoranda of Agreement, if there is one in place.
    2. Active Efforts and Tribal Collaboration.

Resources

Child Protective Services (CPS) Investigation procedures (Located in the DCYF Policies & Rules Office SharePoint)

Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration policy

Indian Child Welfare (ICW) Reason to Know policy

Indian Child Welfare (ICW) Tribal-State Memoranda of Agreement policy

County Child Abuse, Fatality and Criminal Investigations Protocols (located on the DCYF Child Welfare programs law enforcement protocols page)

Investigating Abuse and Neglect in State-Regulated Care Handbook (located on the DCYF Child Welfare Licensing Division page)

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

2332. Child Protective Services Family Assessment Response

2332. Child Protective Services Family Assessment Response admin Wed, 07/25/2018 - 12:40

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 2332. Child Protective Services Family Assessment Response

Effective Date: June 9, 2022

Purpose

The purpose of this policy is to provide guidance on completing a Child Protective Services (CPS) Family Assessment Response (FAR). FAR is a CPS alternative response to a screened-in allegation of abuse or neglect. FAR focuses on children and youth safety along with the integrity and preservation of families when lower risk allegations of maltreatment have been screened-in for intervention.

Authority

Chapter 26.33 RCW Adoption.
RCW 26.44.010 Declaration or Purpose
RCW 26.44.020 Definitions
RCW 26.44.030 Reports, Duty and Authority, Duty of Receiving Agency, Duty to Notify, Case Planning and Consultation, Penalty for Unauthorized Exchange of Information, Filing Dependency Petitions, Investigations, Interviews of Children, Records, and Risk Assessment Process
RCW 26.44.031 Records, Maintenance and Disclosure, Destruction of Screened-Out, Unfounded, or Inconclusive Reports, Rules and Proceedings for Enforcement
RCW 26.44.170 Alleged child abuse or neglect, Use of alcohol or controlled substances as contributing factor, Evaluation
RCW 26.44.195 Negligent treatment or maltreatment, Offer of services, Evidence of substance abuse, In-home services, Initiation of dependency proceedings
RCW 26.44.260 Family Assessment Response
RCW 26.44.270 Family Assessment and Recommendation of Services
RCW 26.44.272 Family Assessment, Assessment for Child Safety and Well-being, Referral to Preschool, Child Care, or Early Learning Programs and Communicating with and Assisting Families
RCW 74.13.020 Definitions
RCW 74.13.031 Duties of Department, Child Welfare Services and Children's Services Advisory Committee

Policy

1. The Department of Children, Youth, and Families (DCYF) must:

1. Assess families in response to screened-in allegations of abuse or neglect and evaluate the safety of children and youth to determine if services are needed for the family to improve or restore family well-being.
2. Contact law enforcement if there is information about a crime that has been committed against a child, youth, or vulnerable adult, or the children or youths' welfare is endangered, per the DCYF Administrative 2.01 Mandatory Reporting Requirements policy.

2. Caseworkers must include tribes in case planning if children or youth are determined by the tribe to be a member or the biological child of a member and eligible for membership, per the Indian Child Welfare (ICW) Tribal Inquiry policy.
3. Area administrators (AAs) must resolve any disagreements regarding the pathway of a CPS FAR intake.

Resources

Child Protective Services Family Assessment Response procedures (Located in the DCYF Policies & Rules Office SharePoint)

DCYF Administrative 2.01 Mandatory Reporting Requirements policy

Indian Child Welfare (ICW) Tribal Inquiry policy

Original Date: December 1, 2011

Revised Date: June 9, 2022

Review Date: June 9, 2026

Approved by: Frank Ordway, Chief of Staff

2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response

2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response admin Wed, 07/25/2018 - 11:54

Applies To: This policy applies to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees.

Policy Number & Title: 2310. Child Protective Services (CPS) Initial Face-To-Face (IFF) Response

Effective Date: July 1, 2024

Policy Update Memo Effective December 5, 2022-Child Welfare

Policy Update Memo Effective January 3, 2023-Licensing Division

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Purpose

The purpose of this policy is to provide direction when making initial face-to-face (IFF) contact with victims or identified children and youth for CPS cases.

Authority

RCW 26.44.020 Definitions
RCW 26.44.030 Reports-Duty and authority to make-Duty of receiving agency-Duty to Notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigations-Interviews of children Records-Risk assessment process
RCW 74.13.031 Duties of the department-Child welfare services-Children's services advisory committee

Policy

Caseworkers, after-hours workers, and LD CPS investigators must:

1. Meet in-person with the victims or identified children or youth within the following timeframes once DCYF receives the intake:
    1. Twenty-four hours for emergent responses.
    2. Seventy-two hours for non-emergent responses.
2. CPS caseworkers must:
    1. Determine if there is reason to know children are or may be Indian children, as outlined in the Indian Child Welfare (ICW) Reason to Know Tribal Inquiry policy.
    2. If there is reason to know children are or may be Indian children, follow ICW policies:
        1. Tribal-State Memoranda of Agreement (MOA) if there is a MOA in place with the tribe.
        2. CPS Investigation and Family Assessment Response to conduct a CPS investigation or CPS FAR.

Resources

Child Protective Services (CPS) Initial Face-To-Face (IFF) Response procedures (Located in the DCYF Policies & Rules Office SharePoint)

CPS Investigation and Family Assessment Response policy

Indian Child Welfare Memoranda of Agreement policy

Indian Child Welfare Reason to Know policy

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

2333. Interviewing a Victim or Identified Child

2333. Interviewing a Victim or Identified Child admin Wed, 07/25/2018 - 12:41

Applies To: This policy applies to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees.

Policy Number & Title: 2333. Interviewing a Victim or Identified Child

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide direction to CW and LD CPS employees when interviewing a victim or identified child or youth who has been allegedly abused or neglected or is at imminent risk.

Authority

RCW 26.44.030 Reports, duty and authority to made, duty of receiving agency, duty to notify, case planning consultation, penalty for unauthorized exchange of information, filing dependency petitions, investigations, interviews of children, records, risk assessment process
RCW 74.14B.010 Children's services workers, hiring and training

Policy

1. Before conducting interviews and assessments of children or youth alleged to have been seriously physically or sexually abused, caseworkers or LD CPS investigators must complete the specialized training per RCW 74.14B.010.
2. Caseworkers and LD CPS investigators must:
    1. Comply with county protocol and collaborate with law enforcement and others on the investigation, per the protocol, and on coordinating the interview of children or youth who have been physically or sexually abused.
    2. Follow policies:
        1. Indian Child Welfare (ICW) CPS Investigation and Family Assessment Response when there is reason to know children are or may be Indian children.
        2. Department of Children, Youth, and Families (DCYF) Administrative:
            1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with parents, children or youth and caregivers with LEP. This includes also following the DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy when caseworkers or LD CPS investigators are dual language employees and are conducting the child abuse interview in the child's or youth's language.
            2. 6.03 Access to Services for Individuals with Disabilities when working with children or youth, parents or guardians, or individuals with a disability.
    3. Provide:
        1. Qualified interpreters to individuals as needed, per DCYF Administrative policies:
            1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
            2. 6.03 Access to Services for Individuals with Disabilities.
        2. The child's or youth's parents or caregivers with the Public Notice of Nondiscrimination DCYF HR_0012 publication at initial contact, per

the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.

3. Caseworkers or LD CPS investigators must:
    1. Make an initial face-to-face (IFF) present danger assessment with the victim or identified child per the Child Protective Services (CPS) Initial Face-to-Face (IFF) Response policy. The IFF is required within the following timeframes from the date and time the DCYF receives the intake:
        1. 24-hour for emergent response.
        2. 72-hour for non-emergent response.
    2. Complete a face-to-face present danger assessment of children or youth who are not a victim or identified child or youth in the intake although are related to the household. Gather information to complete the safety assessment.
    3. Assess if present danger exists during any contact with a child or youth to determine if an immediate, significant and clearly observable behavior or situation is actively occurring and is threatening or dangerous to a child or youth. Take immediate protective action if a child or youth is in present danger.
    4. Follow the Washington State federally recognized Tribal/State Memoranda of Agreement, if applicable, when interviewing a child who may be affiliated with a federally recognized tribe.
    5. When a child or youth cannot be located and reasonable efforts have been exhausted, or face-to-face contact cannot occur, consult with the supervisor and follow the CPS IFF policy.
4. Prior to the investigative interview
    1. Caseworkers conducting the investigative interview or LD CPS investigators must interview the child or youth outside the presence of their parent or guardian, caregiver, alleged perpetrator and sibling or other children or youth living in the household. The interview may be conducted at a school, child care facility, child's or youth's home, etc. DCYF employees cannot transport children or youth for an interview unless the child or youth has been placed in protective custody by law enforcement first or the court has ordered shelter care or the child or youth is dependent.

2. Parent or Guardian Permission

    1. The FAR caseworker must obtain the parent's or guardian's permission prior to the IFF and interview unless the child's or youth's safety or the integrity of the assessment would be compromised if the parent or guardian was notified prior to the completion of the IFF.

    2. The LD CPS investigator must obtain the parent's or guardian's permission prior to the IFF and interview if the child or youth is not in the placement and care authority (PCA) of DCYF.

3. Conduct a comprehensive interview with every victim or identified child or youth who is developmentally able to communicate within ten calendar days from the date and time the intake is received if not already completed at the IFF.

4. Additional requirements
   Caseworkers or LD CPS investigators will

    1. Review all the allegations, child abuse or neglect (CA/N) history and available information to prepare for the IFF and interview.

    2. Coordinate interviews of physical abuse, sexual abuse or criminal neglect of a child per the county child abuse investigation protocol located on the DCYF intranet. Protocols may authorize an interview of the child or youth by law enforcement, a child advocacy center, another agency or forensic interviewer.

    3. Conduct the interview in a neutral environment, e.g., school, child care, whenever possible. When interviewing children or youth in their home, choose as neutral environment as possible and in a location separate from the parent or guardian.

    4. Refer to the DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a child or youth with LEP. Caseworkers may conduct the child abuse interview in the child's or youth's language if they are approved dual language employees, per the DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy.

5. During the interview
   Caseworkers or LD CPS investigators must:

1. Avoid saying or doing anything that could be construed as leading, suggestive, or influencing the child or youth.
2. Make reasonable efforts to audio record child interviews when there is:
    1. A CPS investigation involving allegations of physical or sexual abuse.
    2. A CPS family assessment involving a physical abuse allegation, and the child or youth is being interviewed without their parent or guardian present due to concerns that the safety of the child or youth will be compromised if the parent is present.
    3. Use near verbatim documentation if a child or youth physical or sexual abuse interview is not being audio recorded.
3. Gather relevant and sufficient information; including observations of the child's or youth's appearance and non-verbal communication, to complete the safety and risk assessments to determine:
    1. If there are safety threats.
    2. How the child or youth and family are functioning.
    3. Level of risk to the child or youth in their environment.
4. To verify that the interviews are voluntary, complete the following:
    1. Ask the child or youth during the introduction, if they agree to the interview.
    2. Ask the child or youth if they want another adult present during the interview. Make reasonable efforts to accommodate the child's or youth's wishes if they indicate yes.
    3. Make a reasonable effort to have the interview observed by another adult so long as the child or youth does not object and the presence of the other adult will not intrude in the interview or jeopardize the investigation.
    4. Inform any other adult prior to the interview starting and away from the child or youth that they may be called as a witness to the interview.

5. Ask the child or youth, during the interview, if they would like a break. This can be done if the child or youth appears uncomfortable during the interview, or at any time.

5. Follow Photograph Documentation policy when photographing a child's or youth's physical condition to document CA/N.

6. After the interview
   Caseworkers or LD CPS investigators must:

   1. Notify the parent or guardian of the interview at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or youth or the course of the investigation.

   2. Document the following in FamLink, within three calendar days of completion, the:

      1. Interview, including the child's or youth's appearance and non-verbal communication. If the interview is documented in near-verbatim, document the interview within fifteen calendar days of the completion of the interview.

      2. Public Notice of Nondiscrimination DCYF HR_0012 publication was provided to the child or youth's parents or guardians and caregivers at initial contact.

   3. When any child or youth on an open case is believed to be at imminent risk of serious harm or there is a new allegation of CA/N, the caseworker must make a report to intake.

   4. If during the child interview, there is information about a crime against a child or youth and the caseworker believes the child or youth is in danger, the caseworker must call 911 and make a law enforcement report. If the child or youth is not believed to be in danger, the caseworker will make a report to intake.

   5. If a child or youth interview was audio recorded, follow the Audio Recording policy.

   6. If an employee receives a request for a copy of or to listen to an audio or video recording of a child or youth interview conducted by the department employee must:

1. Determine if the request is a public disclosure or discovery request. If the request is related to litigation with which DCYF is involved (such as a dependency, termination, guardianship, or tort case), then caseworkers must consult with the AAG to determine if the request is a discovery request.
2. If the request is a public disclosure request, then immediately forward it to the Public Disclosure Unit per the DCYF Administrative 13.05 Public Records Request and Disclosure policy.
3. If the request is a discovery request, made by a party to the case, forward it to the dependency discovery manager. If the request seeks release of or access to an audio or video recording of a child forensic interview, then consult with the AAG or attorney before providing the recording.

7. Supervisors must confirm:
    1. All child or youth victims or identified children or youth were interviewed.
    2. Allegations of CA/N were addressed.
    3. Children or youth not a victim or identified child or youth in the intake related to the household had a face-to-face present danger assessment before the safety assessment was completed.
    4. Child or youth interviews and contacts were documented in FamLink.

Resources

Audio Recording policy

Child Protective Services (CPS) Initial Face-To-Face (IFF) Response policy

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy

DCYF Administrative 13.05 Public Records Request and Disclosure policy

Indian Child Welfare (ICW) CPS Investigation and Family Assessment Response policy

Photograph Documentation policy

Present Danger policy

Public Notice of Nondiscrimination DCYF HR_0012 publication

Structured Decision Making Risk Assessment Manual (Located on the DCYF CW intranet in Programs, Intake & CPS, Policy & Laws, Practice Guides)

Tribal/State Memoranda of Agreement

Original Date: January 1,2017

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

2350. Audio Recording

2350. Audio Recording admin Wed, 07/25/2018 - 13:03

Applies To: This policy applies to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees.

Policy Number & Title: 2350. Audio Recording

Effective Date: September 1, 2021

Purpose

The purpose of this policy is to provide guidance to Department of Children, Youth, and Families (DCYF) employees on recording and retaining child and youth interviews and retention of voicemail messages for evidentiary purposes. This policy also provides DCYF's response when parents or guardians or others want to record discussions or meetings with the DCYF employees.

Authority

RCW 13.50.010 Definitions—Conditions when filing petition or information—Duties to maintain accurate records and access—Confidential child welfare records.
RCW 26.44.035 Response to complaint by more than one agency-Procedure-Written records.
RCW 26.44.180 Investigation of child sexual abuse—Protocols—Documentation of

agencies' roles.
RCW 26.44.185 Investigation of child sexual abuse-Revision and expansion of protocols-Child fatality, child physical abuse, and criminal child neglect cases.
RCW 70.125.030 Definitions.
RCW 74.14B.010 Children's services workers-Hiring and training.

Policy

1. Audio Recording of Child or Youth Physical Abuse or Sexual Abuse Interviews Caseworkers must:
    1. Successfully complete specialized training which meets the RCW 74.14B.010 requirements for conducting interviews with children or youth who are allegedly physically or sexually abused.
    2. Caseworkers and investigators must comply with the county protocol and collaborate with law enforcement (LE) and others on the investigation, per the protocol, and on coordinating the interview of children or youth who have been seriously physically or sexually abused. Follow local protocol when a child abuse interview is conducted by LE, a child advocacy center, another agency or forensic interviewer. If caseworkers or investigators are present during a child abuse interview conducted by another agency or individual pursuant to a local protocol, DCYF equipment may be used to make an audio recording of the interview if the protocol permits.
    3. Follow Interviewing a Victim and Identified Child policy.
    4. Make reasonable efforts to audio record child or youth interviews when there is a:
        1. CPS investigation of physical or sexual abuse allegations.
        2. CPS Family Assessment Response (FAR) to a physical abuse allegation, and the child or youth are being interviewed without their parent present due to concerns that child safety would be compromised if their parent or guardian was present.
    5. Use near verbatim documentation when conducting the interview and audio recording is not possible or appropriate due to any of following:
        1. The child or youth:
            1. Is too young or developmentally unable to verbally communicate.

2. Refuses to participate if the interview is audio recorded.
3. Demonstrates emotional distress or discomfort about being audio recorded.

2. The joint CPS/LE investigation team agrees it is not appropriate.
3. Another agency is conducting and documenting the interview and DCYF will request a copy of the interview.

6. Prior to the interview:
    1. If the child or youth interview takes place after the initial face-to-face (IFF) and child safety will not be compromised, ask the parent or legal guardian for permission before conducting the child or youth interview.
    2. If the parent or legal guardian allows the interview, seek permission to audio record the interview. If the parent or legal guardian refuses, document the interview as near verbatim.
    3. Permission from the parent or legal guardian to the interview is not necessary when the child or youth has been placed in protective custody or is in the care and custody of DCYF.
    4. Obtain the child's or youth's verbal consent to audio record if the child or youth is developmentally able to consent. If the child or youth refuses to be audio recorded, use near verbatim documentation.
    5. Follow DCYF Administrative policies:
        1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with children or youth with LEP. This includes also following the DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy, as they may conduct the child abuse audio recorded interview in the child or youth's language if they are an approved dual language employee.
        2. 6.03 Access to Services for Individuals with Disabilities.
7. During the audio recorded interview
    1. Provide:

1. Qualified interpreters as needed or requested, per DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
    2. 6.03 Access to Services for Individuals with Disabilities.
2. The Public Notice of Nondiscrimination DCYF HR_0012 publication to the child or youth's parent or guardian, per the 6.03 Access to Services for Individuals with Disabilities.

2. Begin the interview by recording:
    1. Caseworker name and role.
    2. Date, time and location of the interview
    3. Child's or youth's full name.
    4. Verbal consent from the child or youth, and permission to audio record.
    5. Whether the child or youth wants a third-party present. If so, record the name and job title or role of the third party.
3. Re-ask the child or youth during the interview if it's okay to continue talking or if the child or youth wants a break.
4. Record the name and role of anyone entering or exiting the room, and the time the interview is concluded. After the child or youth leaves the room, the caseworker will record observations of the child's or youth's emotional and physical state during the interview process.

8. After the interview
    1. Store all DCYF audio recordings, and audio recordings provided to DCYF from LE or a contracted provider in the case file or, when compatible, upload into FamLink within ten calendar days of the completion of the interview.
    2. Document in a FamLink case note the:
        1. Summary of the contents of the audio recording, including as applicable:

1. The name of the interviewer.
2. The name of the agency providing the copy of the recording.
3. Name of the child or youth.
4. Date, time and location of the interview.
5. Third parties present for the interview.
6. Child's or youth's statements regarding the allegations of Child Abuse or Neglect (CA/N).

2. Public Notice of Nondiscrimination DCYF HR_0012 publication was provided to the child or youth's parent or guardian at initial contact, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

3. Follow office procedures when requesting a transcription of the audio recording if any of the following conditions apply:
    1. A child or youth reports CA/N during an interview.
    2. A dependency proceeding is planned or in process.
    3. A LE agency, including a prosecuting attorney, requests a transcript.
    4. An individual having a legal right to do so requests disclosure of file materials.
    5. An interview is part of a LD CPS investigation and there is a founded finding.
4. Document near verbatim interviews in FamLink and include questions establishing a voluntary interview and the child's or youth's responses, including:
    1. The child's or youth's permission for the interview.
    2. Whether the child or youth wants a third party or anyone else present.
    3. Date, time and location of the interview.

4. The child's or youth's emotional and physical state during the interview.

5. If DCYF employees receive a request for a copy of or to listen to an audio recording of a child or youth interview, they must:

    1. Determine if the request is a public disclosure or discovery request. If the request concerns dependency or tort litigation, the caseworkers must consult with the assigned AAG to determine if the request is a discovery request.

    2. If the request is a public disclosure request, then immediately forward it to the Public Disclosure Unit per the DCYF Administrative 13.05 Public Records Request and Disclosure policy.

    3. If the request is a discovery request, then forward it to the dependency discovery manager. If the request seeks release of or access to an audio or video recording of a child or youth interview, consult with the assigned AAG or attorney for your office before providing the recording

2. If a parent, guardian or caregiver requests to audio or video record a meeting, inform the parent, guardian or caregiver that DCYF employees do not consent to audio or video recording of meetings or discussions. Discontinue the meeting or conversation if the parent, guardian or caregiver refuses to cooperate. If a meeting is discontinued, inform the supervisor immediately.

3. If retaining a voicemail from a parent, guardian or caregiver for evidentiary purposes, complete the following:

    1. Retain the entire message. Do not make any edits or alterations and upload into FamLink. For help, contact the Information Technology Division (ITD) service desk.

    2. If audio recording of voicemail is not possible, use near verbatim documentation of the entire voicemail message.

Resources

Child Abuse Interviewing and Assessment Alliance Training

County Child Abuse, Fatality and Criminal Investigation Protocols (located on the Intake & CPS DCYF intranet page)

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities

DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy

DCYF Administrative 13.05 Public Records Request and Disclosure policy

Interviewing a Victim or Identified Child policy

Public Notice of Nondiscrimination DCYF HR_0012 publication

Quick Reference Guide, Audio Recording CPS Child Interviews (located on the Audio Recording & Photograph Documentation CPS Staff DCYF intranet page)

Original Date: April 1, 2004

Revised Date: September 1, 2021

Review Date: September 30, 2025

Approved by: Jody Becker, Deputy Secretary

6500. Photograph Documentation

6500. Photograph Documentation sarah.sanchez Tue, 08/28/2018 - 13:51

Applies to: This policy applies to Department of Children, Youth and Families (DCYF) employees.

Policy Number & Title: 6500. Photograph Documentation

Effective Date: April 27, 2017

Purpose

The purpose of this policy is to ensure effective documentation of a child's or youth's physical condition or surroundings when responding to allegations of child abuse or neglect (CA/N) or when a child or youth is in the care and custody of DCYF.

Authority

RCW 13.50.010 Definitions - Conditions when filing petition or information - Duties to maintain accurate records and access—Confidential child welfare records.

RCW 26.44.050 Abuse or neglect of child - Duty of law enforcement agency or department of social and health services - Taking child into custody without court order, when.
RCW 71A.10.020 Developmental Disabilities - Definitions
RCW 74.13.283 Washington State Identicards - Foster youth.

Policy

1. DCYF employees may take photographs for evidentiary and case management purposes only. Not all cases will require photographic documentation.
2. When taking photographs, only use a state issued device with standard settings, and do not alter, enhance or filter the photographs in any way.
3. DCYF employees must follow the County Child Abuse, Fatality and Criminal Neglect Investigation Protocol, located on the DCYF Intranet, prior to taking any photographs when documenting a child's or youth's physical condition related to CA/N. Protocols may authorize photographs of the child or youth by law enforcement, a child advocacy center, another agency or forensic interviewer.
4. When the case does not meet the County Child Abuse, Fatality and Criminal Neglect Investigation Protocol, complete the following to document a child's or youth's physical condition related CA/N:
    1. Prior to taking any photographs, request parent or caregiver permission in a DCYF and Licensing Division (LD) child protective services (CPS) investigation case if the parent is present and has care and custody of the child or youth.
    2. Prior to taking any photographs, request permission from the child or youth who has the capacity to understand what giving permission means.
    3. Obtain parental permission if photographs are needed in a Family Assessment Response (FAR) case.
    4. Document the caseworker's request to photograph a child or youth and the child or youth parent's answer in FamLink.
    5. Photograph the child or youth when the alleged subject is not present whenever possible.
    6. Take one full-length photograph of the child or youth that includes their face.

7. Photograph the injury that show the shape, size and location of the injury. Include photographs taken from a distance and close-up with a standard measurement (such as a ruler) to demonstrate size.
8. If an alleged injury is located under clothing, caseworkers may ask a child or youth to remove outerwear, roll-up sleeves, or pant legs, lift up shirt to expose back or lower torso. Removal of clothing will be based on the child's or youth's age and development.
9. Photographing a child or youth may not be possible or appropriate due to, but not limited to, the following:
    1. The child or youth is unable to communicate verbally due to a developmental disability as defined in RCW 71A.10.020.
    2. The child or youth demonstrates emotional distress or discomfort about being photographed.
    3. The parent or child or youth does not give permission.
    4. When a photograph of a child or youth cannot be taken:
        1. The caseworker must ask the parent and child or youth, if present, for permission to observe the injury.
        2. If the observation is permitted, document the following information on the Child's Physical Description DCYF 15-359 form or in a case note and staff with supervisor:
            1. Child's or youth's name and date of birth.
            2. Case number.
            3. Location, date, and time of contact with the child or youth.
            4. Caseworker name, office and phone number.
            5. Name of any other adult present for the face-to-face with the child or youth.
            6. When applicable, facility name, type of license and address.
            7. Description of the child's or youth's physical condition that may include injuries (location, shape, size, color).

8. When applicable, the name, date, and contact information of any other professionals who viewed the injury.

3. If observation of the injury is not permitted:
    1. Assess if present danger exists during contact with the child or youth;
    2. If present danger does not exist, request the parent take the child or youth to their primary care physician or urgent care provider.
4. If the parent will not or does not access medical care for the child or youth:
    1. Staff with your supervisor; and
    2. Notify law enforcement.

5. When taking photographs of the child's or youth's surroundings, the DCYF CPS caseworker and LD CPS investigator must:
    1. Request permission from the parent or caregiver.
    2. Photograph the room or area at a distance to identify place and overall condition.
    3. Take photographs of health and safety hazards that are outside of the house and the hazards are in public view.
    4. Take close-up photographs of items that present health and safety risks.
    5. Take photographs with and without an item of standard measurement to demonstrate size.
    6. Take photographs to demonstrate progress when identified health and safety risks have been eliminated.
    7. Document the following in a case note:
        1. Caseworker's request for permission and the caregiver's response in FamLink.
        2. When a photograph of a child's or youth's surroundings cannot be taken or permission from the caregiver is not given:

1. Name of any other individuals who were present at the time of the observations.
2. Description of the environment as it relates to the child's or youth's health and safety.

6. LD employees must document conditions of a home or facility as necessary by doing the following:
    1. Obtain caregiver permission to photograph items inside and the condition of the home or facility.
    2. Photograph the room or area at a distance to identify place and overall condition.
    3. Take close-up photographs of items that present any health and safety risks.
    4. Take photographs to demonstrate progress when identified health and safety risks have been eliminated.
    5. Document the worker's request and caregiver's response in FamLink.
7. The DCYF caseworker must:
    1. Photograph and document a child's or youth's height and weight within five business days of placement in out-of-home care per the Emergency Planning for Children in Out-of-Home Care policy.
    2. Photograph and update the height and weight information of the child or youth:
        1. When there are significant changes in the child or youth, e.g. change in appearance, major weight loss or gain, etc.
        2. Every six months for a child younger than six years.
        3. Annually for a child or youth age six years and older.
    3. Follow Washington State Identicard, Instruction Permit and Personal Driver License for Foster Youth policy when photographing a youth to obtain a state issued photo identification card prior to their 18th birthday
    4. Include a clear photograph of the child when referring to the WA Access through Northwest Adoptions Exchange (NWAE), per the Identifying Adoptive Families policy.

8. DCYF employees must upload every photograph taken of the child or youth or child's or youth's surroundings, except those taken for Identicard purposes, into File Upload in FamLink in their unaltered state within seven calendar days. This includes photographs that are not clear or taken in error. DCYF employees must not delete photographs from the device until uploaded into FamLink. Uploaded photographs must include the following information:
    1. Date and time of the photograph.
    2. Location where the photograph was taken.
    3. A brief description of what is in the photograph.
    4. First and last name of the photographer.
    5. Title, workplace and contact information of the photographer.
9. DCYF employees must assess for present danger and report to intake when any child or youth which there is an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect.
10. DCYF employees must upload every photograph received from any individual or entity, such as law enforcement or providers, into FamLink. Maintain all hard copies of photographs in the hard-copy file. Document the following in a case note when a photograph is received:
    1. Date the photograph was received.
    2. Name of the person who provided the photograph.
    3. Name and contact information of the person who took the photograph, if available.
    4. Description of what the photograph depicts
    5. Any additional information specific to the pictures.

Forms

Child's Physical Description DCYF 15-359 (Located in the Forms repository on the DCYF intranet)

Request for Washington State Identicard DCYF 11-077 (Located in the Forms repository on the DCYF intranet)

Resources

Audio Recording & Photograph Documentation (Located on the Child Welfare intranet, Policy & Practice)

Child Protective Services Family Assessment Response policy

Emergency Planning for Children in Out-of-Home Care policy

FamLink File Upload Quick Help Guide (Located on the DCYF intranet, computer help, Child Welfare Application Training, AX/File Upload-Electronic Records)

Identifying Adoptive Families policy

Northwest Adoptions Exchange (NWAE)

Present Danger policy

Ten-4 Bruising Rule

WA Access

Washington State Identicard, Instruction Permit and Personal Driver License for Foster Youth policy

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Original Date: September 16, 1995

Revised Date: April 27, 2017

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

2334. Interviewing Subjects or Family Assessment Response Participants

2334. Interviewing Subjects or Family Assessment Response Participants admin Wed, 07/25/2018 - 12:42

Applies To: This policy applies to child welfare (CW) and Licensing Division (LD) Child Protective Services (CPS) employees.

Policy Number & Title: 2334. Interviewing Subjects or Family Assessment Response Participants

Effective Date: September 1, 2021

Purpose

The purpose of this policy is to provide direction for interviewing CPS investigation subjects or Family Assessment Response (FAR) participants who have allegedly abused or neglected a child or youth.

Authority

RCW 26.44.030 Reports - Duty and authority to make - Duty of receiving agency - Duty to notify - Case planning and consultation - Penalty for unauthorized exchange of information - Filing dependency petitions -Investigations – Interviews of children - Records - Risk assessment process

Policy

1. The caseworker or LD CPS investigator must:
    1. Conduct individual and face-to-face interviews of each subject or FAR participant. If they refuse to be interviewed, consult with the supervisor and document in FamLink.
    2. If the subject or FAR participant cannot be located, continue efforts to locate until:
        1. The interview occurs, or
        2. Reasonable efforts to locate have been exhausted. See Guidelines for Reasonable Efforts to Locate Children and/or Parents on the DCYF intranet.
    3. Follow the Washington State federally recognized tribe's Memorandum of Agreement when interviewing a subject or FAR participant who is affiliated with a federally-recognized tribe.
    4. Prior to the interview
        1. Review all the allegations, child abuse or neglect (CA/N) history and available information to prepare for the interview and ensure all the allegations are fully investigated or assessed.
        2. Coordinate interviews of physical abuse, sexual abuse or criminal neglect of a child with law enforcement (LE) or another forensic interviewing specialist per county child abuse investigation protocols.
        3. Adhere to the following DCYF Administrative policies:

1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy when working with a subject or FAR participant with LEP. Caseworkers may conduct the interview in the subject or participant's language if they are approved dual language employees, per the DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy.
2. 6.03 Access to Services for Individuals with Disabilities.

4. If domestic violence (DV) is alleged or suspected, conduct separate interviews of the subject, parent or guardian, caregiver, each child or youth in the household and witness, if applicable.
5. The LD CPS investigators must also:
    1. Interview subjects separately.
    2. Notify foster parents about the Foster Intervention Retention and Support Team (FIRST) program.
6. If a parent, guardian or caregiver requests to audio or video record a meeting, inform them that DCYF employees do not consent to audio or video recording of meetings or discussions. Discontinue the meeting or conversation if the parent, guardian or caregiver refuses to cooperate. If a meeting is discontinued, inform the supervisor immediately and document in FamLink.

5. During the interview
    1. Inform the subject or FAR participant of all CA/N allegations at the initial contact except when child safety may be jeopardized. Maintain the confidentiality of the referrer.
    2. Provide:
        1. Qualified interpreters for the subject or FAR participant as needed or requested, per DCYF Administrative policies:
            1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP).
            2. 6.03 Access to Services for Individuals with Disabilities.

2. All subjects and FAR participants with the Public Notice of Nondiscrimination DCYF HR_0012 publication at initial contact.

3. Provide information about the subject's rights, including a right to respond to the allegations.

4. Gather relevant and sufficient information to assess present danger, and complete the safety and risk assessments to determine:

    1. If there are safety threats.

    2. How the child or youth and family are functioning.

    3. Level of risk to the child or youth in their environment.

    4. The subject or FAR participant's accessibility to the child or youth.

5. Conduct universal DV screening per the Domestic Violence policy, and document the information in FamLink.

6. Additional requirements

    1. A caseworker must follow the Indian Child Welfare (ICW) Tribal Inquiry policy.

    2. The FAR worker must also:

        1. Explain the FAR pathway.

        2. Review and upload signed FAR agreement in FamLink.

        3. The CPS or LD CPS investigator must also provide information about making and appealing investigation findings.

6. After the interview

    1. Document the:

        1. Interview, including whether the subject or FAR participant was unavailable or unwilling to be interviewed, by either:

            1. Near verbatim documentation any time an alleged perpetrator makes statements regarding the alleged serious physical or sexual abuse. Information that does

not include discussion of the allegations may be summarized.

2. Upload in FamLink a copy of any near verbatim documentation obtained by a LE officer.

2. Public Notice of Nondiscrimination DCYF HR_0012 publication was provided to individuals at initial contact in a case note in FamLink, per the DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy.

2. Obtain permission from the parent, legal guardian, or caregiver before taking a photograph of their home or items inside the home. Caseworkers may take photographs of conditions or items outside the home and in public view without permission. See Photograph Documentation policy.

3. Make a report to intake when any child or youth on an open case is believed to be at imminent risk of serious harm or there is a new allegation of child abuse or neglect (CA/N).

4. If during the subject interview, the subject or FAR participant provides information about a crime against a child or youth or a vulnerable adult and the caseworker believes the child or youth or vulnerable adult is in danger, the caseworker must call 911 and make a LE report. If the child or youth or vulnerable adult is not believed to be in danger, the caseworker will make a report to intake or Adult Protective Services.

2. The supervisor must confirm all alleged subjects or FAR participants were interviewed, and the allegations of CA/N were addressed and documented in FamLink. If the subject or FAR participant was not interviewed, ensure the case documentation includes the reason why the interview did not occur and efforts to locate, if applicable.

Resources

CPS Investigative Findings Notification policy

DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

DCYF Administrative 11.19 Dual Language Employee Assignment Pay policy

DSHS Administrative 18.82 Bilingual/Multilingual Employees-Assignment Pay, Certification, and Responsibilities policy

Domestic Violence policy

Guidelines for Reasonable Efforts to Locate Children and/or Parents (located on the Child and Family Welfare Services DCYF intranet page)

Indian Child Welfare (ICW) Tribal Inquiry policy

Photograph Documentation policy

Public Notice of Nondiscrimination DCYF HR_0012 publication

Tribal/State Memoranda of Agreement

Original Date: January 1, 2017

Revised Date: September 1, 2021

Review Date: September 30, 2025

Approved by: Jody Becker, Deputy Secretary

2540. Investigative Assessment

2540. Investigative Assessment admin Wed, 07/25/2018 - 13:07

Policy Number & Title: 2540. Investigative Assessment

Effective Date: May 31, 2002

Authority

RCW 26.44.020 Definitions.
WAC 110-30-0030 What is child abuse or neglect?

Policy

1. The Investigative Assessment (IA) must be completed in FamLink within 60 calendar days of the Department of Children, Youth, and Families (DCYF) receiving the intake.
2. A complete Investigative Assessment will contain the following information:

1. A narrative description of:
    1. History of child abuse or neglect (CA/N) prior to the current allegations, includes victimization of any child or youth in the family and the injuries, dangerous acts, neglectful conditions, sexual abuse and extent of developmental/emotional harm.
    2. Description of the most recent CA/N including severity, frequency and effects on child or youth.
    3. Protective factors and family strengths.
2. Structured Decision Making Risk Assessment (SDMRA) tool.
3. Documentation that a determination has been made as to whether it is probable that the use of alcohol or controlled substances is a contributing factor to the alleged abuse or neglect.
4. Disposition; e.g., a description of DCYF case status.
5. Documentation of Findings regarding alleged abuse or neglect. Findings will be based on CA/N codes designated in the intake according to the following definitions:
    1. Founded means: Based on the Child Protective Services (CPS) investigation, available information indicates that, more likely than not, child abuse or neglect did occur as defined in WAC 110-30-0030.
    2. Unfounded means: The determination following an investigation by CPS that, based on available information, it is more likely than not that child abuse or neglect did not occur or there is insufficient evidence for DCYF to determine whether the alleged child abuse did or did not occur as defined in WAC 110-30-0030. RCW 26.44.020.
    3. If a court in a civil or criminal proceeding, considering the same facts or circumstances contained in the DCYF case being investigated, makes a judicial finding by a preponderance of the evidence or higher that the subject of the pending investigation has abused or neglected the child or youth, DCYF shall adopt the finding in its investigation.
    4. When a criminal or civil finding differs from an unfounded finding on a completed investigation or closed case, DCYF will, upon request, consider the changing the CA/N finding to founded.

Resources

Investigative Assessment procedure (Located in the DCYF Policies & Rules Office SharePoint)

Structured Decision Making Risk Assessment policy

Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

2541. Structured Decision Making Risk Assessment

2541. Structured Decision Making Risk Assessment admin Wed, 07/25/2018 - 13:08

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 2541. Structured Decision Making Risk Assessment

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on how to complete a Structured Decision Making Risk Assessment® (SDMRA). The SDMRA focuses on the characteristics of the caregivers and children or youth living in a household. Completing the SDMRA in conjunction with the Safety Assessment gives caseworkers an objective appraisal of the risk to children or youth and identifies if services are needed.

Authority

RCW 26.44.030 Reports – Duty and authority to make – Duty of receiving agency Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations– Interviews of children – Record – Risk assessment process
Executive Order 12-04 Amending the Use of Community Protection Teams

Policy

1. Department of Children, Youth and Families (DCYF) must conduct risk assessments when investigating or assessing allegations of child abuse or neglect (CA/N) on screened-in referrals requiring a Child Protective Services (CPS) investigation or Family Assessment Response (FAR). This includes Risk Only intakes.
2. Caseworkers must:
    1. Complete risk assessments:
        1. Using the Structured Decision Making Risk Assessment (SDMRA) DCYF 15-16-208 form in FamLink in the following timeframes from the date of intake:
            1. 60 days for CPS investigations.
            2. 60 days for Risk Only intakes.
            3. 45 days for CPS FAR.
        2. Prior to offering ongoing services or transferring the case to another program area.
    2. Offer services to families with a high SDMRA score.
    3. Conduct a Child Protection Team (CPT) staffing for all investigations with a high SDMRA score on all identified child victims age six years or younger, unless a Family Team Decision Meeting (FTDM) is held.
3. Caseworkers may offer services to families with a moderately high SDMRA score.
4. Caseworkers must not offer services to families when observable, verifiable, and describable changes have been made within the family that reduce the identified risk in the SDMRA, unless a safety threat exists.

Forms

Structured Decision Making Risk Assessment DCYF 16-208 (Located in the Forms repository on the DCYF intranet)

Resources

Child Protective Services Family Assessment Response (FAR) policy

Child Protection Teams (CPT) policy

CPS Service Delivery policy

Family Team Decision Meeting (FTDM) policy

Structured Decision Making Risk Assessment procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: October 22, 2007

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

2440. CPS Service Delivery

2440. CPS Service Delivery admin Wed, 07/25/2018 - 13:06

Policy Number & Title: 2440. CPS Service Delivery

Effective Date: March 31, 2017

Purpose

The purpose of this policy is to provide guidance for Child Protective Services (CPS) investigation caseworkers to determine if voluntary services are needed and whether services will be delivered by the CPS caseworker or Family Voluntary Services (FVS) caseworker. Services are directed at eliminating safety threats, preventing placement, reducing risk and increasing the parent's or guardian's protective capacities to assure the child's or youth's safety and well-being.

Authority

RCW 26.44.180 Investigation of child sexual abuse - Protocols - Documentation of agencies' roles.

Policy

1. The CPS investigation caseworker must:
    1. Determine if voluntary services are necessary and in the child's or youth's best interest when there is an identified safety threat on the Safety Assessment or a moderate high or high risk score on the Structured Decision Making Risk Assessment (SDMRA) by completing all of the following:

1. Consult with a CPS supervisor and review the following information:
    1. Safety Assessment
    2. Initial interviews
    3. Case history
    4. SDMRA
2. Consider the following factors:
    1. Identified safety threats.
    2. Existing protective factors within the family and their support system.
    3. Level of family crisis.
    4. Family's ability and willingness to engage in services and achieve their goals within the time period specified.
    5. Services that will help maintain or restore a safe, stable family environment.
    6. Whether safety and protection of the child or youth does not appear to require court intervention.

2. If voluntary services are expected to last less than 60 calendar days from the intake date and the case is not transferred to FVS, complete the following:
    1. Initiate referrals to service providers or community resources at any time during the investigation when brief services are expected to be completed within sixty days. Examples include:
        1. Removal of health and safety hazards from the home or minor repairs.
        2. The family will benefit from additional resources, e.g., childcare, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), bus pass, public health nurse, First Steps, Women, Infant and Children (WIC), Domestic Violence programs, Early Support for Infants and Toddlers (ESIT), or family planning.

2. Coordinate with family members and community partners when recommending services.
3. Complete a new safety assessment at key decision points per Department of Children, Youth and Families (DCYF) Safety Assessment policy.
4. Ensure services paid by DCYF are completed within the investigation timeframe of sixty days unless there is an extension resulting from law enforcement request per RCW 26.44.185.

3. If the case will transfer to FVS, initiate referrals to service providers or community resources and work with the CPS supervisor to:
    1. End the CPS assignment if the investigation is complete.
    2. Co-assign the case if the investigation is not complete.
4. Consult with the CPS supervisor to determine if court intervention is needed if a family declines services, and any of the following exists:
    1. Safety threats exist and cannot be managed or controlled in the home.
    2. There is a moderate high or high-risk score on the SDMRA.
    3. Reasonable efforts have not increased the parent's protective capacities.
5. If a child's or youth's safety cannot be managed or controlled in the home:
    1. Initiate a Voluntary Placement Agreement (VPA) when the child or youth is anticipated to safely return to their parent within 90 days.
    2. Initiate court intervention if the child or youth is not anticipated to return to their parent within ninety days.

2. The CPS supervisor must:
    1. Collaborate with the FVS supervisor when it is determined that FVS is appropriate, and a FVS caseworker is assigned.
    2. Consult with the area administrator (AA) when there is a disagreement about a CPS investigation identified for FVS.

3. Document in a supervisory case note their review of the completed investigation, and transfer to FVS.

Resources

Family Voluntary Services (FVS) policy

Safety Assessment policy

Structured Decision Making Risk Assessment policy

Voluntary Placement Agreement policy

Original Date: March 31, 2017

Revised Date:

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

2559B. CPS Investigative Findings Notification

2559B. CPS Investigative Findings Notification admin Wed, 07/25/2018 - 13:12

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 2559B. CPS Investigative Findings Notification

Effective Date: July 23, 2017

Purpose

The purpose of this policy is to inform subjects of the Child Protective Services (CPS) investigative findings including information regarding requests for review of founded findings.

Authority

P.L. 93-247 Child Abuse Prevention and Treatment Act
P.L. 111-320 Child Abuse Prevention and Treatment Act Amendment
RCW 26.44.100 Information about Rights and Notification of Investigation, Report and Findings

RCW 26.44.125 Alleged Perpetrators Right to Review and Amendment of Finding Hearing
WAC 110-30-0180 Does CPS have to notify the alleged perpetrator of the results of CPS investigation?
WAC 110-30-0190 How does CPS notify the alleged perpetrator of the finding?
WAC 110-30-0020 What information must be in the CPS finding notice?

Policy

DCYF employees must:

1. Notify subjects of all approved CPS investigative findings in writing and orally, whenever possible, whether founded or unfounded and provide the required information regarding the steps necessary to request a DCYF founded finding review.
    1. Document efforts to notify and inform subjects of the finding and process for requesting review of a founded finding in a case note.
    2. Retain a hard copy of the founded or unfounded letter in the case file.
    3. Founded findings:
        1. Send a founded finding letter to the subject's last known address or known location by certified mail, return receipt requested. This includes:
            1. Documenting the certified mail tracking number on the letter and Deliver Tracking page in FamLink.
            2. Retaining the Domestic Return Receipt (green card) when received with the parent's or guardian's signature or if it is returned undeliverable in the case file.
        2. Personally serve the founded finding letter if the certified mail is returned and DCYF is actively working with the subject on an open case in any DCYF program. If the subject refuses to accept the in-person delivery, DCYF employee must document that the caseworker attempted to hand deliver a copy of the finding letter to the subject and the subject refused to accept the letter. This information is documented in the Delivery Tracking page in FamLink.
    4. Unfounded findings:

1. Document the date the letter was provided and how it was provided to the subject in the Delivery Tracking page in FamLink.
2. Send the unfounded finding letter to the subject's last known address or known location by United States (U.S.) mail or encrypted email.
3. If provided via encrypted email, upload a copy of the email sent to the subject showing the letter is attached in the email into FamLink.

2. If a court in a civil or criminal proceeding, considering the same facts or circumstances contained in the CPS investigation, makes a judicial finding by a preponderance of the evidence (or higher standard) that the subject of the pending investigation has abused or neglected the child or youth, DCYF will adopt the finding in its investigation.
3. When a court in a civil or criminal proceeding make a finding that differs from an unfounded finding on a completed investigation or closed case, DCYF will, upon request, consider changing the CA/N finding to founded.
    1. Compare the court case with the DCYF case to ensure the same facts are considered.
    2. Discuss the judicial finding with the CPS supervisor and area administrator to determine if the CA finding should be changed.
    3. Send a new CPS founded finding letter to the subject and follow regular Child Abuse Prevention and Treatment Act (CAPTA) procedures, if it is determined the finding should be changed.
4. Promptly notify the Office of the Family of Children's Ombuds of the contents of the report and disposition of the investigation when a third founded finding is made involving the same child or youth or family within the previous twelve months.
5. Notify the guardian ad litem or court appointed special advocate, if assigned to a child or youth involved in the investigation, of the disposition of the investigation.

Forms

CPS Founded Letter DCYF 09-913 (Located in the DCYF Forms repository)

CPS Unfounded Letter DCYF 09-912 (Located in the DCYF Forms repository)

LD/CPS Founded Letter DCYF 09-913A (Located in the DCYF Forms repository)

LD/CPS Unfounded Letter DCYF 09-912A (Located in the DCYF Forms repository)

LD/CPS Unfounded Facility Letter DCYF 09-912B (Located in the DCYF Forms repository)

Resources

CPS Investigative Founded Findings Review policy

Investigative Assessment policy

Original Date: September 1, 1976

Revised Date: July 23, 2017

Review Date: July 1, 2021

Approved by: Jennifer Strus, Assistant Secretary

2559C. CPS Investigative Founded Findings Review

2559C. CPS Investigative Founded Findings Review admin Wed, 07/25/2018 - 13:14

Applies To: This policy applies to all Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 2559C. CPS Investigative Founded Findings Review

Effective Date: January 31, 2016

Purpose

The purpose of this policy is to inform staff of the process to review Child Protective Service (CPS) investigative findings when a review is requested by a subject with a founded finding of Child Abuse/Neglect (CA/N).

Authority

P.L. 93-247 Child Abuse Prevention and Treatment Act
P.L. 111-320 Child Abuse Prevention and Treatment Act Amendment
RCW 26.44.100 Information about Rights and Notification of Investigation, Report and Findings
RCW 26.44.125 Alleged Perpetrators Right to Review and Amendment of Finding Hearing
Chapter 110-30 WAC Child Protective Services

Policy

1. A request for review of a CPS founded finding must be received within thirty calendar days following the subject's receipt of the notification. If the request is not received within the designated timeframe, the subject has no further right to an internal review, administrative hearing or judicial review of the finding.
2. All DCYF founded findings reviews must be conducted within thirty days by the regional administrator or Licensing Department administrator or their designee who is above the first level of supervision and was not involved in the original decision-making about the finding. At a minimum, the internal review must include:
    1. A review of the case file, to include the intake, case notes, Investigative Assessment, and the findings information; and
    2. A review of any written information provided by the subject of the intake.
    3. When necessary, the review will include an interview with the assigned caseworker and/or the caseworker's supervisor.
3. DCYF employees must notify the subject of the DCYF founded findings review results within thirty calendar days from the date DCYF received the request.
    1. Notification must be in writing by certified mail, return receipt requested to the subjects last known address.
    2. If the results remain founded, the hearing notification letter must include the process to request an Administrative Hearing.
4. DCYF staff must change the findings in the "Findings" page in FamLink within ten working days of the decision when a review or hearing overturns the founded finding.
5. All findings will remain in effect as originally determined pending any internal review or administrative hearing.

Forms

CPS Reviewed Denied Notification form DCYF 09-136 (Located in the DCYF Forms repository)

Original Date: September 1, 1976

Revised Date: January 31, 2016

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

2335. DLR/CPS Use Of Safety Assessment And Safety Planning Tools

2335. DLR/CPS Use Of Safety Assessment And Safety Planning Tools admin Wed, 07/25/2018 - 13:00

1. On all DLR/CPS intakes alleging the biological or adoptive child of a licensee is the victim of CA/N in which the child is not placed in out-of-home care, the assigned DLR/CPS Investigator will complete a Safety Assessment within 30 calendar days. The Safety Assessment may be documented directly in FamLink per Safety Section policy.
2. Once the assigned DLR/CPS investigator has completed a Safety Assessment and Safety Plan, and has determined that there is a need for monitoring of the Safety Plan and/or provision of services, the DLR/CPS Supervisor shall contact the appropriate DCFS Supervisor.
3. The Supervisor will ensure that the appropriate DCFS case assignment will occur to provide monitoring of the Safety Plan and/or provision of services.
4. In the event of disagreement between the DLR/CPS Supervisor and the DCFS Supervisor, the matter will be immediately referred up the chain of command for resolution.
5. As with any case transfer, appropriate staffings will occur to ensure the transition of services to the family.
6. When DCFS staff assume responsibility for the case, DCFS also assumes responsibility for making ongoing decisions about the safety of the child and/or provision of services. DCFS and DLR will utilize joint staffings and shared decision making whenever appropriate, especially if the license remains active. DLR completes the investigation of the allegation.

3000. Family Voluntary Services (FVS)

3000. Family Voluntary Services (FVS) admin Wed, 07/25/2018 - 13:16

Applies To: This policy applies to child welfare (CW) employees.

Policy Number & Title: 3000. Family Voluntary Services (FVS)

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance when providing Family Voluntary Services (FVS) to families, a program which allows parents and guardians to engage voluntarily in services that improve their protective capacities to meet the safety, health, and well-being needs of children and youth.

Authority

PL 105-89 Adoption and Safe Families Act
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
RCW 13.32A.140 Out-of-Home placement-Child in need of services petition by Department-Procedure
RCW 26.44.030 Reports–Duty and authority to make-Duty of receiving agency-Duty to notify-Case planning and consultation-Penalty for unauthorized exchange of information
RCW 26.44.056 Protective detention or custody of abused child-Reasonable cause-Notice-Time limits-Monitoring Plan
RCW 26.44.195 Negligent treatment or maltreatment-Offer of services-Evidence of substance abuse-In-home services-Initiation of dependency proceedings
RCW 43.185C.315 Youth services-HOPE centers-Establishment-Requirements
RCW 43.185C.320 Youth services-HOPE centers-Eligibility-Minors
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
Chapter 74.14C RCW Family Preservation Services

Policy

1. FVS supervisors must assign FVS caseworkers to the following cases:
    1. Non-Child Protective Services (CPS) intakes when:
        1. Families are requesting services from the Department of Children, Youth and Families (DCYF).
        2. Intakes are screened-in on runaway children or youth under age 12 and they are at any of the following:
            1. Crisis Residential Center (CRC)
            2. Hope center
            3. Overnight youth shelter

3. Additional considerations exist as outlined in the CPS Service Delivery policy.

2. CPS investigations or risk-only cases, per the Case Assignment policy, when the family has agreed to participate in services and any of the following exist:

    1. A moderately high or high risk score on the Structured Decision Making Risk Assessment (SDMRA) tool.

    2. The Safety Assessment/Safety Plan DCYF 15-258 form identified a safety threat that can be managed with a safety plan.

    3. Children or youth are placed in out-of-home care on a Voluntary Placement Agreement (VPA) due to a safety threat that cannot be managed in the home.

2. FVS caseworkers must:

    1. Determine if there is reason to know children are or may be Indian children, per the Indian Child Welfare (ICW) Reason to Know policy.

    2. If there is reason to know children are or may be Indian children, follow ICW policies:

        1. Tribal State Memoranda of Agreements (MOA) if there is a MOA in place with the tribe.

        2. Active Efforts and Tribal Collaboration.

3. FVS supervisors must assign a risk-only intake to a CPS investigation caseworker if the case is co-assigned to FVS and CPS investigations, per the Child Protective Services Investigation policy.

Forms

Safety Assessment/Safety Plan DCYF 15-258

Resources

Case Assignment policy

Child Protective Services (CPS) Investigation policy

CPS Service Delivery policy

Family Voluntary Services procedures (Located in the DCYF Policies & Rules Office SharePoint)

Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration policy

Indian Child Welfare (ICW) Reason to Know policy

Indian Child Welfare (ICW) Tribal State Memoranda of Agreements (MOA) policy

Intake Process and Response policy

Safety Plan policy

Structured Decision Making Risk Assessment (SDMRA) policy

Voluntary Placement Agreement (VPA) policy

Original Date: September 1, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

3100. Family Reconciliation Services

3100. Family Reconciliation Services admin Wed, 07/25/2018 - 13:18

Applies To: This policy applies to caseworkers.

Policy Number & Title: 3100. Family Reconciliation Services

Effective Date: July 23, 2024

Purpose

The purpose of this policy is to provide guidance to employees on Family Reconciliation Services (FRS). FRS are voluntary services designed to resolve problems related to family conflict, at-risk youth (ARY), or youth in need of services (CHINS). These services are provided to youth age 12 through 17 years old and their families to:

- Resolve the conflict.
- Alleviate personal and family situations which present a serious and imminent threat to the health and stability of the family.
- Maintain the family unit and avoid out-of-home placement when it is safe to do so.

- Accomplish reunification of the family if out-of-home placement occurs.

Authority

RCW 43.185C.290 Youth services-Child admitted to secure facility-Maximum hours of custody-Evaluation for semi-secure facility or release to department of social and health services-Parental right to remove child-Reconciliation effort-Information to parent and child-Written statement of services and rights-Crisis residential center immunity from liability
RCW 43.185C.315 Youth services-HOPE centers-Establishment-Requirements
RCW 43.330.726 Youth supports and housing—Community support teams
Chapter 13.32A RCW Family Reconciliation Act

Policy

Caseworkers must:

1. For FRS cases:
    1. Contact the youth ages 12 through 17 years old and their parents or legal guardians within 24 hours of being assigned the case, excluding weekends and holidays, to offer FRS services.
    2. Complete a Family Assessment with the involvement of a multidisciplinary team, if applicable, to determine available services to keep the family intact.
    3. Offer and refer youth and their family to appropriate community and in-home services.
    4. Provide:
        1. The Public Notice of Nondiscrimination DCYF HR_0012 publication to the youth and their family, per the DCYF Administrative 6.03 Access to Services For Individuals With Disabilities policy.
        2. FRS to the youth and family even if they are already involved in a Community Support Team (CST) and they have agreed to continue working with FRS.
    5. Assist the parents or guardians or youth with filing:
        1. An ARY petition.
        2. A CHINS petition on behalf of the youth when:
            1. A dependency is not being pursued.

2. The parents or guardians have not filed an ARY petition.
3. Department of Children, Youth and Families (DCYF) is asking the court to approve an out-of-home placement.

6. Follow the:
    1. Indian Child Welfare (ICW) Reason to Know policy to determine if there is reason to know a child is or may be an Indian child.
    2. Applicable ICW policies, if the child is or may be an Indian child, including:
        1. Tribal/State Memoranda of Agreement, if there is one in place.
        2. Active Efforts and Tribal Collaboration.
    3. Commercially Sexually Exploited Children (CSEC) policy to assess whether the youth is a victim of CSE.
    4. Criteria outlined in RCW 13.32A.140 when determining whether to file a child in needs of services (CHINS) petition.

2. For FRS youth who are:
    1. Being sheltered in a crisis residential center, facility, or specialized home without the permission of the parents or guardians:
        1. Contact the youth.
        2. Make a good faith attempt to notify the parent or guardian that a report was received, after contacting the youth.
    2. Seeking or receiving protected health care services, offer to make referrals or provide resources to:
        1. Behavioral
        2. Reproductive
        3. Gender-affirming care

Resources

Commercially Sexually Exploited Children (CSEC) policy

DCYF Administrative 6.03 Access to Services for Individuals With Disabilities policy

Family Reconciliation Services Procedures (Located on the DCYF intranet under Policy & Practice, under Policies & Procedures)

Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration policy

Indian Child Welfare (ICW) Reason to Know policy

Indian Child Welfare (ICW) Tribal/State Memoranda of Agreement policy

Public Notice of Nondiscrimination DCYF HR_0012 publication 15-279

Original Date: December 15, 1996

Revised Date: July 23, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4545. HOPE Center Placement

4545. HOPE Center Placement sarah.sanchez Tue, 08/28/2018 - 12:06

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4545. Hope Center Placement

Effective Date: July 23, 2017

Purpose

Hope centers provide temporary residential placement, assessment and coordination of community services for street children or youth.

Authority

RCW 13.32A.140 Out-of-Home Placement, Child in Need of Services
RCW 43.185C.315 Youth Services, Hope Centers, Requirements
RCW 43.185C.320 Youth services, Hope Centers, Eligibility, Minors
RCW 74.13.280 Client Information
RCW 74.14A.020 Services for Emotionally Disturbed and Mentally Ill Children, Potentially Dependent Children, and Families-In- Conflict

Policy

1. Accessing Placement in a Hope Center
    1. The caseworker must:
        1. Refer to Intake Process and Response or Family Reconciliation Services policies for service requests for non-dependent children or youth requiring placement. Contact extended family, Crisis Residential Centers (CRC), or other resource for placement as appropriate.
        2. Send a Child Information Placement and Referral DCYF form 15-300 to the DCYF placement coordinator for dependent children or youth. The Hope Center will make the final determination whether to accept the placement request, and priority will be given to:
            1. Youth close to turning 18 years old or who could utilize a Hope Center placement before accessing:
                1. Responsible Living Skills Program (RLSP).
                2. Independent Youth Housing Program (IYHP).
                3. Extended Foster Care (EFC).
                4. Other long-term housing and service options.
2. Placement in a Hope Center
   The caseworker will:
    1. Obtain legal authorization for placements lasting longer than 72 hours.
    2. Ensure the child or youth does not stay in a Hope Center longer than 30 calendar days. Note: A Hope Center may approve extensions, but placement cannot exceed 60 calendar days total. During the Hope Center stay, the caseworker must try to facilitate family reconciliation, return the child or youth home, or develop an alternative long-term placement plan.
    3. Follow the Indian Child Welfare (ICW) Child Protective Services Investigation and Family Assessment Response policy if there is reason to know the child may be an Indian child.
    4. When a child or youth is in the care and custody of DCYF, and placed in a Hope Center:

1. Follow Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy.
2. Schedule a Family Team Decision Making Meeting or Shared Planning Meeting within 72 hours of placement, excluding weekends and holidays.
3. Authorize emergent medical and dental care.

5. Document case coordination in FamLink.

3. Information Sharing with Hope Center Staff
    1. For dependent children or youth in a Hope Center who have self-referred or been referred by law enforcement, the caseworker must provide and exchange information per RCW 74.13.280 and Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy. Information includes, but is not limited to:
        1. Name
        2. Date of birth
        3. Gender
        4. Behaviors
        5. Risks
        6. Special needs
        7. Sexually Aggressive/Physically Aggressive Assaultive Youth (SAY/PAAY) history
        8. Offense History

Forms

Child Information and Placement Referral DCYF 15-300

Youth Run Prevention Plan DCYF 10-484

Return Child De-Briefing Form DCYF 15-309

Resources

Family Reconciliation Services (FRS) (Located on the Child Welfare intranet, Programs, Child Welfare Programs & Resources)

Extended Foster Care (EFC) policy

Family Reconciliation Services policy

Family Team Decision Making Meeting policy

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

Independent Youth Housing Program (IYHP)

Indian Child Welfare Child Protective Services Investigation and Family Assessment Response policy

Intake Process and Response policy

Responsible Living Skills Program (RLSP) policy

Shared Planning Meeting policy

Original Date: July 1, 2000

Revised Date: July 23, 2017

Review Date:

Approved by: Jennifer Strus, Assistant Secretary

4730. Court and/or Placement Cases

4730. Court and/or Placement Cases sarah.sanchez Tue, 08/28/2018 - 12:12

Applies to: This policy applies to child welfare employees.

Policy Number & Title: 4730. Court and/or Placement Cases

Effective Date: May 31, 2002

Policy

1. Department of Children, Youth, and Families (DCYF) shall not close cases for service while a supervised dependency or CHINS order is in effect or within six months of the time a child or youth is returned to parental care as a result of a dependency order.

2. The caseworker shall complete all forms and narrative recording within 90 days of a decision to terminate services and close a case.
3. The supervisor shall review both FamLink and the case folder for accuracy and completeness and sign-off the closure in the case record before closure or transfer to another service.
4. For legally free children or youth who are not adopted and the child or youth leaves care and is at least 18 years of age, the caseworker prepares the file for archiving and sends it to Olympia adoption archives

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Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

41211. Safety of Newborn Children Act

41211. Safety of Newborn Children Act admin Wed, 07/25/2018 - 13:19

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 41211. Safety of Newborn Children Act

Effective Date: June 1, 2010

Policy

Department of Children, Youth, and Families (DCYF) child welfare employees must accept an intake of a newborn transferred (abandoned) under the Safety of Newborn Children Act per the Intake Process and Response policy.

Resources

Intake Process and Response policy

Safety of Newborn Children Act procedures (Located in the Policies & Rules Office SharePoint)

Original Date: June 1, 2010

Revised Date:

Review Date:

Approved by:

2559. Hospital Holds

2559. Hospital Holds admin Wed, 07/25/2018 - 13:11

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 2559. Hospital Holds

Effective Date: July 1, 2024

Purpose

Hospital administrators or physicians have legal authority to delay discharge of a child or youth through a hospital hold for up to 72 hours, without DCYF taking placement and care authority (PCA). The hospital administrator or physician must believe a child or youth is in imminent physical harm if released to their parents or guardians. This policy provides direction on how to respond to a hospital hold.

Authority

RCW 26.44.056 Protective detention or custody of abused child-Reasonable cause-Notice-Time limits-Monitoring plan-Liability

Policy

Caseworkers must:

1. Assess if the child or youth is in imminent physical harm due to child abuse or neglect if discharged to the parents or guardians, when hospital administrators or physicians puts a child or youth on a hospital hold.
2. Obtain the PCA of the child or youth if it is determined that they are in imminent physical harm and a safety plan cannot be developed to control or manage the identified threat.

Resources

Hospital Holds procedures (Located in the Policies & Rules Office SharePoint)

Safety Plan policy

Original Date: September 1, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4307. Voluntary Placement Agreement

4307. Voluntary Placement Agreement sarah.sanchez Wed, 08/22/2018 - 12:52

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4307. Voluntary Placement Agreement

Effective Date: July 23, 2024

Purpose

The purpose of this policy is to provide guidance when Voluntary Placement Agreements (VPA) are needed to place children or youth in out-of-home care VPAs are:

- To be collaboratively used with families and their supports.
- Time-limited.
- The least restrictive plan in efforts to prevent a dependency action.

Authority

RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with siblings
RCW 13.34.245 Voluntary consent to foster care placement for Indian child-Validation-Withdrawal of consent-Termination
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.15.020 Definitions
WAC 110-50-0060 What must a parent do to place the child in foster care with the

department?
WAC 110-50-0070 Under what circumstances may a parent sign a consent for voluntary placement of a child in foster care with the department.
WAC 110-50-0080 How long may a voluntary placement last with the department?
WAC 110-50-0090 May the department grant an exception to the length of stay in a voluntary placement?

Policy

Caseworkers:

1. Must follow these policies:
    1. Indian Child Welfare (ICW) Voluntary Placement Agreements when there is reason to know children are or may be Indian children.
    2. Out-of-Home Placements when making placement decisions.
2. Must not use VPAs when children or youth are placed:
    1. Outside of Washington State.
    2. In out-of-home care when the youth is 18 years or older, unless they are entering or re-entering the Extended Foster Care (EFC) program.
3. May use VPAs for up to 90 days when:
    1. A safety threat or present danger exists that cannot be managed in the home and services provided during a 90-calendar day period may eliminate the need for court intervention.
    2. Parents or guardians need temporary care for their children or youth while undergoing medical care or treatment and there are no alternative placement resources.
    3. The children's or youths' other parent or guardian is not immediately available to provide care.

Resources

ICW Voluntary Placement Agreements policy

ICW Reason to Know policy

Out-of-Home Placements policy

Extended Foster Care (EFC) Program policy

Safety Plan policy

Present Danger policy

Original Date: February 10, 1995

Revised Date: July 23, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4308. Dependency Petition Process

4308. Dependency Petition Process sarah.sanchez Wed, 08/22/2018 - 12:53

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4308. Dependency Petition Process

Effective Date: July 1, 2024

Policy memo effective July 1, 2025

Purpose

This policy provides guidance when considering court intervention, providing discovery, filing dependency petitions, and when children or youth are in shelter care status.

Authority

Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
RCW 26.44.050 Abuse or neglect of child-Duty of law enforcement agency or department of children, youth, and families-Taking child into custody without court order, when
RCW 26.44.056 Protective detention or custody of abused child-Reasonable cause-Notice-Time limits-Monitoring Plan-Liability
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

Policy

Caseworkers must:

1. File dependency petitions when court intervention is needed to prevent harm to a child's or youth's health, safety, or well-being and when one of the following is met, the children or youth:
    1. Have been abandoned.
    2. Have been abused or neglected as defined in chapter 26.44 RCW by an individual legally responsible for their care.
    3. Has no parent or guardian that can care for them, and that they are in circumstances which constitute a danger of substantial damage to either their:
        1. Psychological health.
        2. Physical health.
2. Are receiving extended foster care services, as authorized by RCW 74.14A.020.
3. Recommend in the dependency petition an:
    1. In-home placement when there is no imminent physical harm identified for the children or youth.
    2. Out-of-home placement when it has been determined necessary to prevent imminent physical harm to them due to child abuse or neglect (CA/N), including that which results from sexual abuse, sexual exploitation, a high-potency synthetic opioid, or a pattern of severe neglect.
4. Make diligent efforts to notify parents and guardians as soon as possible, in an understandable manner in their primary language:
    1. When their children or youth may be or have been removed from their custody.
    2. Reasons why their children or youth may be or have been removed.
    3. Their legal rights.
    4. Date, time, and location of the shelter care hearing.

Resources

Active, Diligent, and Reasonable Efforts policy

Dependency Petition Process procedures (Located in the Policies & Rules Office SharePoint)

Original Date: March 1, 2018

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4250. Out-of-Home Placements

4250. Out-of-Home Placements admin Wed, 07/25/2018 - 13:29

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4250. Out-of-Home Placements

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on:

- Using:
    - Active efforts to prevent the children's removal or promote the timely reunification of Indian families when there is reason to know children are or may be Indian children.
    - Reasonable efforts in determining when to place children or youth in out-of-home care.
- Prioritizing:
    - Parent's, guardian's, child's, or youth's placement preferences.
    - Relative and suitable person placements.
    - Tribal placement preferences.
- Providing:
    - A placement that meets the children's and youth's safety, health, stability, and well-being needs and is in their best interest.

- The children's or youth's health care information at time of placement.

- Monitoring children's and youth's safety, health, stability, and well-being.
- Obtaining vital records.

Authority

P.L. 103-382 Multiethnic Placement Act (MEPA) of 1994
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
Chapter 13.38 RCW Indian Child Welfare Act
Chapter 26.44 RCW Abuse of Children
RCW 71A.28.010 Person-centered service plan-Intent
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
RCW 74.15.020 Definitions
RCW 74.15.090 Licenses required for agencies

Policy

1. Caseworkers must:
    1. Follow these policies when there are placement decisions:
        1. Indian Child Welfare (ICW) Dependency Cases when there is reason to know children are or may be Indian children.
        2. Family Team Decision Making (FTDM) meeting.
        3. Relative Search and Notification.
    2. Have legal authority for the placement and care authority (PCA) of children or youth before placing them in out-of-home care.
    3. Prioritize placing with siblings, relatives, and suitable persons.
    4. Obtain and provide the following information to caregivers, the children's or youth's:
        1. Healthcare information.
        2. Birth certificates.
        3. Social security numbers (SSN) and cards.

2. Licensing Division (LD) workers must notify caseworkers when there is an open case and foster children or youth are placed in a licensed home and the caregiver's biological, adopted, or guardianship children or youth are removed by:
    1. Law enforcement (LE).
    2. Hospital hold.

Resources

Family Team Decision Making (FTDM) Meeting policy

Indian Child Welfare (ICW) Dependency Cases policy

Out-of-Home Placements procedures (Located in the DCYF Policies & Rules SharePoint)

Relative Search and Notification policy

Original Date: October 20, 2013

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4251. Relative Search and Notification

4251. Relative Search and Notification julie.pettit Wed, 06/26/2024 - 12:58

Applies To: This policy applies to child welfare (CW) employees and the Relative Search Unit (RSU).

Policy Number & Title: 4251. Relative Search and Notification

Effective Date: July 1, 2024

Purpose

This policy provides guidance on searching for and notifying relatives when children and youth are placed in out-of-home care.

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act
RCW 13.34.060 Shelter care-Placement-Custody-Duties of parties
RCW 13.34.062 Shelter care-Notice of custody and rights
RCW 13.34.125 Voluntary adoption plan-Consideration of preferences for proposed placement
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of an Indian child in out-of-home car-Contact with siblings
RCW 13.38.030 Findings and intent
RCW 74.15.020 Definitions

Policy

1. Caseworkers:
    1. Must:
        1. Search for relatives immediately when:
            1. Recommending children or youth to be placed in out-of-home care for:
                1. Placement
                2. Family connections
                3. Support
            2. Children or youth are:
                1. Entering or re-entering care.
                2. Disrupting from placement.
        2. Review search results from the RSU to identify and engage relatives for placement, support, and connections for children and youth throughout the life of the case, including those that are legally-free.
    2. May discontinue relative searches for the purposes of placement only when children or youth are placed with relative caregivers or the conditions for voluntary adoption plan in RCW 13.34.125 are met.
2. The RSU:
    1. Must:

1. Complete relative searches for:
    1. Children or youth placed in out-of-home care:
        1. Within 30 calendar days of either:
            1. Being removed from their parents' or guardians' care, even if they are placed with a relative caregiver.
            2. Re-entering care.
        2. All identified adult relatives.
    2. Not complete relative searches if:
        1. Children or youth are returned to their parents or guardians within 30 calendar days of the initial out-of-home placement.
        2. Indian child's tribe have taken legal jurisdiction.
2. May complete:
    1. Relative searches that include biological relatives, excluding the biological parents of adopted children or youth when a signed Written Authorization DCYF 17-063 form is received from either the:
        1. Adoptive parents.
        2. Adopted youth age 12 or older and their attorney.
    2. Subsequent relative searches to identify and locate relatives for the purpose of changing placement to a relative or identifying relative supports when either of the following are met:
        1. They remain in foster care and it has been more than 12 months since a previous search was completed and all identified relatives have been assessed and it has been determined they are not placement options.
        2. They are legally-free and not placed with relatives.

Forms

Written Authorization DCYF 17-063

Resources

Relative Search and Notification procedures (Located in the DCYF Policies & Rules SharePoint)

Original Date: July 1, 2024

Revised Date:

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4527. Placing with and Supporting Unlicensed Relatives and Suitable Persons

4527. Placing with and Supporting Unlicensed Relatives and Suitable Persons sarah.sanchez Tue, 08/28/2018 - 11:57

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4527. Placing with and Supporting Unlicensed Relatives and Suitable Persons

Effective Date: July 1, 2024

Purpose

This policy provides guidance when placing and supporting children or youth when they are placed in out-of-home care with relatives and suitable persons.

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
RCW 13.34.060 Shelter care-Placement-Custody-Duties of parties
RCW 13.34.065 Shelter care-Hearing-Recommendation as to further need-Release
RCW 13.34.096 Right to be heard-Notice
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of Indian child in out-of-home care-Contact with siblings
RCW 13.34.260 Foster home placement-parental preferences-Foster parent contact with birth parents encouraged
RCW 13.38.030 Findings and Intent

RCW 26.44.030 Reports-Duty and authority to make-Duty of receiving agency-Duty to notify-Case planning and consultation-Penalty for unauthorized exchange of information-Filing dependency petitions-Investigations-Interviews of children-Records-Risk assessment process
RCW 26.44.240 Out-of-Home care-Emergency Placement-Criminal history record check
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.13.280 Client information
RCW 74.13.290 Fewest possible placements for children-Preferred placements
RCW 74.13.332 Rights of foster parents
RCW 74.13.710 Out-of-home care-Childhood activities-Prudent parent standard
RCW 74.13.335 Foster care-Reimbursement-Property damage
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
RCW 74.15.020 Definitions

Policy

1. Caseworkers must:
    1. Give placement preference to relatives and suitable persons with whom the children or youth have a relationship with and are comfortable and when in the child's or youth's best interest.
        1. Absent good cause, shall follow the wishes of the natural parent regarding the placement of the child or youth with a relative or other suitable person pursuant RCW 13.34.130. If the parent's preference is for the child or youth to not to be placed with a relative or suitable other, DCYF is not relieved of the responsibility of engaging the interested relative or suitable other for the purpose of evaluating placement.
        2. Reconsider relatives and other suitable persons previously evaluated and ruled out as placement options if their circumstances change.
        3. Place children or youth in licensed foster care only when relatives and suitable persons placements are not available or appropriate, per the Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents policy.
    2. Follow these policies:

1. Relative Search and Notification.
2. Placement moves if considering a move for a child or youth.
3. Indian Child Welfare (ICW) Tribal Inquiry if there is reason to know children are or may be Indian children to:
    1. Verify whether children are recognized as Indian children with the tribes.
    2. Learn if there are tribal relatives.

3. Inform relatives and suitable person placements of initial licenses.
4. Provide relatives or suitable persons financial information, available resources, and critical child or youth-specific information:
    1. At time of placement or within three calendar days of an emergent placement.
    2. During:
        1. Shared Planning Meetings (SPM)
        2. Monthly health and safety visits
    3. As needed throughout the children's or youth's placement.
5. Follow the Interstate Compact on the Placement of Children (ICPC) policy if relatives or suitable persons' placements reside outside of Washington State.
6. Notify the following within seven calendar days when initial licenses, home studies, or background checks for household members are not approved:
    1. Assistant attorney general (AAG)
    2. Court

2. LD workers must support relatives and suitable persons, during the:
    1. Initial license
    2. Home study
    3. Foster care licensing process
    4. Post-licensure

3. Tribal payment only (TPO) workers or designees must support tribes in their case management with their relatives and suitable persons with their children under tribal jurisdiction.

Resources

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

ICW Tribal Inquiry policy

Interstate Compact on the Placement of Children (ICPC) policy

Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents policy

Placement Moves policy

Placing with and Supporting Unlicensed Relatives and Suitable Persons procedures (Located in the DCYF Policies & Rules Office SharePoint)

Relative Search and Notification policy

Shared Planning Meetings (SPM) policy

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4254. Family Time and Sibling and Relative Visits

4254. Family Time and Sibling and Relative Visits admin Wed, 07/25/2018 - 13:31

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4254. Family Time and Sibling and Relative Visits

Effective Date: May 9, 2022

Purpose

The purpose of this policy is to provide guidance when children or youth in the placement, care, and authority (PCA) of the Department of Children, Youth, and Families (DCYF) are visiting with parents or guardians or visiting with family members.

- Early, consistent, and frequent visitation is crucial for maintaining parent-child relationships and making it possible for parents or guardians and children and youth to safely reunify.
- Visitation is the right of the family, including the child and youth and the parent or guardian, in cases in which visitation is in the best interest of the child or youth.
- Family time and visits must have the proper level of supervision to ensure child or youth safety and to move toward permanency.
- Family time and relative visitation plans should be developed timely and occur in the least restrictive setting based on risk factors, existing danger, safety threats, and protective factors.

Authority

RCW 13.34.025 Child dependency cases, Coordination of services and Remedial services
RCW 13.34.030 Definitions
RCW 13.34.065 Shelter Care Hearing
RCW 13.34.130 Order of Disposition for a Dependent Child, Alternatives
RCW 13.34.136 Permanency Plan of Care
RCW 13.34.138 Review hearings-Findings-Duties of parties involved-In-home placement requirements-Housing assistance.
RCW 13.34.200 Order Terminating Parent and Child Relationship
RCW 13.38.040 Definitions

Policy

1. Family Time
    1. Family time provides parents or guardians and children and youth time to interact. Family time must meet the visit requirements in chapter 13.34 RCW.
    2. Family time must be face-to-face, which includes parents or guardians who are incarcerated:
        1. If extenuating circumstances exist, which include but not limited to threats to child safety, inclement weather affecting safe travel, illness, and distance.

2. Other forms of approved family time when extenuating circumstances exist or to supplement face-to-face family time includes, but not limited to:
    1. Telephone contact.
    2. Electronic contact through video chat or email.
3. Family time must be in the least restrictive setting and unsupervised unless the presence of threats and danger to the child or youth requires the constant presence of an adult to ensure the safety of the child or youth.
4. For VPAs for children who are not members of or are not eligible for membership in a federally recognized tribe from Washington state, efforts must be made to hold an initial family time within 72 hours and no later than five calendar days from the VPA being signed.
5. Emergent 72-Hour Initial Visits for Family Time
    1. Emergent 72-hour initial visits must be:
        1. Conducted within 72 hours of the child's or youth's PCA with DCYF, including weekends and holidays, unless the court finds there are extraordinary circumstances that require a delay.
        2. Supervised, unless determined that supervision is unnecessary.
    2. Emergent 72-hour initial visits may be conducted using a contracted provider.
        1. This includes creating a one-time emergent referral in FamLink when a contracted provider is being used.
        2. Visits must not exceed two hours when conducted by a contracted provider.
6. Ongoing Family Time
    1. Develop a family time plan at the first Family Team Decision Making meeting (FTDM), when placement is being considered or a child or youth is in a court-ordered placement (licensed or unlicensed). The family time plan is effective for up to 60 calendar days from the child's or youth's initial placement.

2. Ongoing family time visit plans must be generated in FamLink separately from the emergent 72-hour initial visit.
3. Family times need to be determined as unsupervised, monitored, or supervised prior to each court hearing.

7. Family time cannot be:
    1. Limited due to the parent's or guardians' lack of compliance with dependency court orders or failure to participate in services.
    2. Denied based on the parent's or guardian's incarceration.
    3. Limited or denied, unless the court determines that limitations or denial is necessary to protect the child's or youth's health, safety and welfare.
8. Family time visit plans will be developed in consultation with all the following:
    1. Parent or guardian
    2. Youth 14 years and older
    3. Out-of-home caregiver
    4. Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL)
    5. The child's or youth's attorney, if appointed
    6. Tribal worker, as applicable
    7. Any other people identified by the parent or guardian
9. Ongoing assessments of risk and safety and review of family time plans will occur until the child or youth returns home or permanency is achieved.
    1. Family time plans will be reviewed at all shared planning meetings and monthly supervisory case reviews.
    2. If the court orders a psychosexual evaluation for a parent and the family time plan is reassessed because of the evaluation, the court must approve the plan as it relates to duration, level of supervision, and location of family time.
    3. Concerted efforts must be made to consult with law enforcement before recommending changes to family time or sibling visits when a

parent or caregiver or sibling has been identified as a suspect in an active criminal investigation for a violent crime that may impact child safety in relation to family time or sibling visits.

4. Consult with the Assistant Attorney General (AAG) before sharing any information received from law enforcement about the parent or sibling suspect or investigation.

5. The caseworker will observe at least one family time per quarter which will meet that month's health and safety requirement, as long as the other requirements of a health and safety visit are met. Individual conversations between the caseworker and child or youth, or parent or guardian may occur before or after the family time.

6. If family time needs to be rescheduled, all participants must be notified.

10. Family time will be discontinued if parental rights are terminated or relinquished.

2. Sibling visits

    1. Children or youth placed apart from their siblings will have two or more face-to-face visits or contacts per month, unless there is an approved exception, as listed in Procedures Section 4.

    2. Additional approved forms of sibling contact are encouraged to support and maintain sibling relationships. Approved forms of contact include, but not limited to:

        1. Telephone contact.

        2. Electronic contact through video chat or email.

    3. Ongoing visitation is encouraged to promote and maintain the continuity of sibling relationships that existed prior to placement. This includes siblings who:

        1. Remained in the home at the time of removal.

        2. Aged out of foster care.

        3. Returned home.

        4. Are placed with a non-custodial parent.

5. Lived part-time in the home at the time of the sibling's removal.

4. Sibling contact during family time meets the requirement for a sibling visit.
5. Shared planning meetings or court events do not meet the requirement for a sibling visit.
6. The first sibling visit must occur as soon as possible after placement.
7. Sibling visits will continue after a parent's or guardian's rights are terminated or relinquished unless an approved exception applies.
8. Sibling visits cannot be limited or used as a sanction for a child's or youth's behavior or as an incentive to change a child's or youth's behavior.
9. Sibling visit plans will be developed within 14 calendar days and in consultation with the out-of-home caregiver and child or youth, when developmentally appropriate, unless an approved exception applies.

3. Other Relative Visits
    1. Determine if any relative is awarded court-ordered visitation with a child or youth in the PCA of DCYF.
    2. If a relative is awarded court-ordered visitation, the caseworker must:
        1. Obtain a copy of the visitation orders by either:
            1. Asking the parent or guardian for a copy.
            2. Asking the relative for a copy.
            3. Contacting the county where the court orders were established.
        2. Identify the court ordered visitation participants, frequency, duration, and location of visits.
        3. Consult with the AAG regarding DCYF's responsibility to comply with the court order.
        4. Confirm that visitation participants meet the requirements of the DCYF Background Check policy. Consult with the AAG to determine options when the participant does not meet Background Check policy.

3. If a relative seeks court-ordered visitation after the child or youth is placed in the PCA of DCYF, the caseworker must:
    1. Consult with the AAG to determine options when a relative petitions the court for visitation during out-of-home placement.
    2. Verify the relative meets background check requirements and consult with the AAG when a relative does not pass a background check.
4. Contracted Family Time
    1. Family time visits may be conducted by a contracted provider. This includes when the request is only to provide transportation.
    2. All contracted family time service referrals are created in Famlink and managed through Sprout.

Forms

Child Specific Caregiver Notification DCYF 15-450

Comprehensive Family Evaluation DCYF 10-480

Family Time/Sibling Visit Report DCYF 15-448

Family Time and Sibling and Relative Visits procedures (Located in the DCYF Policies & Rules Office SharePoint)

Missed and No Show Report Family Time/Sibling Visit DCYF 15-451

Monitoring Review Report – On-Site Visit DCYF 15-462

Provider Notification of Family Time/Sibling Visit Transport Schedule Initial Intake Screening Report DCYF 15-363B

Safety Assessment/Safety Plan DCYF 15-258 form

Sibling Visit Report DCYF 15-452

Supervision Level Family Time Resource Guide DCYF 10-031 form (Located on the DCYF Forms Repository on the DCYF intranet)

Unusual Incident Report DCYF 15-454

Visit Plan DCYF 15-209C

Visit Referral DCYF 15-363 (Located on the DCYF Forms Repository on the DCYF intranet)

Voluntary Placement Agreement (VPA) DCYF 09-004B

Resources

Caregiver Tip Sheet DCYF 22-1714

Caseworker Tip Sheet DCYF 22-1716

Child Safety Framework (located on the Child Safety Framework DCYF intranet page)

Emergent 72-Hour Initial Visit Plan/Referral Quick Help Guide (located on the DCYF CA intranet)

Parent Tip Sheet DCYF 22-1715

Present Danger Guide (located on the Child Safety Framework DCYF intranet page)

Protective Action Guide (located on the Child Safety Framework DCYF intranet page)

Safety Assessment policy

Safety Plan Analysis Guide (located on the Child Safety Framework DCYF intranet page)

Safety Threats Guide (located on the Child Safety Framework DCYF intranet page)

Safety Threshold Guide (located on the Child Safety Framework DCYF intranet page)

Visit Plan/Referral Training Material (located on the DCYF CA intranet)

Original Date: July 26, 2008

Revised Date: May 9, 2022

Review Date: May 9, 2026

Approved by: Frank Ordway, Chief of Staff

4260. Placement Moves

4260. Placement Moves sarah.sanchez Wed, 08/22/2018 - 12:43

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4260. Placement Moves

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on:

- Identifying when it is necessary for children and youth placed in out-of-home care to move to a different out-of-home placement.
- Notifying current relatives, suitable persons, licensed caregivers, and licensed group care and child placing agencies (CPAs), as applicable about children's and youth's prospective moves.

Authority

42 U.S.C. 671 State plan for foster care and adoption assistance
RCW 13.34.050 Court order to take child into custody, when-Hearing
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of Indian child in out-of-home care-Contact with siblings
RCW 13.34.150 Modification of orders
RCW 26.44.056 Protective detention or custody of abused child-Reasonable cause-Notice-Time limits-Monitoring plan-Liability
RCW 74.13.300 Notification of proposed placement changes
RCW 74.15.030 Powers and duties of secretary

Policy

1. Caseworkers must:
    1. Attempt to minimize placement moves for children or youth in out-of-home care.
    2. Consider the children's and youth's safety, best interest, and stability when determining if they should be moved.
    3. Notify the following when unlicensed caregiver's home studies are not approved and children or youth are placed in their home or are planning to be placed in their home, per the Placing with and Supporting Unlicensed Relatives or Suitable Persons policy:
        1. Assistant attorney general (AAG)
        2. Court
    4. Not move children or youth placed with relatives or suitable persons, unless:

1. Their health, safety, and well-being cannot be protected adequately in their current placement or they are hindering the child's or youth's return home, per RCW 13.34.130.
2. The court orders the placement change.

2. Licensing Division workers may make placement recommendations for removing children and youth.

Resources

Placement Moves procedures (Located in the DCYF Policies & Rules Office SharePoint)

Placing with and Supporting Unlicensed Relatives and Suitable Persons policy

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Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2024

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

43022. Outside Communication for Children in Out-of-Home Care

43022. Outside Communication for Children in Out-of-Home Care sarah.sanchez Wed, 08/22/2018 - 12:45

Policy Number & Title: 43022. Outside Communication for Children in Out-of-Home Care

Effective Date: May 31, 2002

Purpose

The purpose of this policy is to evaluate child safety and support to caregivers when determining outside communication with parents or guardians, relatives and other important people to the child or youth in out of home care.

Authority

RCW 13.34.136 Permanency plan of care.

Policy

1. Children or youth in out-of-home care must have reasonable access to uncensored communication with parents or guardians, relatives, and other people important to the child or youth.
2. Communication restrictions must be based on a pending investigation or an identified child safety issue and be addressed in a court order or service plan.
3. Child safety issues must be addressed prior to allowing the child or youth to participate in any communications with parents or guardians, relatives or people important to the child or youth.

Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

4211. Notification to Foreign Consulates

4211. Notification to Foreign Consulates admin Wed, 07/25/2018 - 13:23

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4211. Notification to Foreign Consulates

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to verify foreign consulates are notified when a child or youth who is the citizen of another country becomes the focus of a dependency proceeding. This policy is not to be interpreted as a check on immigration status of any member of a family but rather citizenship of a country outside the United States.

Authority

Chapter XXIII, Vol. 2, Vienna Convention on the Law of Treaties between States and International Organization of between International Organizations Vienna, March 21, 1986.

Policy

Caseworkers must:

1. Assess the citizenship of a foreign country of a child or youth when the child or youth is placed in out-of-home care in a dependency proceeding.
2. Provide notice, under federal treaty obligations, to the foreign consulate when obtaining legal custody of a child or youth who is a foreign national.
3. Provide access to interpreters and culturally relevant services to Limited English Proficient (LEP) clients from certified or authorized contracted translators as listed in the provisions of DCYF Administrative 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy.

Resources

Notification to Foreign Consulates procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: June 7, 2012

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary for Child Welfare Division

5800. Approving Client Travel and Transportation Activities

5800. Approving Client Travel and Transportation Activities admin Thu, 09/20/2018 - 08:06

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 5800. Approving Client Travel and Transportation Activities

Effective Date: July 25, 2021

Purpose

The purpose of this policy is to provide guidance about approving travel or transportation activities for clients.

Authority

RCW 74.13.710 Out of Home care – Childhood Activities – Prudent parent standard

Policy

1. Caseworkers must complete the following, as soon as they receive travel and transportation activity requests that don't fall within the Prudent Parenting Standards, per the Prudent Parenting Guide DCYF CWP 0078 publication.
    1. Approve requests only if travel or transportation activities for clients are related to preventing, making, or supporting an out-of-home placement and part of the child or youth's case plan. Clients include:
        1. Children or youth
        2. Parents or guardians of children or youth
        3. Relatives and suitable others
        4. Prospective adoptive placements
        5. Licensed or unlicensed caregivers
    2. If requests are approved:
        1. Attempt to obtain assistance from other resources before committing to or approving requests requiring Department of Children, Youth and Families (DCYF) funding. Other resources include, but are not limited to:
            1. Parents, guardians, relatives, or suitable others.
            2. Volunteers.
            3. Resources from another state if children or youth are not from Washington State.
            4. Schools for education-related transportation needs
            5. Apple Health for transportation related to accessing Medicaid eligible services and treatment. Pre-approval is not required for emergency transportation such as ambulances.
        2. Follow the approval and documentation requirements, per the Client Travel Approval Quick Reference Guide DCYF 07-085 publication.
        3. Coordinate out-of-country travel, per the Notification to Foreign Consulate policy, if the child or youth is a citizen of another country.

4. Follow the Reimbursing Caregivers for Transportation Expenses policy when reimbursing for travel and transportation expenses
5. Adhere to the following DCYF Administrative policies when traveling with clients:
    1. 1.7.01 Travel Roles and Responsibilities
    2. 1.7.02 Travel

Forms

Child Welfare Travel Authorization DCYF 03-478 (located in the Forms repository on the DCYF intranet)

Resources

Approving Client Travel and Transportation Activities procedures (Located in the DCYF Policies & Rules Office SharePoint)

Case Plan policy

Child Welfare Policy and Procedures Caregiver Transportation Reimbursement policy

Child Welfare Policy and Procedures Notification to Foreign Consulate policy

Client Travel Approval Quick Reference Guide DCYF 07-085 publication

DCYF Administrative 1.7.01 Travel Roles and Responsibilities policy

DCYF Administrative 1.7.02 Travel policy

Notification to Foreign Consulate policy

Out-of-Home Placement policy

Prudent Parenting Guide DCYF CWP 0078 publication

Reimbursing Caregivers for Transportation Expenses policy

State Administrative and Accounting Manual (SAAM) chapter 10

Original Date: September 27, 1995

Revised Date: July 25, 2021

Review Date:

Approved by: Jody Becker, Deputy Secretary

4551. Day and Overnight Camp Approval Process

4551. Day and Overnight Camp Approval Process admin Thu, 12/09/2021 - 07:50

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4551. Day and Overnight Camp Approval Process

Effective Date: January 3, 2022

Purpose

The purpose of this policy is to provide direction on the approval process for the following requests for dependent children and youth in-home or in out-of-home placement to support their participation in normal childhood activities when attending:

- Overnight camps where overnight attendance is over 72 hours.
- Out-of-state camps.
- Day or overnight camps and payment is requested.

Department of Children, Youth and Families (DCYF)-sponsored, school-sponsored, and accredited camps do not require regional camp designee review.

Authority

RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.13.330 Responsibilities of foster parents
RCW 74.13.710 Out-of-home care-Childhood activities-Prudent parent standard

Policy

1. DCYF will review requests for dependent children and youth placed in-home and in out-of-home care to attend or for DCYF to pay for camps to support their participation in normal childhood activities.
2. Regional administrators must designate a regional-level single point-of-contact to review camps when:
    1. Overnight attendance is over 72 hours.
    2. The camp is out-of-state.

3. Regional camp designees must:
    1. Complete reviews on camps located in their region and out-of-state, when requested by caseworkers.
    2. Maintain a statewide camp list of reviewed camps.
    3. Complete annual reviews for camps on the statewide camp list that are:
        1. Within their region.
        2. Out-of-state, if they completed the initial camp review.
4. Caseworkers must obtain approval for:
    1. Camps, prior to allowing children or youth to attend overnight camps over 72 hours and out-of-state camps.
    2. Funding for camps, when requested.
5. Employees must follow the following policies, when applicable:
    1. Reimbursing Caregiver Transportation Expenses
    2. Approving Client Travel and Transportation Activities
    3. Administrative Approvals for Child Welfare

Resources

Administrative Approvals for Child Welfare policy

Approving Client Travel and Transportation Activities policy

Day and Overnight Camp Approval Process procedures (Located in the DCYF Policies & Rules Office SharePoint)

Reimbursing Caregiver Transportation Expenses policy

Original Date: January 3, 2022

Review Date: December 31, 2025

Approved by: Frank Ordway, Chief of Staff

6100. Reimbursing Caregivers for Transportation Expenses

6100. Reimbursing Caregivers for Transportation Expenses sarah.sanchez Tue, 08/28/2018 - 13:45

Applies To: This policy applies to child welfare (CW) and Financial and Business Services Division (FBSD) fiduciary employees.

Policy Number & Title: 6100. Reimbursing Caregivers for Transportation Expenses

Effective Date: July 25, 2021

Purpose

The purpose of this policy is to provide guidance about reviewing and approving reimbursement when caregivers submit the Caregiver Monthly Transportation Reimbursement DCYF 07-090 form for transportation expenses for a child or youth in their care. This does not include reimbursing caregivers for activities that are part of typical parenting or age or developmentally appropriate activities.

Authority

RCW 47.04.280 Transportation system policy goals.
RCW 47.06.020 Role of department.

Policy

1. CW employees must adhere to the following when approving and documenting transportation expenses:
    1. The Client Travel Approval Quick Reference Guide DCYF 07-085 publication.
    2. Department of Children, Youth, and Families (DCYF) Administrative 1.07.02 policy.
2. Caseworkers must verify the following when receiving caregiver's reimbursement requests for transportation expenses:
    1. Other resources were considered, per the Approving Client Travel and Transportation Activities policy.
    2. Transportation expenses are consistent with the case plan and either:
        1. Supports a permanent plan.
        2. Directly prevents out-of-home placement and is not payable from another source.

3. The caregiver's travel met the requirements in this policy.

Forms

Caregiver Monthly Transportation Reimbursement DCYF 07-090

Resources

Approving Client Travel and Transportation Activities policy

Client Travel Approval Quick Reference Guide DCYF 07-085 publication

DCYF Administrative 1.07.02 Travel policy

Reimbursing Caregivers for Transportation Expenses procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date: July 25, 2021

Review Date: July 31, 2025

Approved by: Jody Becker, Deputy Secretary

2421. Emergency Planning for Children in Out-of-Home Care

2421. Emergency Planning for Children in Out-of-Home Care admin Wed, 07/25/2018 - 13:04

Applies to: This policy applies to Department of Children, Youth and Families employees.

Policy Number & Title: 2421. Emergency Planning for Children in Out-of-Home Care

Effective Date: March 1, 2010

Purpose

The purpose of this policy is to provide Department of Children, Youth and Families (DCYF) employees how to store current photographs, height and weight information for children or youth in out-of-home care, in case of a disaster or emergency.

Policy

The assigned caseworker will collect and document the following information within five business days of a child or youth entering out-of-home care (original placement date):

- Photograph
- Height & Weight

Update photographs and height and weight information as follows:

- Significant changes in the child or youth occur (e.g. change in appearance, major weight loss or gain)
- Every six months for children less than 6 years old
- Annually for children or youth six years and older

Resources

Emergency Planning for Children in Out-of-Home Care procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: March 1, 2010

Revised Date:

Review Date:

Approved by:

4201. Emergency Planning for Birth Parents and Legal Guardians

4201. Emergency Planning for Birth Parents and Legal Guardians admin Wed, 07/25/2018 - 13:22

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4201. Emergency Planning for Birth Parents and Legal Guardians

Effective Date: March 1, 2010

Purpose

The purpose of this policy is to provide guidance on storing current birth parents or legal guardians name, address and phone number and emergency contact information for all children or youth in out-of-home care, in case of a disaster or emergency.

Policy

1. The assigned child welfare caseworker is responsible for ensuring birth parents or legal guardians of children or youth placed in out-of-home care have the following information documented in FamLink:
    1. Emergency Contact Name; Recommend One In-State and One Out-of-State Contact.
    2. Current Address for Birth Parent/Legal Guardian and Emergency Contact Persons.
    3. Current Phone Numbers for Birth Parent/Legal Guardian and Emergency Contact Persons, as applicable.
2. The child welfare caseworker is responsible for reviewing and updating this information as change occurs and at a minimum annually.

Original Date: March 1, 2010

Revised Date:

Review Date:

Approved by:

43092. Child Health and Education Tracking (CHET)

43092. Child Health and Education Tracking (CHET) sarah.sanchez Wed, 08/22/2018 - 13:51

Applies To: This policy applies to the Department of Children, Youth, and Families (DCYF) CHET screeners.

Policy Number & Title: 43092. Child Health and Education Tracking (CHET)

Effective Date: July 1, 2018

Purpose

The Child Health and Education Tracking (CHET) program is responsible for identifying each child's or youth's long-term needs at initial out-of-home placement by evaluating their well-

being. The results of the evaluation are used to develop an appropriate case plan and assist in placement decisions.

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
RCW 74.14A.050 Identification of children in a state-assisted support system-Program development for long-term care-Foster care caseload-Emancipation of minors study.

Policy

CHET screeners must:

1. Evaluate all children and youth in the care and custody of DCYF and who are expected to remain in care 30 days or more, within 30 days of the child's or youth's original placement date. This evaluation includes:
    1. Meeting with each child or youth in-person to complete the CHET screen, unless the child or youth is unavailable for an in-person meeting and the supervisor approves an exception to the in-person meeting. The reason for the exception must be documented in a case note.
    2. Assessing each child or youth in the developmentally appropriate domain in accordance with the CHET Handbook.
    3. Obtaining information from sources such as parents or guardians, caregivers and teachers, when available.
    4. Documenting the long-term well-being needs of the child in the CHET Screening Report DCYF 14-444.
2. Follow the caseworker notification process in the CHET Handbook when a concern is identified during the screening process.
3. Make the following referrals to:
    1. Early Support for Infants and Toddlers (ESIT) for children younger than three years old within two working days after a concern about the child's developmental delay is identified during the screening process. Referrals will be made in accordance with each region's ESIT protocol.
    2. Fostering Well-Being Care Coordination Unit (FWBCCU) to confirm Apple Health Core Connections eligibility and identify children or youth who meet the medically fragile criteria.

4. Provide and discuss the CHET Screening Report DCYF 14-444 to caregivers and the assigned caseworker within five days of completion.
5. Document screening results and information gathered during the CHET screening process in the electronic documentation systems.
6. Upload the CHET Screening Report DCYF 14-444 and all supporting documents into file upload in FamLink.
7. Participate in shared planning meetings, when invited.

Forms

CHET Screening Report DCYF 14-444

Resources

CHET Handbook (located on the DCYF intranet in Programs, Health Programs & Resources, Child Health & Education Tracking (CHET) page)

CHET Screening Report Instructions

Original Date: January 8, 2007

Revised Date: July 1, 2018

Review Date:

Approved by: Connie Lambert-Eckel, Acting Assistant Secretary

4526. Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents

4526. Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents sarah.sanchez Tue, 08/28/2018 - 11:56

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4526. Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on placing with and supporting licensed caregivers, including relatives, suitable persons, and foster parents.

Authority

RCW 13.34.065 Shelter care-Hearing-Recommendation as to further need-Release
RCW 13.34.096 Right to be heard-Notice.
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with siblings.
RCW 13.34.260 Foster home placement-Parental preferences-Foster parent contact with birth parents encouraged.
RCW 74.13.031 Duties of Department
RCW 74.13.290 Fewest Possible Placements for children-Preferred Placements
RCW 74.13.332 Rights of Foster Parents
RCW 74.13.335 Reimbursement-Property Damage
RCW 74.13.710 Prudent Parent Standards
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
RCW 74.15.020 Definitions

Policy

1. Caseworkers must:
    1. Place children or youth with foster parents only if one of the following is met:
        1. No licensed or unlicensed relatives or suitable persons are available or approved prior to establishing dependency, and it is necessary to prevent imminent physical harm to a child or youth due to child abuse or neglect.
        2. If the efforts to reunite the parent and child or youth will be hindered by placement with the relative or suitable person.
    2. Follow the:
        1. Placing with and Supporting Unlicensed Relatives and Suitable Persons policy to initiate initial licenses for unlicensed relatives and suitable persons.

    2. Out-of-Home Placements policy to document placements with licensed caregivers in the FamLink Child Locator to initiate the foster care reimbursement payment.
    3. Provide services and supports to both licensed and unlicensed relatives and suitable persons to maintain and stabilize placements.
2. Fiduciaries must authorize payments for licensed:
    1. Relatives
    2. Suitable persons
    3. Foster parents

Resources

Concrete Goods policy

Out-of-Home Placements policy

Placement and Support for Licensed Relatives, Licensed Suitable Persons, and Foster Parents procedures (Located in the DCYF Policies & Rules Office SharePoint)

Placing with and Supporting Unlicensed Relatives and Suitable Persons policy

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Original Date: September 1, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons

4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons sarah.sanchez Tue, 08/28/2018 - 11:31

Applies To: This policy applies to caseworkers and licensors.

Policy Number & Title: 4510. Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons

Effective Date: September 27, 1995

Policy Memo-Effective July 1, 2025

Purpose

Respite services can play an important role in preventing placement disruption. These services are available for licensed foster parents, unlicensed relative caregivers and other suitable persons with placement of children or youth in Department of Children, Youth and Families (DCYF) or Tribal custody. Caregivers should be encouraged to access respite care services in emergent situations and to prevent disruption of the child or youth from their home.

Authority

WAC 110-148-1320 When will the department grant me a foster family license?

Policy

1. Respite care service pursuant to this section (4510) is the temporary, time limited relief for substitute parenting or caregiving of a child or youth. Respite care can be arranged in advance or on an emergency basis.
2. Respite care services for licensed caregivers, are intended to meet the following needs:
    1. To offer relief from parenting and caregiving responsibilities;
    2. To allow the caregiver personal time away from home;
    3. To provide substitute care in the absence of the caregiver;
    4. To provide opportunities to attend overnight training.
    5. To allow caregivers access to substitute caregiving to meet emergent situations for the caregiver;
    6. To prevent placement disruption.
3. Respite care services for unlicensed relative caregivers or other suitable persons (See Practices and Procedures Guide Section 4261) are intended to meet the needs of children or youth and families in emergency situations and when the placement is at risk of disruption.
4. Payment for respite services is not available to individuals who reside or live in the caregiver's residence. Respite services may be provided by a relative of the child or

youth, or caregiver, only when the respite care provider resides outside the child's or youth's current placement.

5. Respite care that is provided outside the child's or youth's caregiver's home must be provided by individuals who are licensed foster parents or licensed child care providers.
6. Unlicensed respite providers can provide paid respite services only in the child's or youth's caregiver's home. Unlicensed respite providers must complete both of the following:
    1. Successfully complete a FamLink background clearance and Washington State Criminal check.
    2. Meet the standards identified in WAC 110-148-1320. Background checks for unlicensed respite providers providing respite in licensed foster homes will be completed by Licensing Division (LD) staff, or in the case of respite services for unlicensed relative caregivers, background checks will be completed by the assigned DCYF caseworker.
7. The caseworker or licensor will verify that the respite provider has experience and/or training to deal with the particular special needs of the child or youth in care such as dealing with children or youth who are medically fragile, children or youth who have been sexually and/or physically aggressive or assaultive.
8. Licensed childcare providers may be used to provide respite care services for respite that is less than 24-hour duration. Respite payment to licensed childcare providers is paid at the regional child care rates using the appropriate SSPS respite payment code. SSPS childcare codes in the 2800 series are not used to authorize respite payment.
9. Licensed providers for respite service must not exceed their licensed capacity and must meet Minimum Licensing Requirements (MLRs) while providing respite.
10. Licensed caregivers using paid respite services, may not provide respite to other children or youth (paid or exchange), during the period of paid respite.
11. Child-specific respite care plans are an element of the child's or youth's case plan. As appropriate, the need for continued respite service is reviewed at service re-authorization and/or during multidisciplinary staffings.
12. Respite care payments remain the fiscal responsibility of the originating region and office during courtesy supervision activities.

13. **Retention Respite** provides licensed DCYF caregivers, licensed Tribal foster parents, and licensed Private Child-Placing Agency foster parents providing care for DCYF-placed children, with regular "time off" from the demands of caregiving responsibilities. Retention Respite guidelines are:

    1. Retention respite is intended to provide regular, monthly breaks from the demands of foster parenting and can also be used to meet emergent needs of licensed caregivers.
    2. Retention respite is awarded on a monthly basis per DCYF, Tribal, or Private Agency foster home caring for DCYF children.
    3. Retention respite is earned by eligible licensed caregivers at a rate of two (2) days per month.
    4. Retention respite is authorized in daily units only.
    5. The licensed caregiver home may accumulate or 'bank' a maximum of fourteen (14) days of retention respite days to be used at one time. Licensed caregivers should be encouraged to use retention respite as it is earned.
    6. Newly licensed caregivers will have a 30-day waiting period from the first eligible child placement before accruing retention respite.
    7. A licensed caregiver must provide foster care to one or more children or youth at least twenty (20) days in a month to earn retention respite for that month.
    8. When a day of retention respite is authorized, respite is normally paid for each eligible foster child or youth in the home, regardless of how long the child or youth has been in placement in the home. However, a licensed caregiver can elect to use retention respite for only one child or youth, even though more than one child or youth is in the placement. Whether retention respite is used to meet the needs of one or more children or youth, the time used will be deducted from accrued retention respite days.
    9. Licensed caregivers and caseworkers should be aware of pending respite plans in the caregiver's home when a child or youth is placed. Efforts should be made to avoid changes in caretakers for a child or youth shortly after placement.
    10. The respite provider must have experience and/or training to deal with the particular special needs of the child or youth in care such as dealing with

children or youth who are medically fragile or children or youth who have been sexually and/or physically aggressive or assaultive.

11. Regions will develop a process to authorize and monitor retention respite eligibility and utilization for DCYF foster homes.

12. Tribal and Private Agencies shall monitor retention respite eligibility and utilization for their licensed homes, and will coordinate with DCYF regional management to develop a process to access and report retention respite usage.

14. **Child-Specific Respite (CSR)** provides unlicensed relative caregivers, other suitable persons, licensed DCYF caregivers, licensed Tribal foster parents, and licensed Private Child-Placing Agency foster parents providing care for children or youth placed by DCYF, with the opportunity for relief from the caregiving responsibilities that are linked to the medical, behavioral or special needs of an individual child or youth. The CSR guidelines are:

    1. CSR is authorized on a case-by-case basis consistent with the written service plan for the child or youth.

    2. CSR is authorized in half-day or daily increments. Half-day will be authorized for respite services 0 - 5 hours and daily respite will be authorized for respite services greater than 5 hours.

    3. CSR is part of a child's or youth's unique service plan. The need for continued service is reviewed at service re-authorization and during multidisciplinary staffing.

    4. CSR for more than 1 week must have Area Administrator approval.

    5. CSR may be discontinued based on an updated assessment of the needs of the child or youth.

    6. In calculating CSR, the caseworker should consider the availability of relief from caregiving responsibilities provided through retention respite, school, other relatives, family time and sibling and relative visitation schedules, etc.

15. **Exchange Respite** is the relief from parenting responsibilities, which is negotiated and arranged between licensed caregivers and does not include payment of DCYF funds. Exchange respite guidelines are:

    1. Licensed caregivers must remain within their licensing requirements (i.e. capacity, age, gender, etc.).

2. Licensed caregivers must notify the child's or youth's caseworker of exchange respite services prior to the respite occurring.
3. The caseworker will verify that there are no licensing complaints pending which would preclude the respite provider from caring for the child or youth.
4. The caseworker will inform the respite provider of any special needs of the child or youth, supervision requirements and safety issues prior to initiating respite.

Resources

Respite for Licensed Foster Parents, Unlicensed Relative Caregivers and Other Suitable Persons (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4265. Caregiver Support Level and Foster Care Rate Assessment Determination

4265. Caregiver Support Level and Foster Care Rate Assessment Determination sarah.sanchez Wed, 08/22/2018 - 12:44

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4265. Caregiver Support Level and Foster Care Rate Assessment Determination

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on how to determine the:

- Caregivers' support levels (CSL) for all caregivers

- The foster care maintenance payments (FCMPs) for licensed caregivers of children and youth placed in out-of-home care, up to 21 years old if enrolled in the Extended Foster Care (EFC) Program.

Authority

45 CFR §1356.21 Foster care maintenance payments program implementation requirements
42 USC §672 Foster care maintenance payments program
RCW 74.13.031 Duties of department - Child welfare services - Children's services advisory committee
WAC 110-50-0440 Foster care maintenance payment and standardized assessment tool.

Policy

1. The Financial and Business Services Division employees must complete an economic analysis every four years to determine the basic FCMP, per 45 CFR §1356.21.
2. The National Crime Information Crime (NCIC) Background Check Unit (BCU) and fiduciaries must document the children's and youth's placement in FamLink.
3. Placement Resource Specialists (PRSs) must determine the:
    1. CSL for unlicensed and licensed caregivers.
    2. Foster care reimbursement level (FCRL) for licensed caregivers for children and youth placed in their home. Levels will be determined by the Caregiver Support Level Tool DCYF 15-007 form and are based on the needs of the children or youth, per WAC 110-50-0440. The rates are the same for licensed:
        1. Relatives
        2. Suitable persons
        3. Foster parents

Forms

Caregiver Support Level Tool DCYF 15-007 (located in the Forms repository on the DCYF intranet)

Resources

Caregiver Support Level and Foster Care Rate Assessment Determination (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: February 15, 1998

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Vickie Ybarra, Assistant Secretary of Partnerships, Prevention, and Services

4528. Regular Receiving Care

4528. Regular Receiving Care sarah.sanchez Tue, 08/28/2018 - 11:58

Policy Number & Title: 4528. Regular Receiving Care

Effective Date: September 27, 1995

Policy

1. Receiving home care is out-of-home care provided in licensed foster homes which are designated to provide emergent or short-term care.
2. Receiving home care is temporary care not to exceed 30 days.
3. Receiving home care is used when need for placement is immediate, and time does not allow for planning to place directly into regular foster care or other alternate care.

Resources

Regular Receiving Care (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4529. Specialized Receiving Care

4529. Specialized Receiving Care sarah.sanchez Tue, 08/28/2018 - 11:59

Policy Number & Title: 4529. Specialized Receiving Care

Effective Date: September 27, 1995

Policy

Specialized receiving care is short-term licensed foster care. Certain receiving homes have been identified as specialized receiving homes to serve some children or youth who are in conflict with their parents or guardians, runaways, and other children or youth with special needs. This type of care is short-term, emergency care for thirty days or less.

Resources

Specialized Receiving Care procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4531. Placing in Child Placing Agency (CPA) Certified Foster Homes

4531. Placing in Child Placing Agency (CPA) Certified Foster Homes sarah.sanchez Tue, 08/28/2018 - 12:00

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) child welfare employees.

Policy Number & Title: 4531. Placing in Child Placing Agency (CPA) Certified Foster Homes

Effective Date: January 1, 2024

Purpose

The purpose of this policy is to provide guidance on placing children and youth in child placing agency (CPA) certified foster homes.

Authority

Chapter 74.15 RCW Care of Children, Expectant Mothers, Persons with Developmental Disabilities
Chapter 110-50 WAC Child Welfare
Chapter 110-147 WAC Licensing Requirements for Child Placing Agency and Adoption Services

Policy

1. Regional administrators or designees must designate a regional CPA lead.
2. CPA leads must assist caseworkers with monitoring CPA contract requirements.
3. Caseworkers must:
    1. Use CPAs contracted with DCYF to provide:
        1. Placement to children and youth.
        2. CPA services.
    2. Authorize services to be provided by CPAs.
    3. Monitor the progress of children and youth while placed with CPA-certified homes.
4. Fiduciaries must update placement and make payments to CPAs in FamLink.

Resources

Placing in Child Placing Agency (CPA) Certified Foster Homes procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date: January 1, 2024

Review Date: January 31, 2028

Approved by: Vickie Ybarra, Interim Assistant Secretary of Partnerships, Prevention, and Services

4534. Crisis Residential Center (CRC) Placement

4534. Crisis Residential Center (CRC) Placement sarah.sanchez Tue, 08/28/2018 - 12:02

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4534. Crisis Residential Center (CRC) Placement

Effective Date: July 1, 2024

Purpose

CRCs are short-term, semi-secure or secure facilities for runaway youth and adolescents in conflict with their families. CRCs provide resources for emergency, temporary residence, assessment, and referrals to services for youth ages 12-17.

Authority

RCW 13.32A.030 Definitions
RCW 13.32A.080 Unlawful harboring of a minor
RCW 43.185C.305 Youth Services-Crisis Residential Services-Removal From-Unauthorized leave
RCW 43.185C.310 Youth services-Crisis residential centers-Removal to another center or secure facility—Placement in Secure Juvenile Detention Facility
RCW 74.14A.020 Services for Emotionally Disturbed and Mentally Ill Children, Potentially Dependent Children, and Families-In-Conflict
RCW 74.13.031 Duties of Department-Child Welfare Services-Children's Services Advisory Committee.
RCW 74.13.035 Residential Centers Annual Records-Multiple Licensing

Policy

1. Accessing Placement in a CRC
   Caseworkers must:
    1. Follow policies:
        1. Intake Process and Response or Family Reconciliation Services for service requests for non-dependent youth requiring placement.
        2. Indian Child Welfare (ICW) Reason to Know if there is reason to know the child may be an Indian child.
    2. Send a Child Information and Placement Referral form DCYF 15-300 to the Department of Children, Youth, and Families (DCYF) placement coordinator for dependent children and youth. The CRC will make the final determination whether to accept the placement request and priority will be given to:
        1. Youth who have run from out of home care; or

2. Youth whose health and safety is at risk and a short-term placement is needed until an alternative is found.

2. Placement in a CRC
   Caseworkers must:

   1. When a youth is not in DCYF placement and care authority (PCA) and is placed in a CRC:

      1. Contact the youth within 24 hours of placement, excluding weekends and holidays and:

         1. Identify the youth's critical needs.

         2. Obtain legal authorizations for placements lasting longer than 72 hours, if needed.

      2. Verify placements in a CRC do not exceed 15 calendar days; the placement should not be longer than it takes to facilitate family reconciliation, return of the youth to the youth's home, or to develop an alternative long-term placement plan.

      3. Verify a youth's length of stay in a juvenile detention-based secure CRC does not exceed five calendar days. NOTE: For youth moving between CRC and Secure CRC, the youth's stay cannot exceed 15 calendar days total.

   2. When a youth is in DCYF's PCA and placed in a CRC:

      1. Schedule a Family Team Decision Making or Shared Planning Meeting within 72 hours of placement, excluding weekends and holidays.

      2. Authorize emergent medical and dental care.

      3. Transition the youth within five days of the discharge placement being identified.

      4. Relocate all dependent youth who have reached the maximum length stay of 15 calendar days for CRC or Secure CRC not located in a detention center, 5 calendar days for Secure CRCs that are located in a detention center, or 15 calendar days total CRC and Secure CRC.

   3. Document case coordination in FamLink.

3. Information Sharing with CRC Staff
    1. For dependent youth in a CRC caseworkers will provide and exchange the following information, if applicable, per RCW 74.13.280 and as outlined in the Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers policy. Information includes, but is not limited to:
        1. Name
        2. Date of birth
        3. Gender
        4. Behaviors
        5. Risks
        6. Special needs
        7. Sexually Aggressive/Physically Aggressive Assaultive Youth (SAY/PAAY) history
        8. Offense history

Forms

Child Information and Placement Referral DCYF 15-300

Resources

Family Reconciliation Services policy

Family Team Decision Making Meetings policy

ICW Reason to Know policy

Intake Process and Response policy

Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers policy

Shared Planning Meeting policy

Original Date: December 12, 1996

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4535. Placement - Intensive Resources

4535. Placement - Intensive Resources sarah.sanchez Tue, 08/28/2018 - 12:02

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4535. Placement - Intensive Resources

Effective Date: July 1, 2024

Purpose

Intensive resources are used to stabilize children and youth in placement. These services can be emergent, crisis, or longer term depending on the need of the child or youth. This policy provides direction on:

- When to request intensive resources.
- How to refer children or youth to intensive resources.
- When to request an in-state or out-of-state child specific contract.
- How to access Emergent Placement Services (EPS).
- What conditions must change for a child or youth to return home, and making active and reasonable efforts for timely reunification.
- How to access specialized Child Placing Agency (CPA) - Group Receiving Care Services.

Authority

RCW 13.34.020 Legislative declaration of family unit as resource to be nurtured—Rights of child.
RCW 13.34.030 Definitions
RCW 13.34.050 Court Order to take a child into custody, when – Hearing
Chapter 13.38 RCW Indian Child Welfare Act
Chapter 26.44 RCW Abuse of Children
RCW 74.13.283 Client Information
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict.

RCW 74.15.020 Definitions
RCW 74.15.090 Licenses required for agencies.

Policy

1. Intensive Resources

    1. If a child or youth has intensive service needs above the Foster Care Rate Assessment levels of care, including any exceptional cost plans or Behavior Rehabilitation Services (BRS), the caseworker must consult with the regional gatekeeper or program manager.

    2. Prior to referring for In-State or Out-of-State Intensive Residential Child Specific Contracts (IRCSC):

        1. Follow BRS or Medically Fragile Children policies and verify all less intensive services are unavailable or unable to meet the child or youth's needs.

        2. The child or youth must be referred for a WISe screen and the results documented according to the WISe and BRS policies. If WISe is unable to meet the child or youth's needs, document the reasons why in the WISe section of the BRS Referral DCYF 10-166A form.

    3. If services through BRS or medically fragile contracts cannot safely meet the child or youth's needs or are unavailable, the regional BRS program manager will attempt to negotiate a Child Specific Contract with a Washington State service provider.

    4. If the child or youth's placement changes to an IRCS contracted provider, verify the placement was documented within three business days in FamLink.

    5. Document the following information in FamLink:

        1. Use of shared planning to identify and develop a plan to meet the family and child or youth's needs.

        2. Behavioral and permanency goals to be achieved through this placement.

        3. Determination of anticipated length of stay.

4. The preliminary discharge plan with an identified date. This plan must include services and supports needed to stabilize and transition the child or youth to a less intensive service.

2. In-State IRCSC
    1. Regional BRS program managers must only pursue an In-State IRCSC contract for a child or youth when all other less intensive contracted services are unavailable or unable to meet the needs of the child or youth.
    2. When the regional BRS program manager determines an In-State IRCSC is needed, they must complete all of the following:
        1. Inform the caseworker of the need to enter into an In-State IRCSC.
        2. Negotiate with prospective in-state agencies regarding an In-State IRCSC and obtain regional administrator (RA) or designee approval.
        3. Consult with the headquarter (HQ) intensive resource manager about the need to pursue an In-State IRCSC and explore other alternatives.
        4. Document the reason for the In-State IRCSC on the Regional Contract Request DCYF 15-470 form, and attach a completed Child Specific Contract Rate DCYF 10-490 form.
        5. Send the completed forms to the individuals listed on the Regional Contract Request DCYF 15-470 form for signature approval.
        6. Verify the WISe screen was completed and the results are documented according to the WISe policy.
        7. Once approved, inform the caseworker of the rate and placement information so that the caseworker can document this in FamLink.
            1. Review the child or youth's service needs, level of care, target discharge date, and transition plan in collaboration with the caseworker and contracted service provider at least every three months.

3. Out-of-State IRCSC
    1. DCYF must only pursue an out-of-state placement for a child or youth when in-state resources are unavailable or unable to meet the needs of the child or youth.

2. Prior to looking for an Out-of-State IRCSC resource, the regional BRS manager must:
    1. Verify the caseworker has updated the BRS Referral 10-166A form and the BRS packet as needed.
    2. Verify the WISe screen was completed and results are documented according to the BRS policy;
    3. Exhaust all available in-state resources capable of safely meeting the identified needs of the child or youth, including Child Specific Contracts with Washington State providers. This includes a statewide search. Document these efforts, the in-state provider denials, and:
        1. Consult with the HQ intensive resource manager about the need to pursue an Out-of-State IRCSC to identify other resources available to the meet the family and child's needs.
        2. Inform the caseworker of the need to search out-of-state.
        3. Search for out-of-state resources that meet the unique needs of the child or youth.
    4. Once an out-of-state resource is identified:
        1. Contact the Child Protective Services (CPS) and Licensing agency in the receiving state to learn if there are any violations, corrective actions, or serious concerns with the prospective contractor.
        2. Coordinate an in-person site visit by DCYF employees at any newly identified resource to determine suitability prior to requesting a contract for that placement.
        3. Based on the information gathered, determine if the out-of-state resource meets the Washington State minimum standards, including, but not limited to:
            1. No secure external, bedroom, or seclusion room doors.
            2. No secure perimeter fencing.
            3. No video monitoring in common areas or bedrooms unless prior approval and a court order has been obtained.

4. Negotiate Out-of-State IRCSC with prospective contractors and obtain approval from the RA or their designee.
5. Document the reason for the Out-of-State IRCSC, efforts to locate in-state resources, results of inquiries, and the site visit for newly identified resources on the Regional Contract Request DCYF 15-470 form, and attach a completed Child Specific Contract Rate DCYF 10-490 form.
6. Send the completed forms to the individuals listed on the Contract Request DCYF 15-470 form for signature approval.

4. Approved Out-of-State IRCSC Placement
    1. Assigned caseworkers must:
        1. Follow ICPC policy.
        2. Coordinate with the court and child or youth's guardian ad-litem (GAL), Court Appointed Special Advocate (CASA) or attorney, and obtain court approval to place out-of-state.
        3. Complete a safety assessment at key points in the case according to the Safety Assessment policy.
        4. Update the Comprehensive Family Evaluation (CFE) in FamLink per the Family Assessment policy.
        5. Coordinate and verify that the receiving state ICPC or contracted out-of-state provider is conducting monthly in-person health and safety visits per the Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents policy. If the provider does not conduct health and safety visits, consult with the regional contracts manager to identify contracted providers to conduct health and safety visits.
        6. Review the contractor's monthly Health and Safety Visit Reports to monitor the child or youth's well-being, and:
            1. Address any identified concerns or needs;
            2. Upload the report in FamLink; and
            3. Document the health and safety visits in FamLink case notes.

7. Contact the child or youth monthly by phone or video conference, and document the interview in FamLink case notes.
8. Conduct an in-person face-to-face visit with the child or youth each month. The time between visits must not exceed 35 calendar days.
    1. A DCYF employee other than the assigned caseworker may conduct the in-person face-to-face visits. DCYF employees conducting the visits must have:
        1. Current or prior child or youth interviewing experience.
        2. Knowledge and skills needed to assess the child or youth's health and safety.
    2. Prior to the in-person visit, review available documentation regarding the child or youth which occurred in the last month, including but not limited to:
        1. Monthly health and safety visit reports.
        2. Incident reports involving any injury or restraints, if any.
        3. Case notes related from the out-of-state placement.
    3. During the in-person visit, follow up with the child or youth and facility employees about incidents that may have occurred during the last month.
    4. After the in-person visit, document the child or youth interviews in FamLink case notes and upload a completed Out-of-State Child Specific Contract Compliance Monitoring Youth Interview Questions DCYF 05-310 form in FamLink.
9. Participate in quarterly Child and Family Team (CFT) meetings coordinated by the contractor. During the meeting, address youth safety, well-being, and transition planning. Participation may include phone, video conference, or in-person if the meeting occurs during the monthly in-person visit.
10. Coordinate visits between parents and siblings according to the Family Time and Sibling and Relative policy.
11. Follow policies:

    1. Outside Communication for Children in Out-of-Home Care when determining outside communication with parents, relatives, and other important people to the child in out of home care.
    2. Active, Diligent, and Reasonable Efforts to document efforts to reunify the family and achieve timely permanency.
    3. Indian Child Welfare (ICW) Active Efforts and Tribal Collaboration if there is reason to believe the child is or may be an Indian child.

12. Identify conditions for return home at the time of placement and when updating a CFE. Conditions to return home provide the parent or legal guardian with specific information on what changes need to occur in order to create a safe physical, psychological, and emotional environment for the child or youth. Conditions are not based solely on the completion of services in a case plan.
13. Discuss with your supervisor, the child or youth's progress and readiness for transition to less intensive services in Washington State per the Monthly Clinical Supervision Case Reviews policy.
14. Once plans to return a child or youth back to Washington begin, refer the child to a provider for a WISe screen to determine eligibility. Use the results to determine service needs.
    1. If the child or youth is eligible follow the service recommendations.
    2. If the child or youth is not eligible or the WISe provider is not able to meet their needs, document the reasons why in a case note or WISe section of the BRS Referral 10-166A form.
15. Document the following information in FamLink case notes:
    1. Use of shared planning to identify and develop a plan to meet the family and the child or youth's needs.
    2. Behavioral and permanency goals to be achieved through this placement.
    3. Determination of anticipated length of stay.

4. The preliminary discharge plan with an identified date. This plan must include services and supports needed to stabilize and transition the child or youth to a less intensive service.

2. Regional BRS managers must:
    1. Track out-of-state placements, the child or youth's progress, and identified discharge dates.
    2. In consultation with the caseworker and out-of-state contractor, monitor and assess the child or youth's readiness for transitioning back to Washington State.
    3. Review cases quarterly based on the out-of-state placement start date, transition plans, and discharge date. If a discharge date has not been identified, obtain it from the caseworker or the out-of-state contractor.
    4. Participate, as needed, in contract monitoring site visits based on identified concerns or monitoring assessments.
    5. Notify the HQ intensive resource manager within the calendar week of learning of any new CPS or other issues or concerns with the out-of-state contractor.
    6. Refer the child or youth to in-state resources when determined they can transition back to Washington State safely or when an emergent need arises due to health and safety concerns. If referring to BRS resources, follow BRS policy.
    7. If there is a placement disruption, make diligent efforts and document efforts to locate an in-state resource prior to searching for another out-of-state placement.
3. When learning of any health and safety concerns for the child or youth, including but not limited to imminent risk of serious harm, allegations of physical abuse or neglect, or inappropriate or excessive use of restraints or discipline, complete the following:
    1. Immediately contact CPS in the receiving state to make a referral and document the CPS referral number, date, and specific information in FamLink case notes;

2. Within 24-hours contact the child or youth, unless they told you in-person.
3. Within one calendar week, notify the:
    1. Health and safety visit contractor and request they conduct an in-person face-to-face visit the child or youth as soon as possible; and;
    2. Regional BRS manager of any CPS referrals made or if there are any other issues or concerns with the out-of-state contracted services.
4. Follow up to determine the outcome of the investigation and take any actions necessary to address the youth's safety and well-being.

5. Emergent Placement Services (EPS) are contracted short-term (15 calendar days) crisis intensive resources that are used when there is an emergent need for a placement and no other placement options are available.
    1. Referrals
        1. If there is no placement available for a child or youth, the caseworker must contact the regional EPS gatekeeper to see if there is an EPS placement available. Regional EPS gatekeepers are identified by the RA or designee.
        2. The caseworker must update the CIPR DCYF 15-300 form if it is not already updated .
        3. Once a request is received, the regional EPS gatekeeper must contact the EPS provider for placement availability. If there is availability, the EPS gatekeeper will:
            1. Send the completed CIPR DCYF 15-300 form to the provider for consideration, and;
            2. Inform the caseworker of the provider's decision.
        4. If the child or youth is accepted for an EPS placement, the caseworker will arrange the child or youth's transportation to the provider's address.
        5. If there is no placement available in the region, the EPS regional gatekeeper may contact the EPS gatekeeper in another region to

request an EPS placement. Approval from the receiving regional EPS gatekeeper must be obtained before a child or youth is moved to that placement.

2. Length of Service
    1. When the EPS placement begins, the caseworker must immediately begin discharge and transition planning for the child or youth, and communicate the discharge date and transition plan to the provider.
    2. If EPS placement is needed beyond 15 calendar days, the caseworker must obtain approval from the regional EPS gatekeeper where resource is located.
    3. If the EPS gatekeeper approves the extension, they must notify the EPS provider. EPS placements cannot be extended longer than 30 calendar days.
    4. When the child or youth transitions out of EPS, the contractor is required to provide the caseworker an EPS Transition Summary which must be uploaded into FamLink.
3. EPS Contract Management
    1. The RA or their designee must identify one EPS regional lead to oversee the EPS program and compliance monitoring.
    2. The EPS regional lead must:
        1. Track a daily census of the contracted programs within their region.
        2. Track the provider's monthly reports for:
            1. Percentage of referrals accepted.
            2. Utilization of contracted bed days per month.
            3. Reasons for denied referrals.
        3. Identify if a provider is in compliance with the referral acceptance rate percentage identified in the contract on a quarterly basis. If the provider fails to meet the required acceptance percentage, notify the regional contracts manager

within two weeks and request a compliance plan from the provider.

4. For providers who are not compliant with the required acceptance rate percentage in the EPS contract for the annual reporting period, the regional lead will inform the:

    1. Provider they will no longer receive the monthly per bed base rate and will move to a fee-for-service daily rate as stated in the EPS contract.

    2. Contracts and fiduciary employees of the payment structure change to a fee for service daily rate for the next contract cycle. This will continue until the next annual review and the provider achieves the required acceptance outcome.

6. CPA Specialized Group Receiving Care are contracted short-term placement (14 calendar days) for children and youth who are in need of emergency housing. The rates cover all costs associated with placement and service delivery for the children and youth. There are two tiers available within these services. Both tier one and two provide children and youth a residence, food, clothing, and other essentials. Services must include a caregiver or contractor employee providing supervision for the children and youth. Tier two is a higher level of service and includes 30 hours of therapeutic case aide services per 30-day stay. The caseworker will also receive a Tier 2 Transition Summary within 24 hours of discharge to assist with service planning for the youth.

    1. Referrals
    Caseworkers, placement desk worker, or after-hours worker must:

        1. If Specialized Group Receiving Care is needed, send a written referral request to a contracted provider.

        2. Authorize the tier one or tier two service when entering the placement. The contracted rate for all tiers is all inclusive and no other payment authorization must be made for placement.

        3. Verify the CIPR DCYF 15-300 form is updated and send to the provider as soon as possible, but no later than three business days of the child or youth's placement.

2. Length of Service
   Caseworkers, placement desk worker, or after-hours worker must:

    1. Immediately begin discharge and transition planning for the child or youth when the placement is approved, and communicate the discharge date and transition plan to the provider.
    2. Meet weekly to coordinate timely discharge plans.
    3. Only authorize services as needed for no longer than 30 calendar days.
    4. Obtain signed authorization by the area administrator if the placement is beyond the initial calendar 30 days. Authorizations must be approved every seven calendar days for a maximum of 60 days. Send a copy of each signed authorization to the provider for their client file.

Forms

BRS Referral DCYF 10-166A

Out-of-State Child Specific Contract Compliance Monitoring Youth Interview Questions DCYF 06-310 (located in the Forms repository on the DCYF intranet)

Child Specific Contract Rate DCYF 10-490

DCYF Regional Contract Request DCYF 15-470

Contracted Health and Safety Visit Referral DCYF 10-566

Contracted Health and Safety Visit Report DCYF 10-567

Child Information and Placement Referral (CIPR) DCYF 15-300

Resources

Active, Diligent, and Reasonable Efforts policy

Behavior Rehabilitation Services (BRS) policy

Caregiver Support Level and Foster Care Rate Assessment Determination policy

ICW Active Efforts and Tribal Collaboration policy

Family Assessment policy

Family Time and Sibling and Relative policy

Medically Fragile Children policy

Monthly Clinical Supervision Case Reviews policy

Outside Communication for Children in Out-of-Home Care policy

Return Home policy

Safety Assessment policy

Wraparound with Intensive Services (WISe) policy

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

5200. Foster Parent Liability Plan

5200. Foster Parent Liability Plan admin Wed, 04/10/2019 - 06:45

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) caseworkers.

Policy Number & Title: 5200. Foster Parent Liability Plan

Effective Date: April 9, 2019

Purpose

The purpose of this policy is to establish guidelines for implementing the Foster Parent Liability Plan, Liability Plan, which provides insurance coverage for foster parents licensed under chapter 74.15 RCW. The coverage includes personal injury and property damage caused by foster parents or foster children that occurred while the children were in foster care. This policy also provides the means to assist foster parents in obtaining a legal defense when claims have been filed against them resulting from the performance of their official duties.

Authority

RCW 4.24.590 Liability of foster parents
RCW 4.92.060 Action against state officers, employees, volunteers, or foster parents - request for defense
RCW 4.92.070 Actions against state officers, employees, volunteers, or foster parents - defense by attorney general - legal expenses
RCW 74.14B.080 Liability insurance for foster parents
RCW 74.15 Care of children, expectant mothers, persons with developmental disabilities
WAC 110-50-1000 What are the department's responsibilities and limitations for reimbursement for damage or loss caused by a child in family foster care?

Policy

1. DCYF will administer a Liability Plan for foster parents licensed under chapter 74.15 RCW that includes:
    1. Paying claims subject to available funds, individual claim limits, and eligibility requirements.
    2. Providing third-party liability claim management services for the Liability Plan.
    3. Developing and updating written instructions, guidelines, procedures, and forms to implement the terms of the Liability Plan.
    4. Provide the distribution of claims.
2. Caseworkers who have questions regarding policy, interpretation of the Liability Plan, submission of claims, or actions in response to claims or lawsuits must contact:
   The Department of Enterprise Services/Office of Risk Management (DES/ORM)
   P.O. Box 41466
   Olympia, WA 98504-4166
   Phone: (360) 407-2260
3. DCYF will authorize liability coverage payment in the following claims:
    1. When a third party incurs expenses as a result of actions of foster parents or foster or respite care children placed in a foster home and personal or bodily injury or property damage has occurred.
    2. Claims resulting from a foster parent's acts or omissions while performing, or intending to perform, the delivery of family foster care and supervision of foster or respite care children.

4. Upon receipt of a claim from a foster parent, the caseworker must:
    1. Review the claim for accuracy, completeness, and timeliness.
    2. Return the claim to the foster parent if the:
        1. Correct form was not used: Third Party Claim Checklist form DCYF 18-400A or Foster Parent Reimbursement Claim and Checklist form DCYF 18-400, as applicable;
        2. Foster Parent Reimbursement Claim and Checklist form DCYF 18-400 is not submitted within 30 days of an injury, damage, or loss; or
        3. Third Party Claim Checklist form DCYF 18-400A is not submitted within sixty days of injury, damage, or loss.
        4. Information is incomplete;
        5. Appropriate documents are not attached; or
        6. Claim form is not signed and dated.
    3. Complete the caseworker section on the correct form for the claim.
    4. Forward the original claim form with documents attached to:
       DCYF
       P.O. Box 40981
       Olympia, WA 98504-0988
5. Upon notification from a foster parent of an impending lawsuit by a third party, the caseworker must:
    1. Supply the foster parent with a Request for Individual Defense Attorney General (AG) form #163 provided to DCYF by the Office of the Attorney General (OAG).
    2. the DES/ORM of an impending lawsuit within 24 hours from the initial notification by the foster parent using one of the following methods:

In writing at:
DES/ORM
PO Box 41466
Olympia, WA 98504-1466;

    3. By fax transmittal to DES/ORM (360) 407-8022;

1. By email at DES/ORM at RiskManagement@des.wa.gov; or
2. By phone at (360) 407-2260.

6. When a request for defense is made by a foster parent, the caseworker must:
    1. Supply the foster parent with a Request for Individual Defense AG Form #163 provided to DCYF by the OAG.
    2. Notify DES/ORM, in writing, within twenty-four hours of notice of a lawsuit.
    3. Contact the OAG Torts Division within twenty-four hours of notice of a lawsuit.
    4. Forward the original Request for Individual Defense AG Form #163 and the Summons and Complaint to the OAG Torts Division and retain copies in the child's service and licensing record.

Forms

Foster Parent Reimbursement Claim and Checklist DCYF 18-400

Third Party Claim Checklist DCYF 18-400A

Request for Individual Defense AG Form #163 (available through local OAG)

4315. Using Audio or Video to Electronically Monitor Children

4315. Using Audio or Video to Electronically Monitor Children admin Thu, 12/26/2019 - 08:43

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) child welfare employees and Licensing Division (LD) foster home licensors and relative and adoption home study workers.

Policy Number & Title: 4315. Using Audio or Video to Electronically Monitor Children

Effective Date: March 24, 2020

Purpose

To purpose of this policy is to provide direction on the requirements for the use of electronic monitoring of children and youth placed in out-of-home care. This includes children or youth placed in:

- Licensed foster care

- Unlicensed kinship care
- Out-of-State group care facilities

Electronic monitoring does not include the use of audio or video monitoring for any of the following:

- Infants or children through four years of age.
- Medically fragile or sick children, when it relates to their health.
- Actions of a child or youth as directed in writing by the child or youth's physician.
- Special events such as birthday parties or vacations.
- Use of door or window alarms or motion detectors.

Authority

RCW 9.73.030 Intercepting, recording or divulging private communication - Consent required – Exceptions
WAC 110-145-1625 What are the requirements for the use of electronic monitors to monitor children?
WAC 110-148-1540 What privacy must I provide for children in my care?

Policy

1. DCYF will only use electronic monitoring when it is necessary to monitor the health, safety, or well-being of children and youth in out-of-home care.
2. DCYF allows the use of electronic monitoring of children or youth in:
    1. Washington State unlicensed placements or out-of-state group care facilities when recommended as a result of a shared planning meeting (SPM) and approval is received from both the:
        1. Assistant secretary of field operations or designee
        2. Courts
    2. Licensed foster homes or group care facilities in Washington State when recommended as a result of an SPM and approval is received from the:
        1. LD senior administrator or designee
        2. Courts

Resources

Using Audio or Video to Electronically Monitor Children procedures (Located in the DCYF Policies & Rules Office SharePoint)

Shared Planning Meeting (SPM) policy

Original Date: January 1, 2003

Revised Date: March 24, 2020

Review Date: March 31, 2023

Approved by: Jody Becker, Deputy Secretary of Children and Families

6650. Trust Funds for Children in Out-of-Home Placement

6650. Trust Funds for Children in Out-of-Home Placement admin Tue, 10/08/2019 - 05:47

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 6650. Trust Funds for Children in Out-of-Home Placement

Effective Date: October 31, 2019

Purpose

The purpose of this policy is to provide guidance to the DCYF employees for managing trust fund accounts for children or youth who are in the placement and care authority of DCYF.

Authority

CFR 404.2040 Use of Benefit Payments
CFR 416.640 Use of Benefit Payments
SI 02101.010 Past-Due Benefits Payable – Individual Alive Under Age 18 with Representative Payee – Dedicated Account Required
RCW 74.13.060 Secretary as Custodian of Funds of Person Placed with Department or it's Agent – Authority –Limitations – Termination

Policy

1. Caseworkers must:
    1. Refer all children or youth to local Social Security Income (SSI) facilitators, when:

1. It is known they receive or may be eligible to receive benefits from any of the following:
    1. SSI or Social Security Administration (SSA)
    2. Labor and Industries (L&I)
    3. Railroad Retirement Board (RRB)
    4. Veterans Benefits (VA)
    5. Crime Victims Compensation
    6. Legal Settlement
    7. Other private contributions
2. Their parents, stepparents, or adoptive parents are one of the following:
    1. Deceased
    2. Retired
    3. Disabled
3. They are potentially eligible and have a Diagnostic and Statistical Manual-5 (DSM-V) diagnosis or are receiving an Individualized Education Program (IEP) through the school district.

2. Inform the SSI facilitators of the child's or youth's placement, resources, or income when the child or youth meets one of the following:
    1. Emancipation
    2. Returns home
    3. Transfers to Developmental Disabilities Administration (DDA)
    4. Is adopted

2. SSI facilitators must:
    1. Verify through system checks children or youth are receiving eligible benefits.
    2. Request to change representative payees to DCYF for all clients currently entitled or receiving SSI or SSA benefits.

3. Report changes in circumstances regarding placement resources or income to the payer. This would include SSA, Veterans Affairs (VA), L&I, Crime Victims Compensation, Railroad Retirement and other private contributions.
4. Coordinate all relevant financial, education, medical, and other information with the Trust Funds Unit.

3. The Trust Fund Unit must:
    1. Maintain all accounting and disbursement documentation for children in out-of-home licensed placements receiving SSI, SSA, VA, or other benefits.
    2. Serve as the representative payee for the client's funds.
    3. Close the account when a child or youth exits foster care.
4. Regional federal funding coordinators must:
    1. Coordinate work with caseworkers and SSI facilitators to approve expenditures or plans for conserving a child's or youth's trust fund resources.
    2. Approve plans to protect the child's or youth's assets or forego reimbursement on foster care expenditures. Examples of potential assets include, but are not limited to:
        1. SSI lump sum benefits
        2. Dedicated Accounts
        3. Gifts from relatives
        4. Inheritances
        5. Life insurance payments
        6. Tort claim settlements
        7. SSA benefits
        8. Victims compensation funds
5. SSI program managers must:
    1. Complete appeals on SSI and SSA cases.
    2. Review SSI facilitator's applications and verify medical, school, and additional evidence documentation is complete.

3. Determine if an attorney needs to be involved in assisting with setting up and managing a Special Needs Trust Account or other accounts. If one is needed:
    1. Provide documentation to set up the trust account.
    2. Upload trust documentation to the case record.
    3. Notify the primary caseworker the trust account is established.
4. Determine when a Special Needs, Achieving Better Life Experience (ABLE), or other account needs to be established for children receiving SSI and SSA. If needed:
    1. Coordinate with the Trust Fund Unit or an attorney to manage the accounts.
    2. Upload trust documentation to the case record.
    3. Notify the primary caseworker the trust account is established.

Resources

Trust Funds Handbook (located on the DCYF Child Welfare Intranet, under Programs, Child Welfare Programs & Resources, Federal Funding)

Trust Funds for Children in Out-of-Home Placement procedures (Located in the DCYF Policies & Rules Office SharePoint)

SSI On-Line Guide (located on the DCYF Intranet)

Original Date: September 27, 1995

Revised Date: October 31, 2019

Review Date:

Approved by: Nicole Rose, Director of Eligibility and Provider Supports

6660. Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements

6660. Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements admin Tue, 10/08/2019 - 05:56

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 6660. Supplemental Security Income (SSI) and Retirement, Survivors, and Disability Insurance (RSDI) Benefits for Children in Out-of-Home Placements

Effective Date: October 31, 2019

Purpose

The purpose of this policy is to provide guidance to DCYF employees on assessing children or youth placed in out-of-home care for Supplemental Security Income (SSI) or Retirement, Survivors, and Disability Insurance (RSDI) received from the Social Security Administration (SSA).

Authority

20 CFR 416 Supplemental Security Income for the Aged, Blind, and Disabled
RCW 74.13.031 Duties of Department – Child Welfare Services – Children's Services Advisory Committee
RCW 74.13.060 Secretary as Custodian of Funds of Person Placed with Department or its Agent – Authority – Limitations – Termination

Policy

1. Caseworkers must:
   Refer all children or youth who meet one of the following criteria to local SSI facilitators, when they:
    1. Currently receive SSI or SSA benefits.
    2. Have a deceased, retired, or disabled parent or legal guardian.
    3. Have a positive toxicology screen or are drug affected.
    4. Have a suspected delay or disability.
    5. Are diagnosed with any of the following:
        1. Fetal Alcohol Syndrome or related disorders
        2. Borderline Intellectual Functioning
        3. Post-Traumatic Stress Disorder (PTSD)

4. Behavioral or emotional problems
5. Cerebral Palsy
6. Attention Deficit Hyperactivity Disorder (ADHD)
7. Low birth weight
8. Failure to thrive
9. Medically fragile
10. Down Syndrome

6. Are in a behavior rehabilitation services (BRS) or an exceptional high cost placement.
7. Are blind or deaf.
8. Receive special education services, for example, an Individualized Education Program (IEP) or 504 Plan.
9. Use crutches or a wheelchair.
10. Have impairments with daily functioning.

2. SSI facilitators must:
    1. Assess all children and youth in out-of-home placement in FamLink to determine if they are eligible for SSI or SSA benefits.
    2. Complete and submit the:
        1. SSI application packet for children or youth who meet the eligibility criteria, per the SSI Desk Guide.
        2. Payee Change Application packet for children or youth receiving SSI or SSA benefits when a child or youth is placed in out-of-home care, per the SSI Guide.
    3. Report all changes in circumstances regarding placement, resources, or income to the payer for SSA, Veteran Administration (VA), Railroad Benefits, Crime Victims Compensation and Labor and Industry claims.
    4. Coordinate relevant financial and placement information with the DCYF Headquarters (HQ) SSI and Trust Fund Unit.
3. HQ SSI program managers must:

1. Review initial SSI application packets for completeness.
2. Re-examine denied applications from SSA to determine if an appeal needs to be filed. This includes, but not limited to:
    1. Reviewing and gathering additional documentation, when necessary.
    2. Resubmitting the appeal to SSA for reconsideration.
    3. Attending hearings to represent children and youth at administrative hearings.

Resources

SSI Desk Guide (located on the DCYF Child Welfare intranet)

Original Date: September 27, 1995

Revised Date: October 31, 2019

Review Date:

Approved by: Nicole Rose, Director of Eligibility and Provider Supports

1730. Shelter Care Case Conference

1730. Shelter Care Case Conference admin Wed, 07/25/2018 - 11:50

Applies To: This policy applies to child welfare caseworkers.

Policy Number & Title: 1730. Shelter Care Case Conference

Effective Date: December 1, 2011

Purpose

The purpose of this policy is to provide an opportunity to develop and specify in a written case plan the expectations of both Department of Children, Youth and Families (DCYF) and the parent or guardian regarding the care and placement of their child or youth.

Authority

Chapter 13.34 RCW Juvenile court act-dependency and termination of parent-child relationship
RCW 13.34.067 Shelter care-Case conference-Service agreement

RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict

Policy

1. Following Shelter Care and no later than thirty days prior to Fact Finding hearing DCYF will facilitate a conference to develop a written service agreement.
2. Required participants must be invited to the Shelter Care Case Conference.

Resources

Shelter Care Case Conference procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2021

Revised Date:

Review Date:

Approved by:

43091. Court Report

43091. Court Report sarah.sanchez Wed, 08/22/2018 - 13:51

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 43091. Court Report

Effective Date: July 25, 2021

Purpose

The purpose of this policy is to provide guidance to child welfare employees on the requirements for completing and filing court reports. Caseworkers must provide the court and legal parties with objective, factual information about the circumstances leading to Department of Children, Youth, and Families (DCYF) and court involvement in a family's life. The court report also provides:

- A description of the case plan with documented parental input.
- A summary on the parent's progress in services.

- The court with information about the case plan recommendations.
- The court, parents or guardians, and caregivers with information about the status of the child's or youth's safety, well-being, and permanency, and any services provided to the child or youth.

Authority

42 U.S.C. § 675 Definitions.
RCW 13.34.120 Social study and reports made available at disposition hearing - Contents – Notice to parents.
RCW 13.34.136 Permanency plan of care.
RCW 13.34.138 Review hearings - Findings - Duties of parties involved - In-home placement requirements - Housing assistance.
RCW 13.34.145 Permanency planning hearing - Purpose - Time limits - Goals - Review hearing - Petition for termination of parental rights - Guardianship petition - Agency responsibility to provide services to parents - Due process rights
RCW 13.34.400 Child welfare proceedings - Placement - Documentation
RCW 13.38.040 Definitions
RCW 74.13.280 Client information.

Policy

1. Caseworkers must:
    1. Develop the court report in consultation and in person whenever possible, with:
        1. Parents or legal guardians
        2. Youth 12 years and older
        3. Indian child's tribe
        4. Youth, 14 years or older, may identify up to two members of their case planning team, other than the caregiver or caseworker, to be part of the development of their court report. Participants identified by the child or youth may be excluded if there is reason to believe the identified individuals would not act in the child or youth's best interest.
    2. Include information outlined in the Court Report Mapping and Guidance Tool when completing the court report.

3. Verify the following information is included in the court report when a child or youth's parents or legal guardians are incarcerated:
    1. How the incarcerated parent or guardian will participate in case planning.
    2. The treatment services and resources available in the Department of Corrections (DOC) facility to meet the parent or guardian's individual needs.
    3. A family time schedule or the reasons why family time is not in the best interest of the child or youth.
4. Obtain supervisor approval of the court report prior to distribution.
5. Translate the court report into the primary language of the child or youth and the child's or youth's parent or guardian prior to distribution, when necessary.
6. After redacting parent or guardian information from the court report, provide a copy to the child's or youth's caregiver.

2. For dependency cases, caseworkers must:
    1. File the approved court report in court and share with caregivers and legal parties to the case, including but not limited to:
        1. The parents or guardians
        2. The parent or guardian's attorneys
        3. A youth 12 years of age and older
        4. The child's or youth's attorney
        5. The child's or youth's guardian ad litem (GAL) or Court Appointed Special Advocate (CASA)
        6. The Indian child's tribe
    2. Timeframes
        1. Submit:
            1. The initial court report no later than 10 business days before the dependency disposition hearing or by the 60th calendar day of the placement episode of a child or youth, whichever date occurs first.

2. The second court report six months from the beginning date of the placement episode or no more than 90 business days from the entry of the disposition order, whichever comes first.
3. All subsequent court reports at six-month intervals throughout the life of a case to align with regularly scheduled review and permanency planning hearings.
4. A court report at least 10 business days before a court hearing when a child or youth will be or has been placed in a Behavior Rehabilitation Services (BRS) Qualified Residential Treatment Program (QRTP).

2. If the court report is submitted to the parties and their attorneys earlier than required, the next report is due no later than 10 business days prior to the next review or permanency planning hearing, or six months from the date of the last report completed, whichever date occurs first.

3. Include in the court report copies of supporting documents regarding the child or youth or family when a significant change occurs relevant to the case or when a child or youth is placed in a BRS QRTP. Documents include but are not limited to:
    1. Substance abuse treatment
    2. Mental health treatment
    3. Medical and behavioral health services updates
    4. Anger management classes
    5. Domestic violence classes
    6. Family time with a parent/child and sibling visits
    7. Psychological status of child and parent or legal guardian
    8. Physician report documenting injuries to a child
    9. School progress reports, including Individual Education Plans (IEP)
    10. Home study
    11. Licensing action

12. Background check summaries
13. BRS QRTP assessment
14. Other evidence obtained to support DCYF recommendations when family time or sibling visits will continue as or change to be supervised or monitored, per the Family Time and Sibling and Relative Visits policy.

4. Consult with the assigned assistant attorney general to determine whether a court report or caseworker declaration is appropriate when changes to the court order are requested by DCYF, other party, or for interim hearings.

3. For children or youth in out-of-home care on a Voluntary Placement Agreement (VPA):
    1. Caseworkers must provide the approved court report by the 60th calendar day of out-of-home placement to:
        1. The parents or guardians
        2. A youth 12 years of age and older
        3. The caregivers
        4. The Indian child's tribe
    2. Court reports are not distributed to the court.
4. Supervisors must approve and sign each completed court report.

Resources

Behavioral Rehabilitation Services policy

Court Report Mapping and Guidance Tool (located on the DCYF intranet, Programs, Child and Family Welfare Services, Guides)

Family Time and Sibling and Relative Visits policy

Voluntary Placement Agreement policy

Original Date: October 20, 2013

Revised Date: July 25, 2021

Review Date: July 25, 2025

Approved by: Jody Becker, Deputy Secretary

4313. Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers

4313. Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers sarah.sanchez Wed, 08/22/2018 - 14:02

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4313. Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on the information that must be shared with caregivers, including information on:

- Their right to be present and participate in court hearings.
- The children or youth placed in their home that is necessary to support the caregiver in meeting the individual needs of the children or youth.

Authority

RCW 13.34.096 Right to be heard-Notice
RCW 13.34.260 Foster home placement-Parental preferences-Foster parent contact with birth parents encouraged
RCW 13.34.820 Permanency for dependent children-Annual report
RCW 74.13.280 Client Information

Policy

Caseworkers must:

1. Notify caregivers of all court hearing and their right to attend and be heard.
2. Share information with the caregivers about the children or youth being placed or that have been placed in their home.

Resources

Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 31, 2010

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Vickie Ybarra, Assistant Secretary of Partnerships, Prevention, and Services

4305. Permanent and Concurrent Planning

4305. Permanent and Concurrent Planning sarah.sanchez Wed, 08/22/2018 - 12:48

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4305. Permanent and Concurrent Planning

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance for Department of Children, Youth, and Families (DCYF) caseworkers regarding the importance of permanency planning starting at first contact with the family and continues until a permanency goal is achieved. Concurrent planning provides for timely reunification services while anticipating and preparing for an alternate permanent plan.

Authority

PL 105-89 Adoption and Safe Families Act of 1997
Chapter 11.130 RCW Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act
Chapter 13.34 RCW Juvenile court act-Dependency and termination of parent-child relationship
Chapter 13.36 RCW Guardianship
Chapter 26.33 RCW Adoption
RCW 74.15.020 Definitions

Policy

1. A permanency planning goal must be identified for all children or youth in out-of-home care no later than 60 days from the Original Placement Date (OPD).
2. Permanent plan options must be discussed in shared planning meetings (SPM). This includes discussing both the chapter 13.36 RCW guardianship and the chapter 11.130 RCW guardianship of a minor using the Permanency Planning Matrix DCYF CWP_0088 publication with the child's or youth's parents and caregivers, as an alternative to termination of parental rights (TPR) and adoption, per the Guardianships policy.
3. A written report to the court must identify concurrent plans. A permanent plan includes how the department is working towards securing a safe, stable and permanent home for the child or youth. The court report must address the following:
    1. Primary and alternate permanent plans being pursued concurrently. Permanent and alternate permanent plan options only include:
        1. Return home to the child's or youth's parent, guardian or legal custodian
        2. Guardianship
        3. Guardianship of a minor
        4. Adoption
    2. Reasonable efforts to return the child or youth to their birth or adoptive parents.
    3. How the permanency plan is in the best interest of the child or youth.
    4. How the agency has worked toward securing a safe, stable and permanent home for the child or youth as early as possible.
4. Long-term foster or relative care is not a permanent plan. It is only considered when other permanent plans are determined not to be in the best interest of a youth age 16 and older as the results of a shared planning decision making process. Continued efforts must be made to achieve legal permanency, unless determined to not be in the child's or youth's best interest.
5. Caseworkers must:

1. If there is reason to know children are or may be Indian children, follow Indian Child Welfare (ICW) policies:
    1. Active Efforts and Tribal Collaboration
    2. Placement Preferences
2. Consider a permanent plan that allows the parent to maintain a relationship with the child or youth when a parent meets the following criteria:
    1. Is sentenced to long-term incarceration
    2. Has maintained a meaningful role in the child's or youth's life
    3. There is no court order limiting or prohibiting contact
    4. It is in the child's or youth's best interest.

6. Citizenship and immigration status of the child or youth should be determined early in the case and should be re-confirmed prior to establishing a permanent plan per Notification to Foreign Consulates policy.

Resources

Completing Home Studies policy

Guardianships policy

ICW Active Efforts and Tribal Collaboration policy

ICW Placement Preferences policy

Identifying Adoptive Families policy

Permanency Planning Hearings-Timelines policy

Permanency Planning Matrix DCYF CWP_0088 publication

Permanent and Concurrent Planning procedures (Located in the DCYF Policies & Rules Office SharePoint)

Placing with and Supporting Unlicensed Relatives and Suitable Persons policy

Return Home policy

Shared Planning Meetings policy

Termination of Parental Rights (TPR) policy

Original Date: January 1, 2000

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4670. Permanency Planning Hearing

4670. Permanency Planning Hearing sarah.sanchez Tue, 08/28/2018 - 12:09

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) caseworkers

Policy Number & Title: 4670. Permanency Planning Hearing

Effective Date: May 31, 2002

Policy

1. The juvenile court makes a determination regarding the future status of the child or youth by the 12th month of placement for all. To provide reasonable assurance that this has occurred, permanency planning hearings are held for any child or youth in placement by the 12th month of original placement date and annually thereafter. See Appendix A for the definition of "Original Placement Date."
2. The caseworker must notify the child's or youth's of the date and location of permanency planning hearing.

Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

43055. Permanency Planning Hearings-Timelines

43055. Permanency Planning Hearings-Timelines sarah.sanchez Wed, 08/22/2018 - 12:49

Applies To: This policy applies to Department of Children, Youth and Families (DCYF) caseworkers.

Policy Number & Title: 43055. Permanency Planning Hearings-Timelines

Effective Date: May 31, 2002

Policy

Permanency planning hearings must occur:

1. By the 12th month of placement for all children or youth in out-of-home care even if reunification with parents or guardians is the primary plan and the parents or guardians are making significant progress.
2. Within one year of each previous permanency planning hearing as long as the child or youth remains in out-of-home care without a permanency plan being achieved. A child or youth in a long-term care agreement is not considered to have permanency achieved, therefore, permanency planning hearings continue.
3. If, following 90 days of service delivery after disposition, the parents or guardians have failed to make progress or engage in services in resolving the issues that brought the child or youth into care. This may coincide with the initial review hearing which is to be scheduled for in-court review six months from OPD or 90 days from the entry of the dispositional order, whichever comes first.
4. Within 30 days after the court has determined that reunification services for the family are no longer required in a case with a finding of aggravated circumstances. In those cases, the caseworker must identify a primary or alternate permanency planning goal other than reunification with the legal parents or guardians.

Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

4671. Preparation for Permanency Planning Hearings

4671. Preparation for Permanency Planning Hearings sarah.sanchez Tue, 08/28/2018 - 12:10

Applies To: This policy applies to Department of Children, Youth and Families (DCYF) caseworkers.

Policy Number & Title: 4671. Preparation for Permanency Planning Hearings

Effective Date: July 25, 2021

Authority

Chapter 13.34 RCW Juvenile court act-Dependency and termination of parent-child relationship

Policy

1. The caseworker submits an updated Court Report DCYF 09-095 form to the court prior to the permanency planning hearing within timeframes established in the Court Report policy. The court report must:
    1. Clearly delineate the Department of Children, Youth, and Families (DCYF) recommendations for permanency planning.
    2. Include providing the court evidence supporting DCYF recommendation for the level of supervision or monitoring for family time visitation per the Family Time and Sibling and Relative Visits policy.
2. While it is always necessary when updating the Court Report DCYF 09-095 form to review the parents' or guardians' progress towards improving the conditions leading to the child's or youth's placement in out-of-home care, it is particularly important that a careful review of the permanency plan occur at the time of the permanency planning review. If, at this point, the caseworker is still recommending to the court that eventual return home will occur, the caseworker will carefully describe to the court how this view is consistent with the child's or youth's right to early achievement of a safe, permanent home. The caseworker carefully considers all alternative permanency plans before making a recommendation on either a primary or an alternative plan to the court.

Forms

Court Report DCYF 09-095 form

Resources

Court Report policy

Family Time and Sibling and Relative Visits policy

Original Date: May 31, 2002

Revised Date: July 25, 2021

Review Date: July 25, 2025

Approved by: Jody Becker, Deputy Secretary

4650. Administrative Case Review

4650. Administrative Case Review sarah.sanchez Tue, 08/28/2018 - 12:09

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) caseworkers.

Policy Number & Title: 4650. Administrative Case Review

Effective Date: July 16, 2024

Policy

1. Administrative case reviews:
    1. Must occur if court procedures or hearings have not met the federal guidelines or timeframes for periodic review.
    2. May be used for other purposes as determined by the regional administrator.
2. Caseworkers must give reasonable advance notice of the date, time, and place of review to:
    1. Child's tribe, if there is reason to know the child is or may be an Indian child.
    2. Relative caretakers.
    3. Treatment Providers.
    4. Other professionals who play a significant role with the family.
    5. Individuals with responsibilities identified in the safety plan.

6. The family, if appropriate, if not present, their perspective should be represented;
7. Foster Parent.
8. Youth, if over 12 years of age.

3. With the exception of the guardian ad litem (GAL) and parents' or guardians' attorney, parents or guardians must give written consent to the attendance of others at the review. Caseworkers must encourage such permission. Foster care providers often have valuable information about the child's or youth's daily life, medical, educational and emotional condition. They may be invited into the review without parental or guardian permission but only for the purpose of giving information about the child's or youth's adjustment to out-of-home care and to give the reviewers information on the child's or youth's current condition.

Original Date: September 27, 1995

Revised Date: July 16, 2024

Review Date: July 16, 2028

Approved by:

4302A. Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary

4302A. Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary sarah.sanchez Wed, 08/22/2018 - 12:45

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4302A. Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary

Effective Date: June 9, 2022

Purpose

Ongoing educational progress is vital to support early childhood development and school success for all children in the care or custody of the Department of Children, Youth, and Families (DCYF).

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
RCW 13.34.045 Education liaison-Identification
RCW 28A.150.510 Transmittal of education records to department of children, youth, and families-Disclosure of educational records-Data-sharing agreements- Comprehensive needs requirement document-Report
RCW 28A.225.010 Attendance mandatory-Age-Exceptions
RCW 28A.225.350 Students in out-of-home care-Best interest determinations
RCW 74.13.550 Child placement-Policy of educational continuity
RCW 74.13.560 Educational Continuity-Protocol development
RCW 74.13.631 School aged youth-school placement options

Policy

1. Children and youth who enter out-of-home care or change placements will remain at the school they were attending, whenever it is practical and in the best interest of the child or youth.

2. All school-aged children or youth in out-of-home placement will attend public school, unless they are court approved for home schooling, private school or to participate in an Alternative Learning Experience (ALE) instruction conducted 100% on-line in the child‘s or youth’s placement setting. Children or youth placed under a Voluntary Placement Agreement only require DCYF approval.

3. The ongoing educational needs of children or youth in out-of-home care will be addressed with the child or youth and caregiver at each placement. This includes completing and updating the education information on the Child Information and Placement Referral DCYF 15-300 form at each placement change.

4. All school-aged children or youth in out-of-home care will have a completed Education Plan in FamLink that is updated at least every six months and attached to the court report.

    1. The Education Plan will address the child’s or youth’s physical, emotional, or behavioral needs and any issues that impair their learning abilities. The plan should be reviewed at each placement change.

    2. The request and receipt of academic records must be documented in the education plan and attached to the court report.

5. DCYF will facilitate post-secondary education planning for children or youth in out-of-home care.

6. All children will be referred for services when a developmental concern is suspected. Refer children:
    1. Birth through two years of age to the appropriate early intervention agency within two working days of the concern being identified.
    2. Three through 17 years of age to the Child Find program or local school district for an assessment.
7. An Educational Liaison will be identified for children and youth grades six through twelve at shelter care and subsequent dependency review hearings if:
    1. Parental rights have been terminated;
    2. Parents are unavailable because of incarceration or other limitations;
    3. The court has restricted contact between the youth and parents; or
    4. The youth is placed in a behavioral rehabilitative setting and the court has limited the educational rights of the parents.

Forms

Child Information and Placement Referral DCYF 15-300

Resources

Court Report policy

Educational Services and Planning: Early Childhood procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 28, 2013

Revised Date: June 9, 2022

Review Date: June 30, 2026

Approved by: Frank Ordway, Chief of Staff

6620. Referrals to the Division of Child Support

6620. Referrals to the Division of Child Support sarah.sanchez Tue, 08/28/2018 - 14:05

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 6620. Referrals to the Division of Child Support

Effective Date: September 1, 2022

Purpose

The purpose of this policy is to provide guidance on when child welfare cases must be referred to the Division of Child Support (DCS).

Authority

RCW 13.34.030 Definitions
RCW 13.34.270 Child with developmental disability - Out-of-home placement – Permanency planning hearing
RCW 26.20.030 Family abandonment-Penalty-Exception
Chapter 71.A.20 RCW Out-of-home services
RCW 74.13.020 Definitions.
RCW 74.13.031 Duties of department - Child welfare services - Children's services – advisory committee.
RCW 74.13.350 Children with developmental disabilities - Out-of-home placement – Voluntary placement agreement.
RCW 74.20.040 Duty of department to enforce child support - Requests for support enforcement services - Schedule of fees - Waiver - Rules.
WAC 110-30-0040 What is child abandonment?
WAC 110-50-0300 When will cases be referred to the division of child support (DCS)?
WAC 110-50-0320 What constitutes good cause for not pursuing the collection or establishment of child support or paternity?

Policy

When children or youth are in out-of-home placement under the care and authority of DCYF, DCYF must review and refer cases to DCS when there is a court finding of abandonment as defined in RCW 13.34.030, unless good cause exists for not pursuing the collection of child support or establishing paternity.

Resources

Referrals to the Division of Child Support procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1997

Revised Date: September 1, 2022

Review Date: September 1, 2026

Approved by: Frank Ordway, Chief of Staff

43051A. Return Home

43051A. Return Home sarah.sanchez Wed, 08/22/2018 - 12:48

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 43051A. Return Home

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to:

- Identify what conditions must change for children and youth to return home.
- Provide reasonable efforts for timely reunification.
- Support dependent children and youth to achieve:
    - A safe and successful transition home.
    - Permanent reunification with their parents or guardians.

Authority

RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, qualified residential treatment program, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with siblings
RCW 13.34.136 Permanency Plan of Care
RCW 13.34.138 Review hearings - Findings - Duties of parties involved - In-home placement requirements - Housing assistance

Policy

Caseworkers must complete the following:

1. Prior to returning dependent children or youth to their parents or guardians or when the court orders them to return home immediately:
    1. Identify and assess parents or guardians and all adults in the home who may act as a caregiver for the child or youth.
    2. Determine whether they need services to address the safety of the child or youth, regardless of whether they are a party to the dependency.
2. After returning dependent children or youth to parents or guardians:
    1. Monitor the safety, permanency, and well-being of each child or youth before closing the case.
    2. Assess any new adults in the home who are acting as a caregiver for the child or youth.
    3. Determine whether the new adults need services to address the safety of the child or youth, regardless of whether they are a party to the dependency.
3. Obtain court approval for any trial return home (TRH) case to remain open beyond six months.

Resources

Return Home procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: January 1,2007

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4400. Concurrent TANF Benefits

4400. Concurrent TANF Benefits sarah.sanchez Wed, 08/22/2018 - 14:24

Applies To: This policy applies to all Department of Children, Youth, and Families (DCYF) caseworkers and supervisors.

Policy Number & Title: 4400. Concurrent TANF Benefits

Effective Date: July 31, 2018

Purpose

Families receiving TANF benefits prior to children or youth entering out-of-home care may be eligible for 180 calendar days of ongoing benefits to support the goal of reunification. TANF benefits support families by maintaining housing and access to services or community supports.

Authority

WAC 388-454-0015 Temporary Absence from the home

Policy

1. DCYF will notify Economic Services Administration (ESA) when a child or youth is removed from a parent receiving TANF benefits.
2. DCYF will coordinate efforts with ESA to continue the parent's eligibility for 180 calendar days of ongoing TANF benefits when the primary permanency plan is reunification within 180 calendar days of original placement date.

Resources

Concurrent TANF Benefits procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2010

Revised Date: July 31, 2015

Review Date: July 31, 2018

Approved by: Jennifer Strus, Assistant Secretary

4270. Department of Corrections Confinement Alternatives

4270. Department of Corrections Confinement Alternatives sarah.sanchez Wed, 08/22/2018 - 12:44

Policy Number & Title: 4270. Department of Corrections Confinement Alternatives

Effective Date: September 1, 2010

Purpose

The purpose of this policy is to provide guidance to the Department of Children, Youth, and Families (DCYF) families applying or participating in the Family and Offender Supervision Alternative Programs (FOSA) and the Community Parenting Alternative (CPA) are supported through case coordination and collaboration with Department of Corrections (DOC).

Authority

Chapter 9.94A RCW Sentencing Reform Act of 1981

Policy

1. DCYF will provide DOC with requested case information to support DOC's assessment of parent's eligibility for the FOSA and CPA programs.
2. DCYF will collaborate with DOC and other programs in case planning on all open shared cases.

Resources

Caseworker Engagement Tips for Incarcerated Parents (Located on the Child Welfare intranet, Programs, Parents, and Incarcerated Parents)

J-PAY Step-By-Step Guide

Shared Planning Meetings policy

Family Time and Sibling and Relative Visits policy

Original Date: September 1, 2010

Revised Date:

Review Date:

Approved by:

4509. Respite For Parents

4509. Respite For Parents sarah.sanchez Tue, 08/28/2018 - 11:31

Policy Number & Title: 4509. Respite For Parents

Effective Date: September 27, 1995

Policy

Respite care offers time limited relief for substitute parenting or care giving of a child or youth. For the purposes of this section, respite care is available for parents whose children or youth are dependent and who are in the custody and control of the Department of Children, Youth, and Families (DCYF).

1. Respite care to prevent out of home placement or re-entry into out of home care is:
    1. Based on the child's or youth's special needs.
    2. Available on an emergent basis to prevent placement disruption; or,
    3. A planned event as part of the child's or youth's safety plan to remain in the home or the child's or youth's safety and transition plan during a trial return home.
2. The respite provider must have experience and/or training to deal with the particular special needs of the child or youth in care.

Resources

Respite For Parents procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4306. Termination of Parental Rights (TPR)

4306. Termination of Parental Rights (TPR) sarah.sanchez Wed, 08/22/2018 - 12:49

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4306. Termination of Parental Rights (TPR)

Effective Date: November 15, 2024

Purpose

The purpose of this policy is to provide guidance on TPR including:

- Determining whether to file TPR petitions.
- Filing petitions for TPR.
- Supporting or opposing relinquishments of parental rights.
- Dismissing petitions for TPR.

Authority

Title 29 USC § 701 Rehabilitation Act of 1973
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
Chapter 26.33 RCW Adoption
PL 105-89 Adoption and Safe Families (ASFA) Act of 1997

Policy

Caseworkers:

1. Must:
    1. Follow these policies when considering termination or relinquishment of parental rights:
        1. Permanent and Concurrent Planning when making permanency planning decisions.
        2. Indian Child Welfare (ICW) Reason to Know when there is reason to know children or youth are or may be Indian. If they are, follow these additional ICW policies:
            1. Guardianships.
            2. Termination of Parental Rights.
            3. Voluntary Relinquishment of Parental Rights.
            4. Indian Child Welfare Act (ICWA) Notice, when applicable.
        3. Relative Search and Notification to engage all identified relatives throughout the life of the case.
        4. DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy to verify whether modifications are needed or have been provided to parents with a disability, prior to filing a TPR.

2. Refer cases to the assistant attorney general (AAG) to file a TPR petition when it's in the children's or youth's best interest and either apply:
    1. Court ordered:
        1. At review hearing.
        2. A finding of aggravated circumstances outlined in RCW 13.34.132.
    2. Children or youth have been in out of home care for 12 of the last 19 months using a cumulative calculation and the requirements for involuntary TPR outlined in RCW 13.34.180 are met, unless the court makes a good cause finding.
3. Follow the parent's or guardian's preference for the proposed adoptive placement of children or youth when both of the following apply:
    1. They request to relinquish their parental rights prior to filing a TPR petition.
    2. The prospective adoptive parents chosen by the parents meet the qualifications to adopt as outlined in chapters:
        1. 13.34 RCW
        2. 26.33 RCW
4. Consider:
    1. Filing a TPR petition prior to 12 months of children or youth being in an out-of-home placement when both of the following apply:
        1. In the children's or youth's best interests.
        2. Requirements for involuntary TPR outlined in RCW 13.34.180 are met.
    2. The parents' or guardians' preference for the proposed adoptive placement when they request to relinquish their parental rights after a TPR petition has been filed.
5. Determine if it's in the best interest of the child or youth to file a TPR when a parent or guardian requests a relinquishment of their parental rights.

6. Follow the Open Adoption Agreements (OAA) and Letters of Intent policy to determine if an OAA or letter of intent is appropriate for children or youth.

2. May:

    1. Determine not to file a TPR petition when courts make a good cause finding.
    2. Withdraw a TPR petition if circumstances change, and the original petition no longer meets the requirements in RCW 13.34.180 for filing a TPR.
    3. Oppose a voluntary relinquishment of parental rights when it is in the best interest of the children or youth including, but not limited to, when they:
        1. Do not have prospects for adoption.
        2. Are 14 years or older and do not consent to adoption.

Resources

DCYF Administrative 6.03 Access to Services for Individuals with Disabilities policy

Guardianships policy

ICW Guardianships policy

ICW Reason to Know policy

ICW Termination of Parental Rights policy

ICW Voluntary Relinquishment of Parental Rights policy

Open Adoption Agreement and Letters of Intent policy

Permanency Planning Matrix DCYF CWP_0088 publication

Permanent and Concurrent Planning policy

Shared Planning Meetings policy

Termination of Parental Rights (TPR) Procedures (Located on the DCYF intranet under Child Welfare, Policy & Practice, under Policies & Procedures)

Original Date: September 27, 1995

Revised Date: November 15, 2024

Review Date: November 30, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

5600. Interstate Compact on the Placement of Children

5600. Interstate Compact on the Placement of Children sarah.sanchez Tue, 08/28/2018 - 13:41

Applies To: This policy applies to caseworkers.

Policy Number & Title: 5600. Interstate Compact on the Placement of Children

Effective Date: July 1, 2024

Purpose

The Interstate Compact on the Placement of Children (ICPC) governs the arrangement of all placements of children or youth in the Department of Children, Youth, and Family (DCYF) placement and care authority who cross state boundaries.

Authority

PL 109-239 Safe & Timely Interstate Placement of Foster Children Act
Chapter 26.34 RCW Interstate Compact on Placement of Children

Policy

1. Headquarters (HQ ICPC) is responsible for administering and overseeing the Compact to ensure compliance with federal and state regulations.
2. Children or youth requiring ICPC in or out-of-state placement must be placed in a safe and suitable environment, and with persons or facilities meeting qualifications of the state where the child or youth is located, to provide for the care of the child or youth.
3. Child safety, permanency and well-being must be the focus throughout the home study process, supervision and ICPC closure.
4. ICPC Offices are responsible for monitoring licensed group care facilities as guided by the Compact:
    1. Approving placement prior to sending the child or youth.
    2. Monitoring the facility while the child or youth is placed there.

3. Preventing abandonment of a child or youth in a residential facility in another state.

5. ICPC must be followed when a child or youth is placed across state lines in the following situations:
    1. Relatives or foster care placements for public child welfare agencies.
    2. Parent placement unless the court has found the parent to be fit and the placement with the parent is in the child's or youth's best interest as determined by the court.
    3. Adoption, including public child welfare agency and private independent adoptions.
    4. Group Care or Residential placements, public child agency and private parent placements.
6. Caseworkers must notify HQ ICPC immediately if:
    1. A placement is disrupting and whether services are recommended to assist in stabilizing the placement, e.g., individual or family counseling, crisis intervention services, etc.
    2. A child or youth is removed or can no longer remain in the approved placement home.
    3. Any intake received on a child or youth placed in or out-of-state on an ICPC placement resource.
7. The ICPC is violated in the following situations:
    1. Placing a child or youth in or out-of-Washington without ICPC approval.
    2. Extending a visit.
    3. Establishing a permanent plan without HQ ICPC concurrence.
    4. Parents moving into an approved ICPC placement without HQ ICPC approval.
8. Consequences if the compact is not followed (applies to in or out-of-state ICPC placements):
    1. A child or youth may need to return to the state that has jurisdiction.

2. A child or youth in another state without ICPC approval does not receive courtesy supervision or services.
3. ICPC request may not be processed or denied.
4. Sanctions

Resources

Interstate Compact on the Placement of Children Placed Out-of-State policy

Interstate Compact on the Placement of Children Placed in Washington State policy

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Original Date: July 1, 1984

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

5601. Interstate Compact on the Placement of Children Placed Out-of-State

5601. Interstate Compact on the Placement of Children Placed Out-of-State sarah.sanchez Tue, 08/28/2018 - 13:41

Applies To: This policy applies to caseworkers.

Policy Number & Title: 5601. Interstate Compact on the Placement of Children Placed Out-of-State

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to seek a safe and suitable placement resource and courtesy supervision for a Washington State child placed out-of-state through the Interstate Compact on the Placement of Children (ICPC).

Authority

PL 109-239 Safe & Timely Interstate Placement of Foster Children Act
Chapter 13.24 RCW Interstate Compact for Juveniles
Chapter 26.34 RCW Interstate Compact on Placement of Children

RCW 74.13A.125 Interstate Agreements for Adoption of Children with Special Needs-Adoption Assistance and Medical Assistance in State Plan
WAC 110-50-0460 Reimbursement to foster families that reside in or move to another state.
WAC 110-50-0580 To whom does the department make payment for foster care.

Policy

1. ICPC Out-of-State
    1. Request and Approval Process
        1. An ICPC request and approval is required prior to:
            1. Sending a dependent child or youth out-of-state for placement with the following:
                1. Biological parents - unless the court has found the parent to be fit and that placement with the parent is in the child's or youth's best interest.
                2. Relatives
                3. Foster home
                4. Adoptive home
                5. Residential program or group care facility.
            2. Sending children or youth who are or may be Indian out-of-state if the Department of Children, Youth, and Families (DCYF) or the tribe has jurisdiction and would like to request an ICPC, per the Indian Child Welfare (ICW) Requests and Payments for ICPC for Indian Children policy.
        2. Caseworkers must contact the Washington State probation or parole office when a child or youth is on probation or parole to verify the applicability of Interstate Compact on Juveniles prior to submitting an ICPC request.
        3. Headquarter (HQ) ICPC must receive approval from the receiving state's ICPC Compact Administrator or alternate prior to a child's or youth's out-of-state placement.

4. States may choose to contract out their ICPC home study or courtesy supervision services. Washington State cannot impose any restrictions on another state's decision to contract out for these services.

2. Placement
    1. Caseworkers must place a child or youth in an out-of-state placement within six months of the placement approval date on the Interstate Compact on the Placement of Children (ICPC) Placement Request – 100A DCYF 15-092.
    2. DCYF maintains jurisdiction after a child or youth is placed out-of-state and is responsible for the case work and financial obligations including medical and educational expenses.
    3. Caseworkers must request monthly health and safety visits from the receiving state.
    4. HQ ICPC receives Supervision Reports quarterly from the receiving state for a child or youth in an approved parent, relative, foster or adoptive ICPC out-of-state placement. HQ forwards the report to the caseworker.
    5. A child or youth placed out-of-state must return to Washington State within 5 business days if the receiving state requests return.
    6. Caseworkers must notify HQ ICPC if an ICPC violation has occurred and work diligently to come into ICPC compliance. Coming into compliance could include:
        1. Submitting an ICPC request to DCYF HQ.
        2. Returning a child or youth to Washington State.
    7. HQ ICPC must maintain the ICPC record in FamLink.
    8. Written concurrence from the receiving state's ICPC office must be received prior to finalizing a permanent plan, changing a placement, or transferring custody.

3. Closing an ICPC
   HQ ICPC closes the ICPC case when any of the following occur:

1. A permanent plan for the child or youth is achieved which occurs only after a period of supervision, placement stability and by agreement of the receiving state's ICPC office.
2. A child or youth is no longer placed in an approved placement.
3. An approved ICPC placement will not be used.

Forms

Interstate Compact on the Placement of Children (ICPC) Placement Request – 100A DCYF 15-092

Resources

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

Indian Child Welfare Requests and Payments for Interstate Compact on the Placement of Children for Indian Children policy

Interstate Compact on the Placement of Children Placed Out-of-State procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1984

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

5602. Interstate Compact on the Placement of Children Placed in Washington State

5602. Interstate Compact on the Placement of Children Placed in Washington State sarah.sanchez Tue, 08/28/2018 - 13:42

Applies To: This policy applies to caseworkers.

Policy Number & Title: 5602. Interstate Compact on the Placement of Children (ICPC) Placed in Washington State

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to assess the safety and suitability of a placement resource and provide courtesy supervision at the request of a sending state for a child or youth placed through interstate compact in parent, relative, foster, and adoptive homes in Washington State.

Authority

PL 109-239 Safe & Timely Interstate Placement of Foster Children Act
Chapter 13.24 RCW Interstate Compact for Juveniles
Chapter 26.34 RCW Interstate Compact on Placement of Children

Policy

1. ICPC In-State
    1. Request and Approval Process
        1. Department of Children, Youth, and Family (DCYF) HQ ICPC receives a written request from another state to assess a placement resource.
        2. HQ ICPC approval is required before a child or youth is placed in Washington State.
        3. HQ ICPC must document the placement request information in the ICPC record.
        4. Washington State may choose to contract out its ICPC home study or courtesy supervision services.
    2. Placement
        1. The sending state must place a child or youth in Washington within six months of the placement approval date noted on the Interstate Compact on the Placement of Children (ICPC) Placement Request – 100A DCYF 15-092 100A form.
        2. The sending agency maintains jurisdiction and is responsible for the case work and financial obligations for the placement.
        3. Caseworkers must:
            1. Complete monthly health and safety visits.

2. Determines the placement no longer meets the needs of the child or youth. The child or youth may be removed from their home and placed in a safe and appropriate setting.
3. Notify HQ ICPC and the sending state.
4. Submit quarterly supervision reports for biological parent, relative, foster, or adoptive homes to the HQ ICPC office. HQ ICPC sends quarterly supervision reports to the sending state's ICPC office.

4. HQ ICPC can request a child or youth return to the sending state within 5 business days if the placement is no longer in the best interest of the child or youth.
5. The sending state cannot move toward finalizing a permanent plan until a period of supervision, placement stability and with a written recommendation from HQ ICPC.

3. Closing an ICPC
   HQ ICPC closes the compact agreement when any of the following are met:
   1. A permanent plan for a child or youth is achieved which occurs only after a period of supervision, placement stability and with agreement from HQ ICPC.
   2. A child or youth is no longer placed in an approved placement.
   3. An approved ICPC placement will not be used.

Forms

Border Agreement (located on the DCYF intranet under Programs and ICPC)

ICPC Closure Letter DCYF 09-104

Interstate Compact for Placement of Children (ICPC) Parent Home Study DCYF 10-536

Interstate Compact on the Placement of Children (ICPC) Placement Request – 100A DCYF 15-092

Interstate Compact on the Placement of Children (ICPC) Report on Child's Placement Date or Change of Placement - 100B DCYF 15-093

Home Study DCYF 10-043

Washington State ICPC Quarterly Supervision Report DYCF 16-217

Resources

ICPC Intranet Page (located on the Child Welfare Intranet, under Programs and ICPC)

Interstate Compact on the Placement of Children (ICPC) Placed in Washington State procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1984

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4310. Transitioning Youth for Successful Adulthood

4310. Transitioning Youth for Successful Adulthood sarah.sanchez Wed, 08/22/2018 - 13:51

Applies To: This policy applies to child welfare caseworkers.

Policy Number & Title 4310. Transitioning Youth for Successful Adulthood

Effective Date: June 9, 2025

Purpose

The purpose of this policy is to provide guidance on how to effectively engage, support, and prepare youth who are 12 years old and older by allowing their input into critical decisions that affect their lives through the development of a transition plan to successfully transition to adulthood by:

- Continuing to develop their life skills.
- Having permanent connections with a caring adult.
- Having a voice and advocating for their needs.
- Being able to seek out community resources.
- Having access to continuing education and job readiness.

Authority

42 U.S.C. § 677 John H. Chafee Foster Care Program for Successful Transition to Adulthood
PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
PL 111-148 Patient Protection and Affordable Care Act
PL 112-34 Child and Family Services Improvement and Innovation Act
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee.
RCW 74.13.341 Transition plan-Planning services-Qualification for services provided by developmental disability administration.
RCW 74.13.540 Independent living services.

Policy

Caseworkers must:

1. Follow these DCYF Administrative policies:
    1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy, when working with youth who are LEP.
    2. 6.03 Access to Services for Individuals with Disabilities policy, when working with all individuals.
2. Encourage youth engagement in their case planning throughout the life of the case, but active engagement is required for youth 14 years and older.
3. Begin transition planning to prepare youth for adulthood when they have been in out-of-home care for more than 30 calendar days, by completing the following for and with youth:
    1. Twelve through 20 years old:
        1. Follow these policies:
            1. Court Report when developing report in consultation with them.
            2. Children and Youth Missing from Care, if applicable.
            3. Pregnant and Parenting Youth, if applicable.
        2. Twelve years old:
            1. Right to an Attorney

1. Annually discuss youth's right to an attorney if one is not already assigned. If they decline, continue to ask them whenever a motion or petition is filed that affects their placement, services, or familial relationships.
2. Document youths' decisions to request or decline an attorney in case notes and the court report.

2. Rights as a Foster Youth
   Review and provide youth:
   1. In a developmentally appropriate manner the Your Rights, Your Life: A Resource for Youth in Foster Care DCYF CWP_0030 publication annually until they exit from foster care.
   2. The Rights of Children and Youth in Foster Care DCYF 09-127 form annually and:
      1. Obtain their signature.
      2. Provide them with a copy.
      3. Upload into FamLink.

2. Fourteen years old and older:
   1. Encourage youth to identify two support people to be a part of their case planning team who are not their foster parent or caseworker when developing or updating their case plan.
   2. Annually provide youth with a copy of their consumer credit report until they leave foster care and assist them with:
      1. Interpreting the report.
      2. Identifying inaccuracies.
      3. Resolving identified inaccuracies.
   3. Begin transition planning discussions during:
      1. Monthly health and safety visits.
      2. SPMs.

3. Fifteen years old and older:

1. At 15 years old, follow the Extended Foster Care (EFC) Program policy to inform them of the EFC Program.
2. Discuss the Independent Living Program and make a referral when they are both:
    1. Dependent.
    2. In an out-of-home placement for at least 30 calendar days.
3. Collect the National Youth in Transition Database (NYTD) Elements provided to the youth in FamLink.

4. Sixteen years old:
    1. Conduct a 16.5 SPM for youth between 16 and 16.5 years old who are or may be eligible for Developmental Disabilities Administration (DDA) services. This includes:
        1. Inviting required representatives in RCW 74.13.341.
        2. Assisting them in applying for developmental disability services when identified during the SPM and determined eligible.
    2. Discuss youth's wishes to reconnect with their biological family, if applicable. If they wish to reconnect, assist them with:
        1. Skills and strategies to successfully and safely reconnect.
        2. Guidance and affirmation of their intent to reconnect.
        3. Reconnecting with biological family members when safe and appropriate.

5. Seventeen through 20 years old:
    1. Inform youth and their caregiver about the NYTD survey for youth 17, 19, and 21 years old.
    2. Conduct a Multidisciplinary Meeting (17.5) when youth are between 17 and 17.5 years old and:
        1. Invite the required state agency representatives in RCW 74.13.341.

2. During the SPM, complete the Transition Plan for Youth Exiting Care DCYF 15-417 form to develop or update the youth's transition plan with them that includes, but not limited to, the following information:
    1. Providing assistance and support them in the areas outlined in 42 U.S.C. 675.
    2. The EFC program and providing them with a copy of the Interested in Extended Foster Care? CWP_0003 publication.
    3. How they may access their case record after exiting foster care.
3. When the Transition Plan for Youth Exiting Care DCYF 15-417 form is complete:
    1. Obtain youth's signature and provide the youth with a copy of the form.
    2. Upload the signed form into FamLink.
    3. Attach a copy of the form to the court report.
4. Revisit the transition plan with the youth until they exit foster care at 18 years old or the EFC program during:
    1. SPMs.
    2. Health and safety visits.

6. Prior to the youth's 18th birthday and throughout the life of the case, as needed, provide the following items and information to them:
    1. Certified or original birth certificate.
    2. Social Security card.
    3. State issued photo identification, per the Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth policy.
    4. Copies of all medical and education records.
    5. Health insurance card.

6. A copy of the Dependent / Ward of the Court Verification Letter DCYF 09-056 form to prove they were previously in foster care.State issued photo identification, per the Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth policy.
7. Copies of all medical and education records.
8. Health insurance card.
9. A copy of the Dependent / Ward of the Court Verification Letter DCYF 09-056 form to prove they were previously in foster care.

7. Eighteen through 20 years old, follow the EFC policy, if applicable.

Forms

Dependent / Ward of the Court Verification Letter DCYF 09-056

Rights of Children and Youth in Foster Care DCYF 09-127

Transition Plan for Youth Exiting Foster Care DCYF 15-417

Resources

ADA/504 Public Notice of Nondiscrimination DCYF ADM_0026 publication

Annual Credit Report.com

Case Plan policy

Commercially Sexually Exploited Child (CSEC) policy

Court Report policy

Developmental Disability Administration (DDA)

Educational Services and Planning: Early Childhood Development, K-12 and Post-Secondary

Extended Foster Care (EFC) Program policy

Health and Safety Visits with Children and Youth and Monthly Visits with Parents and Caregivers policy

Independent Living Program

Interested in Extended Foster Care? CWP_0003 publication

NYTD Elements

Pregnant and Parenting Youth policy

Shared Planning Meetings policy

Transitioning Youth for Successful Adulthood procedures (Located on the Child Welfare intranet)

Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth

Your Rights, Your Life: A Resource for Youth in Foster Care DCYF CWP_0030 publication

Youth Guide for Decision Making and Transition Planning Meetings

Youth Missing from Care policy

Original Date: October 31, 2019

Revised Date: June 9, 2025

Review Date: June 30, 2029

Approved by: Vickie Ybarra, Assistant Secretary of Partnerships, Prevention, and Services

43103. Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth

43103. Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth sarah.sanchez Wed, 08/22/2018 - 13:57

Applies To: This policy applies to caseworkers.

Policy Number & Title: 43103. Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth

Effective Date: December 19, 2022

Purpose

The purpose of this policy is to assist youth in obtaining a Washington State issued photo identification card prior to their 18th birthday. State issued photo identification helps youth with:

- Participating in normal adolescent activities.

- Preparing for adulthood.
- Opening a bank account.
- Applying for a job.
- Obtaining housing.
- Receiving a driving instruction permit or personal driver license.

Authority

P.L. 113-183 Preventing Sex Trafficking and Strengthening Families Act
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
RCW 46.20.117 Identicards
RCW 74.13.283 Washington state identicards-Foster youth
RCW 74.13.710 Out-of-home care-Childhood activities-Prudent parent standard

Policy

Caseworkers must assist:

1. Youth with:
    1. Receiving a Washington State issued photo identification card prior to their 18th birthday if the youth is:
        1. Non-tribal.
        2. Tribal, but does not have a tribal enrollment identification card issued by a federally recognized tribe.
    2. Obtaining their Washington State identification card, instruction permit, personal driver license, enhanced from Department of Licensing (DOL) upon their request.
    3. Submitting required forms and documentation to DOL for approval.
    4. Physically obtaining their identicard once it's available.
2. Youth, caregivers, or Independent Living (IL) case managers by providing and explaining the DOL instructions for obtaining an identicard, instruction permit, or personal driver license.

Resources:

Washington State Department of Licensing (DOL)

Washington State Identicard, Instruction Permit, and Personal Driver's License for Foster Youth procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: June 12, 2008

Revised Date: December 19, 2022

Review Date: December 19, 2026

Approved by: Frank Ordway, Chief of Staff

4544. Responsible Living Skills Program

4544. Responsible Living Skills Program sarah.sanchez Tue, 08/28/2018 - 12:06

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4544. Responsible Living Skills Program

Effective Date: July 1, 2018

Purpose

The purpose of this policy is to assist staff in identifying and referring dependent eligible youth, age 16 through 17, to Responsible Living Skills Program (RLSP). If the youth is participating in RLSP prior to their 18th birthday, the youth may continue participating in RLSP up to age 21 when agreed upon by the caseworker and RLSP contracted provider.

Authority

Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
RCW 74.15.020 Definitions
RCW 74.15.230 Responsible living skills programs, established, requirements
RCW 74.15.240 Responsible living skills program, eligibility
RCW 74.15.250 HOPE centers, responsible living skills programs, licensing authority, rules

Policy

1. Caseworkers must:

1. Determine if placing the youth age 16 through 17 years old in RLSP is the most appropriate placement based on the youth's circumstance. The youth must meet the following eligibility criteria:
    1. Must be a dependent under Chapter 13.34 RCW;
    2. Does not have primary or alternate permanency plan of return home;
    3. Verbally agrees to participate in RLSP; and
    4. Does not have any behaviors that will hinder them from goals of the program or that could impact the safety of others.
2. Complete and submit the Responsible Living Services Program (RLSP) Referral DCYF 15-354 form for all eligible youth to the regional RLSP coordinator or designee. The following information must be attached and submitted with the referral form or as soon as they are obtained:
    1. Most current court report
    2. Most current court order
    3. Mental health documents within the past two years (e.g. psychological evaluations, treatment diagnosis or reports, etc.)
    4. Placement history report
    5. Copy of social security card and birth certificate
    6. Copy of immunization records
    7. Education records from the prior 18 months, including 504 or Individual Education Plan (IEP)
    8. Other relevant legal orders pertaining to the youth's RLSP eligibility
3. Collaborate with the contracted RLSP provider in facilitating a meeting with the youth and any significant individuals identified by the youth to discuss the intent and expectations of the program and the youth's commitment to participate in the program.
4. Review Independent Living pages in FamLink prior to any court hearing or Multidisciplinary Meeting (17.5 staffing) for youth participating in the program.

5. If the youth is missing from care (MFC), coordinate with the contracted RLSP provider to determine if the bed can remain open until the youth returns. Contracted RLSP providers have the discretion to keep a bed open for 15 calendar days when a youth is MFC.
6. Complete a new referral if a youth exits the program, wants to re-admit prior to age 18 and continues to meet the eligibility criteria.
7. Discuss and follow the Extended Foster Care (EFC) Program policy with any youth interested in the program prior to their 18th birthday.

2. Regional RLSP coordinators must:
    1. Review the RLSP referral form to verify eligibility and required attachments available at time of referral.
    2. Submit referral forms to contracted RLSP providers.
    3. Review monthly reports from contracted RLSP providers to evaluate the:
        1. Youth's individual outcomes and programmatic objectives are being met.
        2. Provider's ability to meet the youth's needs.
3. Notify caseworkers in their region when an RLSP opening becomes available.

Forms

Responsible Living Services Program (RLSP) Referral DCYF 15-354

Resources

Extended Foster Care (EFC) Program policy

Transitioning Youth for Successful Adulthood policy

Youth Missing from Care policy

Original Date: May 31, 2002

Revised Date: July 1, 2018

Review Date:

Approved by: Connie Lambert-Eckel, Acting Assistant Secretary

4550. Children and Youth Missing from Care (MFC)

4550. Children and Youth Missing from Care (MFC) sarah.sanchez Tue, 08/28/2018 - 12:07

Applies to: This policy applies to child welfare employees.

Policy Number & Title: 4550. Children and Youth Missing from Care (MFC)

Effective Date: May 20, 2025

Purpose

The purpose of this policy is to provide guidance on working with children and youth who:

- Are and return from missing from care (MFC).
- The Department of Children, Youth, and Families (DCYF) is responsible for the placement, care, or supervision.

Authority

PL 106-386 Victims of Trafficking and Violence Protections Act of 2000
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
PL 117-348 Trafficking Victims Prevention & Protection Reauthorization Act of 2020
Chapter 13.24 RCW Interstate Compact for Juveniles
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee

Policy

1. Caseworkers must complete the following when children and youth:
    1. Are MFC:
        1. Inform law enforcement (LE) and the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 within 24 hours of notification, if caregivers have not already done so.
        2. Inform caregivers they must:
            1. File a run report immediately, but no later than 24 hours, when children or youth run while in their care by contacting the following:
                1. LE.

2. NCMEC.
3. Tribal LE for Indian children.

2. Not provide NCMEC consent to release the child's or youth's information in 1.a.iii.C.
3. Contact:
    1. The child's or youth's caseworker.
    2. Intake, if the child's or youth's caseworker cannot be contacted directly or it is after normal business hours.

3. Provide NCMEC and LE with the following, when reasonably possible, but no later than 24 hours of notification and not already provided by the caregiver:
    1. A recent photo of the child or youth.
    2. Description of the child's or youth's physical features, including:
        1. Height
        2. Weight
        3. Gender
        4. Ethnicity
        5. Race
        6. Hair color
        7. Eye color
    3. Endangerment information, if applicable, including the child's or youth's:
        1. Pregnancy status.
        2. Prescription medications.
        3. Suicidal tendencies.
        4. Vulnerability to being sex trafficked.
        5. Other health or risk factors.

4. Notify the following within 24 hours:
    1. The parents or guardians for non-legally free children or youth.
    2. Regional MFC employees.
5. Complete active and ongoing efforts to locate children and youth:
    1. Within 24 hours of notification.
    2. Until they return.
6. Continue their dependency until their 18th birthday.
7. After their 18th birthday:
    1. Request to dismiss their dependency, unless they enroll in Extended Foster Care (EFC).
    2. Inform NCMEC and LE the youths' dependency is dismissed and that the youth is now considered a missing person if their whereabouts remain unknown.

2. Return to out-of-home care from MFC:
    1. Identify any health or safety concerns and assist them in accessing appropriate care within 24 hours of their return.
    2. Notify:
        1. The following within 24 hours of the children's or youth's return to out-of-home care:
            1. LE
            2. NCMEC
            3. Individuals or agencies involved with the children or youth.
        2. The Washington Interstate Compact for Juveniles if they have been located and detained out of state.
    3. Conduct a debriefing interview with the children or youth within two calendar days, excluding weekends and holidays, of their return.
    4. Complete or verify the following forms are current in FamLink:

1. Youth Run Prevention Plan DCYF 10-484
    1. Returning Child Debriefing DCYF 15-309
    2. Follow the Commercially Sexually Exploited Children (CSEC) policy when there is suspicion of CSEC for screening requirements.

2. Supervisors must assign a MFC locator as secondary assignment in the FamLink case when children or youth are MFC.
3. Regional MFC employees must complete the following when co-assigned and children and youth:
    1. Are MFC:
        1. Make active and ongoing efforts in collaboration with the caseworkers to locate children or youth MFC.
            1. Conduct extensive search efforts including, but not limited to:
                1. Access to Not Safe for Work websites.
                2. On-going field search efforts to locate the child and youth.
            2. Staff with the supervisor and AAG to determine if a pick-up order is needed, if applicable. If so, complete the declaration and file with the court.
        2. Return to out-of-home care, verify the debriefing process is complete.
4. Caseworkers or regional MFC employees must complete the following when children or youth return to out-of-home care:
    1. Return the children and youth to an approved placement.
    2. Conduct an MFC internal staffing with the caseworker and their supervisor when children and youth were MFC overnight or longer.
    3. Document contacts and active efforts, per the Documentation policy, when children or youth are:
        1. MFC.
        2. Returned to out-of-home care from MFC.

Forms

Returning Child Debriefing DCYF 15-309
Youth Run Prevention Plan DCYF 10-484

Resources

Active, Diligent, and Reasonable Efforts policy
Children and Youth Missing from Care procedures (Located in the DCYF Policies & Rules Office SharePoint)
Commercially Sexually Exploited Children (CSEC) policy
Documentation policy
Extended Foster Care (EFC) Program policy
Missing from Care Leads and Locator Staff Directory
National Center for Missing and Exploited Children (NCMEC)

Original Date: August 2004
Revised Date: May 20, 2025
Review Date: May 31, 2029
Approved by: Vickie Ybarra, Assistant Secretary of Partnership, Prevention, and Services Division

4311. Pregnant and Parenting Youth

4311. Pregnant and Parenting Youth admin Mon, 08/26/2019 - 10:10

Applies To: This policy applies to child welfare caseworkers.

Policy Number & Title: 4311. Pregnant and Parenting Youth

Effective Date: July 28, 2019

Purpose

This purpose of this policy is to provide guidance to child welfare employees working with dependent youth who are pregnant or parenting so that their unique needs are met and their efforts to transition to adulthood are successful.

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act 2008
RCW 9.02.100 Reproductive privacy - Public policy

RCW 26.44.030 Reports
RCW 74.13.280 Client Information

Policy

1. The unique needs of dependent youth who are pregnant or parenting must be identified and referred to services when necessary.
2. All dependent pregnant and parenting youth must be provided with information about their rights and the duties and responsibilities of Department of Children, Youth, and Families (DCYF) during shared planning meetings.
3. A dependency action on a dependent youth's child is only sought if a safety threat exists that cannot be controlled.
4. When a dependent youth and their child live in the same placement and there is no need to file a dependency on that child, DCYF considers the child's home to be that of the dependent youth.

Resources

Pregnant and Parenting Youth procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: May 31, 2002

Revised Date: July 28, 2019

Review Date: July 31, 2023

Approved by: Ross Hunter, Secretary

43105. Extended Foster Care (EFC) Program

43105. Extended Foster Care (EFC) Program sarah.sanchez Wed, 08/22/2018 - 14:01

Applies to: This policy applies to the Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 43105. Extended Foster Care (EFC) Program

Effective Date: June 9, 2025

Purpose

The Extended Foster Care (EFC) Program is a voluntary program for eligible youth 18 through 20 years old to receive support while they continue to develop their life skills. The purpose of the program is to provide tools, services, support, resources, and connections to successfully launch youth into adulthood and to prevent youth from experiencing homelessness.

Authority

PL 110-351 Fostering Connections to Success and Increasing Adoptions Act 2008
RCW 13.34.267 Extended foster care services-Maintenance of dependency proceeding-Placement, care of youth-Appointment of counsel-Case plan
RCW 13.34.268 Extended foster care services-Voluntary placement agreement- Decline-Petition for dependency
RCW 74.13.020 Definitions
RCW 74.13.031 Duties of department-Child welfare services-children's services advisory committee
RCW 74.13.336 Extended foster care services
RCW 74.15.020 Definitions
Chapter 110-90 WAC Extended Foster Care Program

Policy

Caseworkers must:

1. Follow these policies when working with youth interested or participating in the EFC program:
    1. DCYF Administrative policies:
        1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) when working with youth who are LEP.
        2. 6.03 Access to Services for Individuals with Disabilities when working with all youth.
    2. Indian Child Welfare (ICW) Reason to Know if there is reason to know they are or may be an Indian child, including following these ICW policies:
        1. ICW Dependency Cases
        2. ICW Active Efforts and Tribal Collaboration
2. Complete the following for youth:
    1. Fifteen years old discuss the EFC Program with them.

2. Seventeen to 18 years old:
    1. Conduct a Multidisciplinary Meeting outlined in Transitioning Youth for Successful Adulthood policy.
    2. Allow those interested in the EFC Program and who will meet eligibility in WAC 110-90-0040 to sign the Extended Foster Care Program Participation Agreement DCYF 10-432 form starting at 17.5 years old.
3. Eighteen through 20 years old:
    1. Follow WAC 110-90-0040 to verify they meet EFC Program eligibility requirements when they request to participate in the EFC Program.
    2. Case plan in a developmentally appropriate manner that includes:
        1. Information outlined in RCW 13.34.267.
        2. Following the Transitioning Youth for Successful Adulthood policy to review and update their Transition Plan for Youth Exiting Care DCYF 15-417 form with them until they exit EFC.
    3. Provide support, services, and case management as outlined in WAC 110-90-0060 when they begin participating in the EFC Program.
    4. Placed in a supervised independent living placement, provide the first payment to them within 30 calendar days of signing the Extended Foster Care Voluntary Placement Agreement (VPA) DCYF 15-431 form.
    5. Do not meet eligibility requirements in WAC 110-90-0040:
        1. Staff the case with the EFC regional lead prior to a decision to deny their enrollment to EFC Program.
        2. Send them the EFC Denial Letter DCYF 06-0165 form within 10 calendar days of the decision to include the information outlined in RCW 74.13.336.
    6. Request a court dismissal of the dependency when they:
        1. Are eligible but choose not to participate in the program on their 18th birthday.
        2. Withdraw their agreement to participate in the program.

3. Turn 21 years old.

3. The Child Welfare employees must not create any additional eligibility requirements for the Extended Foster Care Program.
4. Financial and Business Services Division (FBSD) IV-E specialists must determine and document the funding source for each eligible EFC youth.

Forms

EFC Denial Letter DCYF 06-0165 (Located in the DCYF forms repository)

Extended Foster Care Voluntary Placement Agreement (VPA) DCYF 15-431

Extended Foster Care Program Participation Agreement DCYF 10-432

Transition Plan for Youth Exiting Care DCYF 15-417

Resources

Court Report policy

DCYF Administrative Access to Services for Clients and Caregivers who are Limited English Proficient (LEP) policy

DCYF Administrative Access to Services for Individuals with Disabilities policy

Extended Foster Care Program procedures (Located on the Child Welfare intranet)

Health and Safety Visits with Children and Monthly Visits with Caregivers and Parents policy

Indian Child Welfare Active Efforts and Tribal Collaboration policy

Indian Child Welfare Dependency Cases policy

Indian Child Welfare Reason to Know policy

Interested in Extended Foster Care? CWP_0003 publication

Shared Planning Meeting (SPM) policy

Transitioning Youth for Successful Adulthood policy

Wraparound with Intensive Services (WISe) policy

Original Date: June 22, 2011

Revised Date: June 9, 2025

Review Date: June 30, 2029

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

43060. Open Adoption Agreements and Letters of Intent

43060. Open Adoption Agreements and Letters of Intent admin Wed, 06/07/2023 - 09:00

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 43060. Open Adoption Agreements and Letters of Intent

Effective Date: July 1, 2023

Purpose

The purpose of the policy is to provide guidance on the use of Open Adoption Agreements (OAA) and Letters of Intent. OAA and Letters of Intent are used when its determined in a shared planning meeting (SPM) that continued contact and/or communication with birth parents is in the best interest of dependent children or youth. This includes using:

- OAAs when they are placed in a prospective adoptive placement.
- Letters of Intent when they are not placed in a prospective adoptive placement.

Authority

RCW 26.33.160 Consent to adoption-When revocable-Procedure
RCW 26.33.295 Open adoption agreements-Agreed orders-Enforcement

Policy

1. Child and Family Welfare Services (CFWS) caseworkers must:
    1. Only consider using OAAs or Letters of Intent with dependent children or youth when it is:
        1. Determined to be in their best interest.
        2. Recommended by participants at adoption planning reviews (APR) or other Shared Planning Meetings (SPM).
    2. Consult with an adoption caseworker when considering and finalizing OAAs or Letters of Intent.

3. Create OAAs or Letters of Intent prior to:
    1. Termination of parental rights (TPR).
    2. Accepting a relinquishment of parental rights.
4. Not use OAAs or Letters of Intent as tools to coerce parents into relinquishing their parental rights. Parents should only enter into OAAs or Letters of Intent freely, voluntarily, and with full knowledge of the consequences.

2. DCYF may reimburse the costs and services related to negotiating OAAs as a non-recurring expense for the prospective adoptive parents through the adoption support program.

Resources

Adoption Planning Reviews (APR) policy

Adoption Support policy

Open Adoption Agreements and Letters of Intent procedures (Located in the DCYF Policies & Rules Office SharePoint)

Shared Planning Meetings policy

Termination of Parental Rights (TPR) policy

Original Date: July 1, 1991

Revised Date: July 1, 2023

Review Date: July 31, 2027

Approved by: Frank Ordway, Chief of Staff

4320. Identifying Adoptive Families

4320. Identifying Adoptive Families sarah.sanchez Wed, 08/22/2018 - 14:03

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4320. Identifying Adoptive Families

Effective Date: July 1, 2023

Purpose

The purpose of this policy is to provide direction on:

- Identifying permanent adoptive homes for children and youth.
- Providing information to adoptive families about prospective adoptive children or youth that allows them to make an informed decision on whether they want to be considered as an adoptive family.
- Recruitment services and activities for children and youth in need of a permanent home.

Authority

PL 103-382 Multiethnic Placement Act (MEPA) of 1994
PL 105-89 Adoption and Safe Families Act (ASFA) of 1997
RCW 13.34.040 Petition to court to deal with dependent child-Application of federal Indian child welfare act
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with siblings
RCW 13.34.200 Order terminating parent and child relationship-Rights of parties when granted
RCW 13.34.210 Order terminating parent and child relationship-Custody where no one has parental rights
RCW 13.34.260 Foster home placement-Parental preferences-Foster parent contact with birth parents encouraged
RCW 70.24.110 Minors-Treatment, consent, liability for payment for care
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.13.290 Fewest possible placements for children-Preferred placements
RCW 74.13.300 Notification of proposed placement changes
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
Chapter 13.50 RCW Keeping and release of records by juvenile justice or care agencies
Chapter 26.33 RCW Adoption
Chapter 70.02 RCW Medical records and health care information access and disclosure
WAC 110-60-0170 What must the department, private practitioner, or child placing agency do to locate records and information relating to the birth parents and the child?

WAC 110-60-0180 What information must the department or child placing agency provide to prospective adoptive parents about the child that is being considered for adoption?
WAC 110-60-0190 What information must the department or child placing agency provide to prospective adoptive parents about the birth parent(s) of a child being considered for adoption?

Policy

1. Child and Family Welfare Services (CFWS) caseworkers and adoption caseworkers:
    1. Must:
        1. Follow the Placing with and Supporting Unlicensed Relatives and Suitable Persons policy throughout the life of the case when children or youth are not placed with relatives.
        2. Continue relative searches when legally-free children or youth are not placed with relatives.
        3. Provide reasonable efforts to identify prospective adoptive families willing to agree to the terms of the Letters of Intent, as applicable.
        4. Assess prospective adoptive families for children and youth with a permanent plan of adoption.
        5. Identify prospective adoptive families through:
            1. Adoption planning reviews (APR) for children or youth prior to termination of parental rights (TPR) or accepting a relinquishment of parental rights.
            2. Shared planning meetings (SPM) for children or youth after termination of parental rights (TPR) or accepting a relinquishment of parental rights.
        6. Assess the child's or youth's best interest when making placement decisions. Best interest is determined on a case-by-case basis. The determination is made by considering their:
            1. Physical safety.
            2. Well-being, including physical, emotional, and mental health needs.
            3. Relationship or bond with current caregivers, if applicable.

4. Capacity of the caregiver to meet their physical and well-being needs.

7. Involve youth 12 years and older in case planning decisions.
8. Assess and give preference to:
    1. Placement considerations from the following:
        1. Parents
        2. Guardians
        3. Children
        4. Youth
    2. Both of the following, per the Out-of-Home Placements policy:
        1. Relatives and suitable persons instead of a foster home that is unrelated and unknown to the family when determining a placement for a child or youth, when:
            1. They are safe and able to meet the child's or youth's needs.
            2. The placement is in the child's or youth's best interests.
        2. Placing siblings together when it is in the child's or youth's best interest.
9. Maintain children's or youth's existing relationships with relatives of a specified degree that are not placement options when:
    1. Children or youth are dependent and legally-free. The rights of the relative of specified degree do not extend beyond adoption.
    2. A relationship with the relatives is determined to be in the child's or youth's best interest.
    3. Relatives of specified degree want to maintain a relationship with the child or youth.
    4. A SPM process recommends this contact.

10. Follow Indian Child Welfare (ICW) Adoption policy when there is reason to know that the child or youth is or may be an Indian child.
11. Verify the health, mental health, and education information on the child or youth is provided to prospective adoptive families prior to adoption finalization.

2. Must not deny:
    1. Adoptions or out-of-home placements based on the race, or national origin of the prospective adoptive parents or the child or youth involved, per MEPA. This provision does not apply to nor affect Indian Child Welfare Act (ICWA).
    2. Any individual above the age of 18 the opportunity to become an adoptive parent based on race or national origin.
    3. Adoptive placements with an approved family residing outside the jurisdiction or office providing case management for the child's or youth's case.

2. CFWS caseworkers must follow the Case Transfer policy after relinquishment or TPR hearings to initiate the case transfer to adoptions.
3. Adoption supervisors must follow the Case Transfer policy when assigning new cases to adoption caseworkers.
4. Adoption caseworkers must provide information and guidance to prospective adoptive families, adoptees, and employees about the adoption process and available services when requested.

Resources

Adoption planning reviews (APR) policy

Case Transfers policy

Children's Bureau Determining the Best Interests of the Child

Identifying Adoptive Families procedures (Located in the DCYF Policies & Rules Office SharePoint)

Indian Child Welfare (ICW) Adoption policy

Placing with and Supporting Unlicensed Relatives and Suitable Persons policy

Open Adoption Agreements and Letters of Intent policy

Out-of-Home Placements policy

Relative Search and Notification policy

Termination of Parental Rights (TPR) policy

Original Date: September 27, 1995

Revised Date: July 1 2023

Review Date: July 31, 2027

Approved by: Frank Ordway, Chief of Staff

4325. Electronic Legally-Free Case Files and Pre-Adoption Disclosure (PAD) Folders

4325. Electronic Legally-Free Case Files and Pre-Adoption Disclosure (PAD) Folders sarah.sanchez Wed, 08/22/2018 - 14:20

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4325. Electronic Legally-Free Case Files and Pre-Adoption Disclosure (PAD) Folders

Effective Date: July 1, 2023

Purpose

The purpose of this policy is to provide direction on:

- Creating and managing legally-free case files in FamLink.
- Transferring legally-free cases.
- Creating pre-adoption disclosure (PAD) folders.
- Adoption pre-finalization checks.

Authority

RCW 13.34.200 Order terminating parent and child relationship-Rights of parties when granted

RCW 13.34.210 Order terminating parent and child relationship-Custody where no one has parental rights
Chapter 26.33 RCW Adoption
Chapter 70.02 RCW Medical records health care information access and disclosure

Policy

1. Supervisors or designees must deactivate children's or youth's cases from their FamLink family case within seven calendar days of becoming legally-free.
2. Electronic file specialists (EFSs) must create PAD folders for each legally-free child or youth within 30 calendar days of the complete file being imaged to FamLink.
3. Child and Family Welfare Services (CFWS) caseworkers must use the date the relinquishment or termination of parental rights (TPR) orders are entered in court to create children's or youth's legally-free case in FamLink.
4. Adoption caseworkers must:
    1. Follow the Pre-Adoption Services and Adoption Finalization policy when:
        1. Adding new PAD records into the PAD folder until the children or youth are adopted.
        2. Providing newly redacted information to the prospective adoptive parents.
        3. Archiving adoption records.
    2. Complete the adoption pre-finalization check.

Resources

Electronic Legally-Free Case Files and Pre-Adoption Disclosure (PAD) Folders procedures (Located in the DCYF Policies & Rules Office SharePoint)

Pre-Adoption Services and Adoption Finalization policy

Termination of Parental Rights (TPR) policy

Original Date: September 30, 2017

Revised Date: July 1, 2023

Review Date: July 31, 2027

Approved by: Frank Ordway, Chief of Staff

4330. Pre-Adoption Services and Adoption Finalization

4330. Pre-Adoption Services and Adoption Finalization sarah.sanchez Wed, 08/22/2018 - 14:21

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4330. Pre-Adoption Services and Adoption Finalization

Effective Date: July 1, 2023

Purpose

The purpose of this policy is to provide direction on:

- Providing necessary information to prospective adoptive families about prospective adoptive children or youth for the adoption finalization process.
- Preparing and releasing pre-adoption disclosure (PAD) folders.
- Identifying available services for prospective adoptive families.
- Archiving sealed adoption records for legally-free children and youth.

Authority

PL 103-382 Multiethnic Placement Act (MEPA) of 1994
RCW 70.24.110 Minors-Treatment, consent, liability for payment for care
RCW 74.13.031 Duties of department-Child welfare services-Children's services advisory committee
RCW 74.13.290 Fewest possible placements for children-Preferred placements
RCW 74.13.300 Notification of proposed placement changes
RCW 74.14A.020 Services for emotionally disturbed and mentally ill children, potentially dependent children, and families-in-conflict
Chapter 13.50 RCW Keeping and release of records by juvenile justice or care agencies
Chapter 26.33 RCW Adoption
Chapter 70.02 RCW Medical records and health care information access and disclosure
WAC 110-60-0160 Under what conditions may the department reveal identifying information about the birth parent?
WAC 110-60-0170 What must the department, private practitioner, or child placing agency

do to locate records and information relating to the birth parents and the child? WAC 110-60-0180 What information must the department or child placing agency provide to prospective adoptive parents about the child that is being considered for adoption? WAC 110-60-0190 What information must the department or child placing agency provide to prospective adoptive parents about the birth parent(s) of a child being considered for adoption?

Policy

Adoption caseworkers:

1. Must:
    1. Provide pre-adoption services to prospective adoptive families identified in a shared planning meeting (SPM).
    2. Assess children's or youth's best interest when making placement decisions. Best interest is determined on a case-by-case basis. The determination is made by considering the child's or youth's:
        1. Physical safety.
        2. Well-being, including physical, emotional, and mental health needs.
        3. Relationship or bond with current caregivers, if applicable.
        4. Capacity of the caregiver to meet their physical and well-being needs.
    3. Involve youth age 12 and older in their case decisions.
    4. Maintain children's or youth's existing relationships with relatives of a specified degree that are not placement options when:
        1. Children or youth are dependent and legally-free. The rights of the relative of specified degree do not extend beyond adoption.
        2. A relationship with the relatives is determined to be in the child's or youth's best interest.
        3. Relatives of specified degree want to maintain a relationship with the child or youth.
        4. A SPM recommends the relationship continue.
    5. Follow these policies:
        1. Identifying Adoptive Families.

2. Indian Child Welfare (ICW) Reason to Know when there is reason to know children or youth are or may be an Indian child.
3. DCYF Administrative 13.04 Protecting Privacy and Confidential Information to safeguard and protect confidential information.

6. Provide:
    1. Information and guidance to prospective adoptive parents, adoptees, and employees about the adoption process and available services, when requested.
    2. The following to assist children or youth and prospective adoptive families in preparation for adoption finalization on an ongoing basis:
        1. Assessments for services.
        2. Services to support their safety, stability, permanency, and well-being.
        3. Other needed supports.
7. Verify the health, mental health, and education information for the children or youth is provided to prospective adoptive parents prior to adoption finalization.
8. Facilitate and finalize adoptions for children or youth in the placement and care authority of DCYF.

2. Must not deny:
    1. An adoption or out-of-home placement based on the race or national origin of the prospective adoptive parents or the child or youth involved, per MEPA. This provision does not apply to nor affect Indian Child Welfare Act (ICWA).
    2. Any individual above the age of 18 the opportunity to become an adoptive parent based on race or national origin.
    3. Adoption services to kinship applicants based on their decision to complete an adoption home study rather than a foster care licensing home study.
    4. An adoptive placement with an approved family residing outside the jurisdiction or office providing case management for the child's or youth's case.

Resources

Children's Bureau Determining the Best Interests of the Child

Indian Child Welfare Reason to Know policy

Identifying Adoptive Families policy

Pre-Adoption Services and Adoption Finalization procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4355. Youth Petition for Reinstatement of Parental Rights

4355. Youth Petition for Reinstatement of Parental Rights admin Wed, 06/14/2023 - 11:39

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) caseworkers.

Policy Number & Title: 4355. Youth Petition for Reinstatement of Parental Rights

Effective Date: July 1, 2023

Purpose

The purpose of this policy is to provide direction on the eligibility and notification requirements for the reinstatement of parental rights.

Authority

RCW 13.34.215 Petition reinstating terminated parental rights-Notice-Achievement of permanency plan-Effect of granting the petition-Hearing-Child support liability-Retroactive Application-Limitation on liability

Policy

Caseworkers must:

1. Notify dependent youth of their right to petition the court for reinstatement of parental rights if their parent, whose rights have been terminated, contacts DCYF or

the Guardian ad Litem (GAL) regarding the reinstatement of parental rights and the following criteria is met, the youth:

1. Was previously dependent and parental rights were terminated in a proceeding under Chapter 13.34 RCW.
2. Is age 12 or older, unless the court finds good cause to hear a petition from a youth under age 12.
3. Has been legally-free for three or more years since their biological parent's final termination order was entered.
4. Has not or will not achieve a permanent plan in the next three months, or the permanent plan was achieved, but has not been sustained.

2. Participate in the:
    1. Threshold hearing to determine if the reinstatement of parental rights petitions will move forward.
    2. Hearing on the merits of the petition, where caseworkers must inform the court on the parents' efforts to achieve permanency and whether they support the petition for reinstatement.
    3. Final review hearing after six months to determine whether the court will reinstatement parental rights and dismiss the dependency.
3. Not vacate the original termination of parental rights order when an order to reinstate parental rights is entered.

Resources

Youth Petition for Reinstatement of Parental Rights procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1997

Revised Date: July 1, 2023

Review Date: July 31, 2027

Approved by: Frank Ordway, Chief of Staff

5700. Adoption Support

5700. Adoption Support sarah.sanchez Tue, 08/28/2018 - 13:43

Applies To: This policy applies to child welfare adoption caseworkers and adoption support workers.

Policy Number & Title: 5700. Adoption Support

Effective Date: September 23, 2019

Policy memo effective March 11, 2025

Purpose

The purpose of this policy is provide support to adoptive families interested in adopting children or youth with special needs in order to remove the barriers that would prevent adoption.

Authority

42 U.S.C. 671 State plan for foster care and adoption assistance
42 U.S.C. 673 Adoption and guardianship assistance program
42 U.S.C. 675 Definitions
PL 96-272 Adoption support and Child Welfare Act of 1980
PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
RCW 28.B.118.010 Washington College Bound Scholarship
RCW 74.13.031 Duties of department, child welfare services, children's services advisory committee
RCW 74.13A.005 Adoption support, state policy enunciated
RCW 74.13A.007 Adoption support expenditures, findings, intent
RCW 74.13A.020 Adoption support program administration, rules and regulations, disbursements from general fund criteria, limits
RCW 74.13A.030 Both continuing payments and lump sums payments authorized
RCW 74.13A.055 Voluntary amendments to agreements, procedure when adoptive parties disagree
RCW 74.13A.060 Nonrecurring adoption expenses
WAC 110-80-0050 What constitutes a "special needs"?

Policy

1. Determining Adoption Support Eligibility and Special Needs
   Adoption support workers must:

1. Determine if the child or youth is eligible for adoption support when it is in the child's or youth's best interest and the child or youth:
    1. Is younger than age 18 when the Department of Children, Youth, and Families (DCYF) and adoptive parents sign the adoption support agreement and the adoption is finalized.
    2. Is legally free for adoption or eligible for a customary adoption.
    3. Has a special condition according to WAC 110-80-0050 or federal law that creates a barrier to adoption for one or more of the following reasons:
        1. A diagnosis of a physical, mental, developmental, cognitive or emotional disability;
        2. Race or ethnicity;
        3. Six years of age or older at the time of adoption;
        4. Is a part of a sibling group (three or more); or if a sibling group of two, at least one sibling has a disability or meets the special needs criteria;
        5. Was previously adopted and eligible for Title IV-E reimbursement; or
        6. At risk for a physical, emotional or disabling condition.
    4. Is not the biological child or youth of the adopting family whose rights were previously terminated.
2. Determine if the child or youth meets one of the following Washington state or federal eligibility criterion:
    1. Is in state-funded foster care or child caring institution or likely to be placed in out-of-home care; or
    2. Is eligible for federally funded adoption support as defined in Title IV-E of the Social Security Act.
3. Identify reasonable efforts were made to adopt the child or youth without adoption support. Efforts include, but not limited to:
    1. Registration with Washington login for 90 days or longer without an appropriate family being identified.

2. Efforts to find adoptive parents able to adopt without adoption support were made.
3. Determination of the selected adoptive parent's inability to adopt without assistance.
4. Determination that it is against the child's or youth's best interest to search for another adoptive parent, i.e., relative of specified degree, etc.

4. Complete the adoption support negotiation and provide a copy of the signed document to the adoption worker for placement in the court's adoptive legal file prior to adoption finalization.
5. Determine eligibility for adoption support without regard to income.

2. Submitting the Application
   Adoption caseworkers must:
   1. Submit separate applications for each child or youth being adopted.
   2. Complete application packets with the following documentation in paper or electronic format. Application materials provided by adoptive parents include:
      1. Application for the Adoption Support Program and/or Reimbursement of Adoption Finalization Costs DCYF 09-998 form
      2. Adoption Support Worksheet DCYF 09-997 form
      3. Federal IRS form 1040
   3. Verify the following documents are in the application packet:
      1. Adoptive Home Study
      2. Child's or youth's special need condition
      3. Child's or youth's original birth certificate or copy from the Department of Health (DOH) website.
      4. Child's or youth's social security number verified from the Social Security Administration or Automated Client Eligibility System (ACES).
      5. Termination of Parental Rights Order
      6. Shared Planning Meeting DCYF 14-474 form

7. Completed Family Genetic and Medical History DCYF 13-041 form.
8. Signed Family Genetic and Medical History-Adoption DCYF 13-041A form.

3. Reviewing, Negotiating, and Implementing the Initial Adoption Support Agreement Adoption support workers must:
    1. Contact the family within 14 calendar days of receiving a completed application packet. This must include reminding the family that the adoption support agreement must be finalized before the adoption occurs.
    2. Negotiate with the adoptive parents to:
        1. Determine the adoption support monthly payment through an agreement between the adoptive parents and DCYF, considering the family circumstances and needs of the child or youth.
        2. Finalize the development of the initial adoption support agreement which is a legally binding document that cannot be altered once the family has signed. The adoption support agreement includes:
            1. Medicaid.
            2. Non-Recurring costs, reimbursed up to $1500 for specified adoption related expenses.
            3. Pre-Authorized counseling, available upon request of the parents and if the provider meets program requirements.
            4. Monthly payment that is a negotiated amount that may be available to remove barriers to adoption.
        3. Verify the monthly payment does not exceed the statutory cap for the foster care maintenance payment the child or youth would have received if in a foster family home.
        4. Coordinate with the adoption worker to complete an Adoption Request to Exceed Adoption Support Rate Schedule DCYF 15-477 form if the monthly payment request exceeds the statutory cap of the top foster care rate for the child's or youth's age. Requests may include, but are not limited to:
            1. Partial Title I-VE eligible child care costs, that must be negotiated annually, until the child no longer needs child care,

enters kindergarten, or reaches age six, whichever comes first; or

2. Care items for a child or youth, who is no longer a Washington resident, but when residing in Washington the items were covered by Washington Title XX.

3. Inform the adoptive parents that a youth adopted:
    1. After reaching age 13 will be considered an independent person when submitting the Free Application for Federal Student Aid (FAFSA).
    2. Between ages 14 and 17 will have continued eligibility for the Washington College Bound Scholarship if the youth resides and attends an institution in Washington State.
    3. Between ages 16 and 17 may be eligible for Extended Adoption Support.
4. Contact the headquarters (HQ) adoption support supervisor if the adoption support worker and the adoptive parents do not agree on the terms of the adoption support agreement. The HQ adoption support supervisor will assist the adoption support worker in setting the level of support.
5. Make on-going payments, lump sum payments, or both.
6. Initiate Medicaid, pre-authorized counseling, non-recurring costs, or monthly payment after receiving the adoption decree, if applicable.
7. Continue medical coverage, pre-authorized counseling, and monthly payments if the family moves out of state using the Interstate Compact Agreement for Medical Assistance (ICAMA) Request DCYF 15-416 form.
8. Notify prospective adoptive parents in writing if the adoption support application is denied and include information about the adoptive parent's rights if they disagree with DCYF's decision.

4. Determining On-Going Eligibility for Adoption Support for a Youth age 18 and Older
Adoption support workers must only authorize adoption support beyond a youth's 18th birthday when the adopted youth qualifies for ongoing eligibility. To be eligible:
    1. The adoptive parents must request continued adoption support prior to the youth's 18th birthday and the youth must be attending a full-time instructional program leading to a high school diploma, a General Education

Development (GED) certificate, or High School Equivalency Certificate (HSEC); or

2. The youth was adopted at age 16 or 17 and the youth meets one of the following criteria for post adoption support:
    1. Attending high school or working on GED or HSEC.
    2. Enrolled in college or vocational education program.
    3. Employed at least 80 hours per month.
    4. Participating in a program designed to promote or eliminate barriers to employment.
    5. Unable to participate in the above due to a documented medical condition.

5. Reviewing a Request to Change Existing Adoption Support
   Adoption support workers must:
    1. Review the following information to negotiate a change in the adoption support agreement:
        1. The Adoption Support Agreement Review DCYF 10-082 form.
        2. Most recent IRS Form 1040 or financial statement.
        3. Documentation of any change in the child's or youth's diagnosis or treatment recommendations.
        4. Early Periodic Screening, Diagnosis and Treatment (EPSDT) or other medical and treatment recommendations.
        5. Documentation of mental health, educational, or additional supervision supports.
    2. Contact adoptive parents no later than 30 calendar days after a request to change the existing agreement is received.
    3. Sign a new agreement with the adoptive parents if DCYF and all adoptive parents agree to modify the initial adoption support agreement.
    4. Make changes in the terms of the agreement retroactive to the first day of the month in which DCYF received the written request.

5. Inform the adoptive parents they have a right to an administrative hearing following the review, if there is no agreement to the modification.

6. Determining Eligibility for Adoption Support After Adoption Finalization in Extenuating Circumstances
   Adoption support workers must:

    1. Conduct the following when adoptive parents request adoption support after the adoption has been finalized:

        1. Identify if the child or youth was adopted prior to the adoption support agreement being negotiated and approved.

        2. Determine if the child's or youth's eligibility for federal funding is based on information in the adoption file.

        3. Determine if the child or youth has special needs.

        4. Determine if the child or youth meets Title IV-E eligibility.

    2. Deny an adoption support application unless an administrative law judge finds extenuating circumstances. These include:

        1. Known information about the child or youth or family was not provided to the family prior to adoption.

        2. Adoption support was denied based on a means test.

        3. The family was denied adoption support based on wrong information or advice.

        4. The parent was not informed of the availability of adoption support.

7. Suspending Adoption Support
   Adoption support workers must:

    1. Send a notice by certified mail to adoptive parents when information is received by the adoption support program that the child or youth is no longer supported legally or financially by the adoptive parents. The notice must include:

        1. A request to the parents to provide documentation of legal or financial responsibility for their child or youth.

        2. Notification to the parents that if they are unable to provide documentation of their legal or financial responsibility for their child

or youth, the adoption support payment will be suspended on the 30th day. The specific month, day, and year of the 30th day must be included in the notice.

3. Information to the parents of their right to have an administrative hearing if they are in disagreement with their adoption support payment being suspended.
4. Information on when and how to request an administrative hearing.

2. Continue the adoption support payment if an administrative hearing is requested by adoptive parents on or before the 30th day until the decision is reached in the hearing.
3. Suspend the adoption support payment if nothing is received from the family on the 30th day. If the adoption support payment is suspended, the child or youth will remain eligible for Title XX Medicaid coverage.

8. One-Time Payments for Catastrophic Events for Adoptive Parents
    1. The adoption support worker may provide a one-time payment not to exceed $1500.
    2. The one-time payment must be approved in advance by the HQ adoption support supervisor.
    3. Payments are for assistance during a catastrophic family event per PL 113-183, events include but are not limited to:
        1. Death of a child or youth or caregiver;
        2. Damage to a family home caused by a natural disaster or fire; or
        3. A medical or mental health crisis resulting in the family traveling out of region for treatment.
9. Closing Adoption Support
   Adoption support workers must terminate adoption support and Medicaid:
    1. After the youth reaches age 18, unless they meet eligibility for ongoing support.
    2. Prior to the youth turning age 18 if:
        1. Adoptive parents no longer have legal or financial responsibility for the child or youth.

2. The child or youth or parent dies.
3. The child or youth emancipates or otherwise ceases to need support.

3. Prior to the youth's 21st birthday.

Forms

IV-E Eligibility Determination for an Adoption Support Application DCYF 14-319

Adoption Support Agreement DCYF 10-228 (located in the Forms repository on the DCYF intranet)

Adoption Support Modification Worksheet DCYF 10-082

Adoption Support Program Application Checklist DCYF 10-477

Adoption Support Worksheet DCYF 09-997

Application for the Adoption Support Program and/or Reimbursement of Adoption Finalization Costs DCYF 09-998

Child's Registration DCYF 10-061

Disability Verification for Youth Over Age 18 DCYF 15-412

Family Genetic and Medical History DCYF 13-041

Family Genetic and Medical History-Adoption DCYF 13-041A (located in the Forms repository on the DCYF intranet)

Interstate Compact for Adoption Medical Assistance ICAMA DCYF 15-416

Initial Adoption Support Agreement DCYF 10-228 (located in the Forms repository on the DCYF intranet)

Letter for 18-Year-Old DCYF 15-413 (located in the Forms repository on the DCYF intranet)

Provider File Action Request DCYF 06-097

Request to Exceed Adoption Support Rate Schedule DCYF 15-477 (located in the Forms repository on the DCYF intranet)

Shared Planning Meeting DCYF 14-474

Revised Adoption Support Agreement DCYF 10-227 (located in the Forms repository on the DCYF intranet)

Waiver of Right to Receive Written Information on Adoption Support Program Limitation DCYF 09-121

Resources

IRS 1040

Post Adoption: Questions and Answers DCYF 22-1211 publication

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Original Date: September 27, 1995

Revised Date: September 23, 2019

Review Date:

Approved by: Jody Becker, Deputy Secretary

4340. Guardianships

4340. Guardianships sarah.sanchez Wed, 08/22/2018 - 14:23

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 4340. Guardianships

Effective Date: June 15, 2024

Purpose

The purpose of this policy is to provide guidance on the use of subsidized and unsubsidized guardianships as a permanent plan for dependent children or youth.

Authority

Chapter 11.130 RCW Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act
RCW 11.130.010 Definitions
Chapter 13.36 RCW Guardianship
RCW 13.34.130 Order of disposition for a dependent child, alternatives-Petition seeking termination of parent-child relationship-Placement with relatives, foster family home, group care facility, qualified residential treatment program, or other suitable persons-Placement of an Indian child in out-of-home care-Contact with sibling
RCW 13.34.145 Permanency planning hearing-Purpose-Time limits-Goals-Review hearing-

Petition for termination of parental rights-Guardianship petition-Agency responsibility to provide services to parents-Due process rights
RCW 13.34.232 Guardianship for Dependent Child
RCW 13.34.234 Guardianship for Dependent Child and Dependency Guardianship Subsidies
RCW 74.13.031 Duties of the Department
RCW 74.13.280 Client information

Policy

1. Caseworkers must:
    1. Hold shared planning meetings (SPM) before permanent plans of guardianship are considered for dependent children or youth. This includes discussing both the chapter 13.36 RCW guardianship and the chapter 11.130 RCW guardianship of a minor using the Permanency Planning Matrix DCYF CWP_0088 publication with the child's or youth's parents and caregivers, as an alternative to termination of parental rights (TPR) and adoption.
    2. Follow the Placement Moves policy when considering moving children or youth placed with relatives or suitable others.
    3. Not vacate guardianships or accept Voluntary Placement Agreements (VPA) for the purpose of making children or youth eligible for foster care or Extended Foster Care (EFC).
2. DCYF may subsidize guardianships based upon eligibility requirements.

Resources

Extended Foster Care (EFC) Program policy

Guardianships procedures (Located in the DCYF Policies & Rules Office SharePoint)

Permanency Planning Matrix DCYF CWP_0088 publication

Placement Moves policy

Pre-Adoption Services and Adoption Finalization policy

Shared Planning Meetings policy

Termination of Parental Rights policy

Voluntary Placement Agreements policy

Original Date: February 2004

Revised Date: June 15, 2024

Review Date: June 30, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

43401. Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP)

43401. Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP) sarah.sanchez Wed, 08/22/2018 - 14:23

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 43401. Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP)

Effective Date: June 15, 2024

Policy memo effective March 12, 2025

Purpose

The purpose of the policy is to provide guidance on the use of the Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP). GAP and EGAP include a monthly subsidy and Medicaid eligibility for children and youth and is available to support their care with licensed caregivers.

Authority

42 U.S.C. 671 State plan for foster care and adoption assistance
42 U.S.C. 673 Adoption and guardianship assistance program
42 U.S.C. 675 Definitions
PL 110-351 Fostering Connections to Success and Increasing Adoptions Act of 2008
PL 113-183 Preventing Sex Trafficking and Strengthening Families Act
Chapter 11.130 RCW Uniform Guardianship, Conservatorship, and Other Protective Arrangements Act
Chapter 13.36 RCW Guardianship
RCW 13.38.040 Definitions

RCW 74.13.031 Duties of the Department, Child Welfare Services, Children's Services Advisory Committee
RCW 74.13A.047 Adoption Assistance Payments, expenditure limits
RCW 74.15.020 Definitions
Chapter 110-85 WAC Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP)

Policy

1. Caseworkers must:
    1. Assess children or youth and potential guardians for GAP eligibility, per WAC 110-85-0050, as part of the concurrent planning process when guardianship has been determined to be in their best interest.
    2. Refer potential eligible licensed caregiver to the GAP gatekeeper.
2. GAP gatekeepers must:
    1. Verify eligibility, develop, negotiate, and renegotiate with eligible caregivers for GAP and EGAP.
    2. Determine and document the GAP funding source for each child or youth.
    3. Manage and follow executed GAP and EGAP agreements to assist caregivers in caring for children and youth.
    4. Suspend or terminate GAP and EGAP agreements, if applicable.
    5. End GAP service payments at age 18 unless they qualify for EGAP.
3. Regional administrators (RA) or designees must approve or deny GAP and EGAP agreements.

Resources

Guardianship Assistance Program (GAP) and Extended Guardianship Assistance Program (EGAP) procedures (Located in the DCYF Policies & Rules Office SharePoint)

Permanent and Concurrent Planning policy

Original Date: June 10, 2010

Revised Date: June 15, 2024

Review Date: June 30, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4533. Behavior Rehabilitation Services

4533. Behavior Rehabilitation Services sarah.sanchez Tue, 08/28/2018 - 12:01

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) child welfare employees.

Policy Number & Title: 4533. Behavior Rehabilitation Services (BRS)

Effective Date: September 25, 2020

Purpose

The purpose of this policy is to provide guidance to child welfare employees for identifying and providing services to children and youth with high-level complex needs.

Authority

RCW 13.34.130 Order of disposition for a dependent child, alternatives - Placement with relatives, foster family home, group care facility, or other suitable persons
RCW 74.13.031 Duties of Department - Child Welfare Services - advisory committee.
RCW 74.13.080 Group Care Placement - Prerequisites for payments

Policy

1. Caseworkers must verify children or youth have been referred to and received a Wraparound Intensive Services (WISe) screen prior to considering a referral to BRS.
    1. If the WISe screen shows the child or youth is eligible and recommended for services, WISe must be given priority over BRS.
    2. Consider BRS if:
        1. WISe alone cannot safely serve the child or youth's needs. BRS and WISe can be opened concurrently.
        2. The WISe agency is unable to meet the child or youth's needs and intensive services is required to meet their needs.

2. BRS Managers may only refer children and youth to contracted BRS service providers when the child or youth:
    1. Has a high-level complex service need.
    2. Received a WISe screen from a provider on the WISe Referral Contact List.
    3. Been assessed to need BRS level of care based on all of the following:
        1. A completed WISe screen.
        2. The BRS Referral DCYF 10-166A form and supporting documentation packet.
        3. The Children's Functional Assessment Rating Scale (CFARS).
        4. Recommendations from the shared planning meeting (SPM) or Family Team Decision Making (FTDM) meeting.
    4. Received the required approvals on the BRS Referral DCYF 10-166A form.
3. The DCYF Contracts Unit can only approve BRS ongoing contracts to out-of-state agencies if they are located within 50 miles of Washington State.
4. Caseworkers must continue to pay BRS In-Home or Support Services if they are being provided at the contract rate. This rate is not intended to be all inclusive. Services and other funds DCYF would normally pay for should continue, e.g., rent, child care, concrete goods, etc.
5. Employees must follow the Placement - Intensive Resources policy when a child or youth's individual service needs are beyond what can be provided through the BRS contract and other more intensive services are needed.
6. Caseworkers assigned to children or youth in BRS must:
    1. Participate in the BRS Child and Family Team (CFT) case review meetings.
    2. Facilitate discussions identifying a targeted discharge date and transition placement.
7. Caseworkers must obtain DCYF and court approval for children and youth placed in a BRS Qualified Residential Treatment Program (QRTP) and request the following:
    1. A court review hearing within 60 calendar days of the QRTP placement.
    2. A court review at least every six months.

3. Regional administrator (RA) approval for children or youth age:
    1. Twelve and younger after the first consecutive or non-consecutive six months.
    2. Thirteen and older, after the first 12 consecutive months, or 18 non-consecutive months.

Forms

Administrative Approval Request DCYF 05-210

BRS referral form DCYF 10-166A

Resources

Behavior Rehabilitation Services (BRS) procedures (Located in the DCYF Policies & Rules Office SharePoint)

Family Team Decision Making (FTDM) policy

Placement - Intensive Resources policy

Wraparound Intensive Services (WISe) policy

Original Date: September 27, 1995

Revised Date: September 25, 2020

Review Date: September 25, 2024

Approved by: Jody Becker, Deputy Secretary Children and Families

5400. Child Care

5400. Child Care sarah.sanchez Tue, 08/28/2018 - 13:40

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) child welfare employees.

Policy Number & Title: 5400. Child Care

Effective Date: July 28, 2019

Purpose

The purpose of this policy is to provide guidance to Department of Children, Youth, and Families (DCYF) child welfare employees on how to authorize payment for quality child care to meet the needs of children in-home or in out-of-home care and promote safety, permanency, and well-being.

Authority

RCW 43.216.020 Department duties
RCW 43.216.250 Secretary's licensing duties
RCW 74.13.020 Definitions
RCW 74.15.020 Definitions
Chapter 110-15 WAC Working connections and seasonal child care subsidy programs

Policy

Caseworkers:

1. May authorize child care for eligible children residing in their parent's or guardian's home and in out-of-home care, per WACs 110-15-4500 through 110-15-4580.
2. Are responsible authorizing child care for eligible children in out-of-home care.
3. Must verify the child meets the following eligibility criteria prior to authorizing child care:
    1. The child has an open child welfare case.
    2. The child is 12 years old or younger or is under age 19 with verified special needs per WAC 110-15-0220.
    3. The child's case plan identifies the need for child care and that need is based on the needs of the family.
4. Must verify child care services are provided by a qualified provider, per WAC 110-15-0125.
5. Must authorize payment within the rates established for daily child care per WACs 110-15-0200, 110-15-0205, and 110-15-0245.
6. Must authorize payment within the rates established for special needs child care per WACs 110-15-0225, 110-15-0230, and 110-15-0235.
7. Must notify child care providers 10 calendar days in advance of a planned termination, e.g., planned placement move, or as soon as possible for an urgent and

unanticipated termination of child care services, e.g., unplanned or court ordered move.

Resources

Child Care procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: July 1, 1995

Revised Date: July 28, 2019

Review Date:

Approved by: Ross Hunter, Secretary

4519. Concrete Goods

4519. Concrete Goods sarah.sanchez Tue, 08/28/2018 - 11:39

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4519. Concrete Goods

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance on the use of concrete goods. Concrete goods are to assist children, youth and families with goods or expenditures to support children's and youth's safety, reduce risk of abuse or neglect, prevent or support out-of-home placement, or facilitate safe reunification.

Policy

1. Caseworkers:
    1. Must:
        1. Provide concrete goods for children, youth, parents, guardians, relatives, and suitable persons that are in-home, placed in out-of-home care, or to remove barriers for a trial return home, when:
            1. Funding is available and approved.

2. Purchases are made that are economical and reasonable.
3. The goods or services meet the identified need to maintain safety, well-being, stability, or placement.

2. Not use concrete goods for the following:
    1. Items or services that may be paid through a DCYF service contract.
    2. As an ongoing means of support.
    3. For licensed placements, including relatives and suitable persons, unless is meets the criteria outlined in the Concrete Goods Guide document.
3. Obtain approval for:
    1. In and out-of-home concrete goods, for children or youth placed in-home, as follows:
        1. $501 to $1000 must be approved by supervisors.
        2. $1001 to $2000 must be approved by area administrators.
        3. $2001 or more must be approved by regional administrators or designees.
    2. Additional clothing vouchers for children or youth up to $400 per year when a child or youth demonstrates an exceptional clothing need, per the Concrete Goods Guide document.

2. May approve:
    1. Purchases of concrete goods up to $500.
    2. Clothing vouchers for up to $400 when children are initially placed (regardless of placement type, in-home or out-of-home), at case closure or reopening, and when a child enters or exits a trial return home.
3. LD workers may purchase concrete goods for relatives and suitable persons for goods needed to either:
    1. Support their home study completion.

2. Assist in meeting licensing requirements, prior to becoming licensed or ongoing.

4. Caseworkers and LD workers must follow these when accessing gift and stored value cards:
    1. DCYF Administrative 1.01.05 Gift Cards and Stored Value Cards policy.
    2. Concrete Goods Guide document.

Resources

Concrete Goods Guide

Concrete Goods procedures (Located in the DCYF Policies & Rules SharePoint)

DCYF Administrative 1.01.05 Gift Cards and Stored Value Cards policy

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Original Date: May 1, 2014

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Vickie Ybarra, Assistant Secretary of Partnership, Prevention, and Services Division

45172. End-of-Life Care

45172. End-of-Life Care sarah.sanchez Tue, 08/28/2018 - 11:35

Applies To: This policy applies to child welfare employees.

Policy Number & Title: 45172. End-of-Life Care

Effective Date: July 1, 2024

Purpose

The purpose of this policy is to provide guidance when a child's or youth's medical provider makes a recommendation to begin making end-of-life decisions for a dependent child or youth in out-of-home care. This policy does not apply to a child in tribal custody or youth in Extended Foster Care.

Authority

RCW 74.13.031 Duties of the department, child welfare services and children's services advisory committee

Policy

1. When a child's or youth's medical provider makes a recommendation to begin making end-of-life decisions for hospice or the issuance of a Do-Not-Resuscitate (DNR) order caseworkers must:
    1. Immediately notify their supervisor and the regional medical consultant (RMC). The supervisor may notify the area administrator, as applicable. Notify the following individuals of the medical provider's recommendations:
        1. Child's or youth's parents and parent's attorney, if the child or youth is not legally-free
        2. Assistant attorney general (AAG)
        3. Child's or youth's out-of-home caregiver
        4. Guardian Ad Litem (GAL)
        5. Child's or youth's attorney, if assigned
    2. Document efforts made to locate the parent in FamLink if the parent of the child or youth cannot be located.
    3. Contact the child's or youth's tribe if there is reason to know a child is or may be an Indian child to determine their role in making end-of-life decisions.
    4. Conduct a shared planning meeting if any party to the case disagrees with the medical provider's recommendations
    5. Assist the child's or youth's family and caregivers to identify community-based services and supports that address grief and loss.
2. AAG consultation is required if organ donation is proposed.

Resources

End-of-Life Care procedures (Located in the DCYF Policies & Rules SharePoint)

Indian Child Welfare Reason to Know policy

Shared Planning Meetings policy

Original Date: October 31, 2016

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Natalie Green, Assistant Secretary of Child Welfare Division

4543. Foster Care Assessment Program (FCAP)

4543. Foster Care Assessment Program (FCAP) sarah.sanchez Tue, 08/28/2018 - 12:06

Applies to: This policy applies to DCYF employees.

Policy Number & Title: 4543. Foster Care Assessment Program (FCAP)

Effective Date: August 1, 2024

Purpose

The purpose of this policy is to provide guidance on the use of the FCAP which is a consultation or evaluation to improve the well-being and permanency outcomes for children or youth when barriers to permanency are identified.

Authority

RCW 74.14A.050 Identification of children in state-assisted support system-Program development for long-term care-Foster care caseload-Emancipation of minors study.

Policy

1. Caseworkers may refer children and youth to the FCAP when barriers to permanency are identified and criteria is met in RCW 74.14A.050.
2. FCAP leads must review referrals and manage the FCAP process.
3. Screening and Assessment Program Manager must manage the FCAP contract with the selected contractor.

Resources

Foster Care Assessment Program Intranet Page (Located on the DCYF intranet under Child Welfare Intranet, Programs, and Foster Care Assessment Program)

Foster Care Assessment Program Procedures (Located on the DCYF intranet under Policy & Practice, under Policies & Procedures)

Original Date: January 25, 2001

Revised Date: August 1, 2024

Review Date: August 31, 2028

Approved by: Vickie Ybarra, Assistant Secretary of Partnerships, Prevention, & Services Division

4422. Guidelines for Client Referrals to Contractors

4422. Guidelines for Client Referrals to Contractors sarah.sanchez Wed, 08/22/2018 - 14:28

Applies To: This policy applies to caseworkers.

Policy Number & Title: 4422. Guidelines for Client Referrals to Contractors

Effective Date: May 31, 2002

Authority

RCW 13.50.100 Records not relating to commission of juvenile offenses—Maintenance and access—Release of information for child custody hearings—Disclosure of unfounded allegations prohibited

Policy

1. Caseworkers must provide contractors with written information regarding referred cases. The release of information to contracting agencies is permitted under RCW 13.50.100. The caseworker provides the following information in the initial referral, when available and applicable:
    1. Date and time of referral.
    2. Inclusive dates of service authorization.
    3. Purpose of the referral. Provide a clear statement to the contractor regarding type of case; e.g., crisis intervention, child abuse, reunification, etc., and the services to be performed.

4. Clear, written expectations to the contractor; e.g., "This is a CPS case. Please provide unannounced visits, document your observations, and report them to the assigned social worker."
5. Description of family strengths and extended family networks (if known).
6. Family members' responses to current and past services.
7. Known or suspected past or current mental health, developmental, or other health related disabilities and conditions.
8. Known or suspected past or current involvement with drugs, alcohol, or illegal activities.
9. Copy of current report to the court.

2. The caseworker complies with the following procedures for ongoing case management:
    1. Keep the contractor informed of new developments/concerns regarding referred case.
    2. Keep a written record of required reports, noting date due, date received, acceptable, non-acceptable, etc.

Original Date: May 31, 2002

Revised Date:

Review Date:

Approved by:

4517. Health Care Services for Children Placed in Out-of-Home Care

4517. Health Care Services for Children Placed in Out-of-Home Care sarah.sanchez Tue, 08/28/2018 - 11:34

Applies To: This policy applies to DCYF child welfare employees.

Policy Number & Title: 4517. Health Care Services for Children Placed in Out-of-Home Care

Effective Date: July 1, 2024

Purpose

This policy provides guidance on verifying children and youth in out-of-home placement receive routine and necessary health care to meet their health and well-being needs, including, but not limited to:

- Initial Health Screens to identify and address emergent medical needs at the time of placement.
- Required Early and Periodic Screening, Diagnosis and Treatment (EPSDT) visits.
- Immunizations.
- Mental health services.
- Substance Use Disorder (SUD) services.
- Dental examinations.

Authority

42 CRR Part 441(B) Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) of Individuals Under Age 21
RCW 9.02.110 Right to have and provide
Chapter 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
RCW 13.34.060 Shelter care-Placement-Custody-Duties of parties
RCW 13.34.069 Shelter care-Order and authorizations of health care and education records
RCW 13.34.315 Health care-Evaluation and treatment
RCW 74.14A.050 Identification of children in a state-assisted support system-Program development for long-term care-Foster care caseload-Emancipation of minors study
WAC 182-534-0100 EPSDT

Policy

1. Caseworkers must:
    1. Prior to the shelter care hearing:
        1. Inform parents or guardians, before authorizing evaluations and treatment for children's and youth's routine and necessary health care appointments, i.e., Initial Health Screens, physical or emotional health, emergency care, and dental, unless they cannot be reached.

2. Provide parents and guardians the opportunity to attend any health care appointments, unless prohibited by a court order.

2. Throughout the life of the case:

    1. Make reasonable efforts to allow parents and guardians an opportunity to attend health care appointments, unless prohibited by a court order.

    2. Identify and address the children's and youth's health care needs and appointments, including, but not limited to their:

        1. Physical health.

        2. Mental health. Youth age 13 and older:

            1. May obtain mental health treatment on their own.

            2. Must provide consent for DCYF to access their mental health records.

        3. Substance use disorder (SUD) treatment:

            1. Youth 13 and older may obtain SUD treatment on their own.

            2. Children and youth of any age must provide consent for DCYF to access their SUD records.

        4. Dental care

        5. Treatment recommendations

2. Child health and education tracking (CHET) screeners must follow, the:

    1. CHET handbook for notification to caseworkers of the child's or youth's scheduled health appointments

    2. CHET policy for the required EPSDT visits for children and youth when they are placed in out-of-home care.

Resources

Child Health and Education tracking (CHET) policy

Health Care Services for Children Placed in Out-of-Home Care procedures (Located in the DCYF Policies & Rules SharePoint)

Original Date: September 27, 1995

Revised Date: July 1, 2024

Review Date: July 31, 2028

Approved by: Vickie Ybarra, Assistant Secretary of Partnership, Prevention, and Services Division

4520. HIV/AIDS Support Services

4520. HIV/AIDS Support Services sarah.sanchez Tue, 08/28/2018 - 11:53

Policy Number & Title: 4520. HIV/AIDS Support Services

Effective Date: September 27, 1995

Purpose

Department of Children, Youth and Families (DCYF) provides coordination and information and referral within each region for locating appropriate medical and support services for clients with HIV or AIDS and for assisting social workers with administrative policy and law specific to casework with clients who may be HIV positive.

Policy

Clients who are at risk of becoming or who are HIV positive are eligible for the service.

1. The caseworker consults with their regional AIDS coordinator regarding HIV statute and policy whenever an issue surfaces that involves HIV.
2. Specific confidentiality statutes apply regarding sharing information about HIV status. Testing for HIV also is governed by specific statute. Refer to Bloodborne Pathogens Implementation Practices and Procedures, for state policy and guidelines on blood borne pathogens.
3. See Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers for requirements to disclose information regarding HIV infection and sexually transmitted diseases to the residential care provider for the child or youth who is less than 14 years of age.

Resources

Bloodborne Pathogens Implementation Practices and Procedures policy

Notification of Court Hearings, Providing Reports to Court, and Information Sharing with Out-of-Home Caregivers policy

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Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4539. Inpatient Mental Health Treatment For Children

4539. Inpatient Mental Health Treatment For Children sarah.sanchez Tue, 08/28/2018 - 12:04

Policy Number & Title: 4539. Inpatient Mental Health Treatment for Children

Effective Date: December 15, 1996

Purpose

1. Services to provide psychiatric/psychological treatment to children or youth in the care and custody of Department of Children, Youth and Families (DCYF) in a hospital or clinical setting.
2. There are two types of inpatient mental health treatment for children or youth in Washington state:
    1. Acute inpatient care provided in community hospitals and Evaluation and Treatment Centers, and
    2. Long term inpatient care, provided in the five Children's Long Term Inpatient Programs.

Authority

Chapters 13.34 RCW Juvenile Court Act-Dependency and Termination of Parent-Child Relationship
Chapters 71.34 RCW Behavioral Health Services for Minors

Policy

1. Children or youth who are in the care and custody of DCYF and who require inpatient mental health treatment are eligible for this service.
2. No caseworker shall provide written consent for voluntary inpatient treatment of a minor child or youth except as described in this section; nor shall the caseworker seek inpatient treatment of a child or youth in a court-ordered placement (i.e., dependency, Child in Need of Services (CHINS)) without prior written consent of the child's or youth's parents or guardian whenever possible.
3. If a parent's or guardian's prior consent is not possible, then prior approval of the juvenile court is required unless an emergent situation does not allow time for a hearing. In such a case, the caseworker will seek court approval within 48 working hours of the placement by requesting a juvenile court hearing.
4. Consent is not required if the child or youth is involuntarily detained in an Evaluation and Treatment facility by a County Designated Mental Health Professional or is subsequently court ordered through the Involuntary Treatment Act (ITA), chapter 71.34 RCW.
5. Youth 13 years of age and older may voluntarily seek and consent to inpatient treatment without consent of their parent or guardian or the department. Such a youth must consent to inpatient treatment except under the conditions set forth in paragraph 4, above. Parental consent by itself is insufficient.
6. Admission to publicly funded acute inpatient treatment shall occur only if the child or youth meets medical necessity guidelines as determined by the Regional Support Network (RSN)-authorized mental health professional(s) and with the concurrence of the professional person in charge of the facility.
7. For long-term inpatient psychiatric care, the Children's Long-term Inpatient Program (CLIP) Committee must provide authorization prior to admission. Referral to the CLIP Committee shall only be made by the RSN/Prepaid Health Plan (PHP) of residence. Different access points and procedures may be applied by the local RSN/PHP.

Resources

Inpatient Mental Health Treatment for Children procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 15, 1996

Revised Date:

Review Date:

Approved by:

4502. Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS)

4502. Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS) sarah.sanchez Tue, 08/28/2018 - 11:30

Applies To: This policy applies to Department of Children, Youth and Families employees.

Policy Number & Title: 4502. Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS)

Effective Date: August 25, 2014

Purpose

IFPS and FPS are family-focused, behavior-oriented, in-home counseling, and support programs available in most counties. The services of both programs may be utilized when children or youth are, for IFPS, at imminent, or for FPS at substantial, risk of placement or for children or youth returning to the home from out-of-home care.

Authority

RCW 13.50.100 Records not relating to commission of juvenile offenses—Maintenance and access—Release of information for child custody hearings- Disclosure of unfounded allegations prohibited.
RCW 74.14C.040 Intensive family preservation services—Eligibility criteria.

Policy

1. For IFPS, services begin within 24 hours of referral, are available 24 hours a day, are short-term, limited to a maximum of 40 days, unless paraprofessionals are used, in which case service is limited to a maximum of 90 days. The service can be up to 80 hours in a 30-40 day intervention or up to 100 hours in a 90 day intervention. Services include both clinical assistance (counseling, case management, parent education) and concrete help (See examples in Concrete Goods Guide). IFPS services are provided by contracted vendors and are available statewide.

2. FPS begin within 48 hours of referral, are available 24 hours a day, and can be up to six months in duration. FPS is designed to be less intensive that IFPS, and interventions are focused on improving family functioning and assisting families with getting connected to local community resources. FPS are provided by contracted vendors and are available statewide.

Eligibility

1. Families, children and youth are eligible for IFPS and/or FPS when a child or youth is in out-of-home placement and can be reunited within 30 days or the caseworker has determined that, without intervention, the child or youth, for IFPS, is at imminent risk of out-of-home placement or, for FPS, at substantial likelihood of being placed out-of-home due to at least one of the following:
    1. Child abuse or neglect.
    2. A serious threat of substantial harm to the child's or youth's health, safety, or welfare.
    3. Family conflict.
2. The caseworker need not refer otherwise eligible families and family preservation services need not be provided if at least one of the following conditions is met:
    1. The services are not available in the community in which the family resides.
    2. The services cannot be provided because the program is filled to capacity.
    3. The family refuses services. or
    4. The caseworker or the service provider determines that the safety of a child or youth, a family member, or persons providing the services would be unduly threatened.
3. IFPS/FPS may not be used for families in need of an in-home crisis resolution or therapeutic service to avoid possible family disruption or foster care placement at some unspecified time in the future and is not to be used as an interim measure until a planned placement resource is secured.
4. The family has a case open for service with Child Protective Services, Family Voluntary Services, Family Reconciliation Services, or Child and Family Welfare Services. The child or youth must be either residing in the family home or be able to go home immediately, within 30 days, with IFPS.

5. The child or youth, for IFPS, has been assessed by the assigned caseworker as needing immediate placement or, for FPS, will need placement in the future if family dynamics do not change or is already in placement but could return home immediately with IFPS.
6. For IFPS, immediate placement means that the caseworker is planning to file a petition with the juvenile court to remove the child or youth from the family home within 72 hours or is planning to obtain a voluntary placement authorization from the child or youth's parents per the Voluntary Placement Agreement (VPA) policy within 72 hours.
7. For FPS, substantial likelihood of placement means the assigned caseworker has determined, through assessment, that there is a strong possibility that another injury or crisis will occur in the near future, resulting in the placement of the child or youth, or the child or youth is already in placement but could return home sooner with FPS.
8. The Regional Administrator may limit the provision of IFPS or FPS to families where children or youth would be receiving paid Department of Children, Youth, and Families placement services.
9. The caseworker has determined that there are no less intensive services available that can meet the family need.
10. An immediate opening with the contracted IFPS and/or FPS agency is available.

Resources

Intensive Family Preservation Services (IFPS), Family Preservation Services (FPS) procedures (Located in the DCYF Policies & Rules Office SharePoint)

Voluntary Placement Agreement (VPA) policy

Concrete Goods Guide

Original Date: September 27, 1995

Revised Date: August 25, 2014

Review Date:

Approved by:

45171. Medically Fragile Children

45171. Medically Fragile Children sarah.sanchez Tue, 08/28/2018 - 11:35

Applies To: This policy applies to caseworkers.

Policy Number & Title: 45171. Medically Fragile Children

Effective Date: December 1, 2011

Purpose

Children or youth in out-of-home care who meet the definition of medically fragile will be identified. Develop plans with caregivers of medically fragile children or youth to identify necessary supports to meet the day-to-day needs of the child or youth (including respite and emergency situations).

Policy

1. Children or youth who meet the following criteria are identified as medically fragile:
    1. Child or youth has medical conditions that require the availability of 24-hour skilled care from a health care professional or specially trained family or foster family member.
    2. These conditions may be present all the time or frequently occurring.
    3. If the technology, support, and services provided to a medically fragile child or youth are interrupted or denied, the child or youth may, without immediate health care intervention, experience death.
2. When there is an indication that a child or youth is medically fragile, refer the child or youth to the Department of Social and Health Services (DSHS) Aging and Long-Term Support Administration (ADSA) Fostering Well-Being Care Coordination Unit for consultation and determination of the child's or youth's need for services.
3. All children or youth identified as medically fragile and in out-of-home care must have an identified Primary Health Care Provider.
4. Out-of-home caregivers must be provided a Caregiver Support Plan that addresses training and support needs related to caring for a medically fragile child or youth.
5. All children or youth identified as medically fragile must be documented in the FamLink Special Needs page.

Forms

Caregiver Support Plan DCYF 10-428

Resources

Medically Fragile Children procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: December 1, 2011

Revised Date:

Review Date:

Approved by:

45362. Physically Assaultive/Aggressive Youth

45362. Physically Assaultive/Aggressive Youth sarah.sanchez Tue, 08/28/2018 - 12:03

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 45362. Physically Assaultive/Aggressive Youth

Effective Date: October 19, 2017

Purpose

The purpose of this policy is to guide DCYF caseworkers in properly identifying Physically Assaultive/Aggressive Youth (PAAY) and providing the needed supervision and services to meet their needs.

Authority

RCW 74.13.280 Client Information

Policy

1. When identifying and determining a child or youth as PAAY as defined by RCW 74.13.280, a child or youth must exhibit one or more of the following behaviors that are developmentally inappropriate and harmful to the child or youth or others:
    1. Observed assaultive behavior;

2. Reported and documented history of the child or youth willfully assaulting or inflicting bodily harm; or
3. Attempting to assault or inflict bodily harm on other children or youth or adults when the child or youth has the apparent ability to carry out the attempted assaults, including threats to use a weapon.

2. Regions must establish a PAAY committee to determine PAAY identification and provide quality assurance oversight.
3. All Physically Assaultive/Aggressive Youth Determination Referrals DCYF 15-400 and Youth Supervision Plans DCYF 15-352 must be initially reviewed and approved by Regional PAAY Committee.
4. All youth identified as PAAY must have a signed Youth Supervision Plan DCYF 15-352 prior to placement, but no later than 72 hours and the plan must be documented in FamLink within seven calendar days.
5. All youth identified as PAAY must be provided needed services.
6. If a youth has complex behavioral health needs, the caseworker must refer them for a Wraparound Intensive Services (WISe) screen per the Wraparound with Intensive Services (WISe) policy.
7. Youth identified as PAAY must only be placed with licensed caregivers who have completed the Caregiving for Children with Physically Aggressive Behavior Concerns training.
8. Youth identified as PAAY and placed with unlicensed caregivers, the caregiver must complete the Caregiving for Children with Physically Aggressive Behavior Concerns training as soon as possible, but no later than 30 calendar days.
9. Youth already placed and then identified as PAAY, the caregivers must complete the Caregiving for Children with Physically Aggressive Behavior Concerns training as soon as possible, but no later than 30 calendar days.

Forms

Youth Supervision Plan DCYF 15-352 (located in the Forms repository on the DCYF intranet)

Physically Assaultive/Aggressive Youth Determination Referrals DCYF 15-400 (located in the Forms repository on the DCYF intranet)

Resources

Caregiving for Children with Physically Aggressive Behavior Concerns (eLearning)

Physically Assaultive/Aggressive Youth procedures (Located in the DCYF Policies & Rules Office SharePoint)

Wraparound with Intensive Services (WISe) policy

Original Date: April 30, 2010

Revised Date: October 19, 2017

Review Date: October 2, 2021

Approved by: Connie Lambert-Eckel, Acting Assistant Secretary

4541. Psychotropic Medication Management

4541. Psychotropic Medication Management sarah.sanchez Tue, 08/28/2018 - 12:05

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4541. Psychotropic Medication Management

Effective Date: January 25, 2001

Purpose

1. This standard and procedure establishes guidelines for DCYF and DCYF-licensed or certified out-of-home care providers to follow when a child or youth is in the custody of DCYF, placed in out-of-home care, and is or may be administered psychotropic medication.
2. This standard applies to children or youth placed in the department's custody, whether by voluntary placement agreement (VPA) or court order. It is prospective only. It applies only to children or youth not receiving such medications on the effective date of this policy, June 1, 1997.

Authority

RCW 13.34.060 Shelter care—Placement—Custody—Duties of parties.
Chapter 71.34 RCW Behavioral Health Services for Minors

Policy

1. The DCYF caseworker and the out-of-home care provider must comply with the provisions of RCW 13.34.060 regarding authorization of routine medical and dental care for the child or youth in the custody of DCYF.
2. For children or youth who have been prescribed psychotropic medication, compliance with Chapter 71.34 RCW Behavioral Health Services for Minors is required.
3. Neither the DCYF caseworker nor the out-of-home care provider may authorize the administration of psychotropic medications to a child or youth in the custody of DCYF, with the following exceptions:
    1. The DCYF caseworker may authorize the administration of such medications if the child or youth is legally free and in the permanent custody of DCYF.
    2. The DCYF caseworker may authorize the administration of such medications when it is impossible to obtain informed parental consent after normal work hours, on weekends, or on holidays. In such instances, the caseworker must obtain either informed parental consent or a court order within 72 hours, excluding weekends and holidays, of authorizing administration of the medication.
4. The parent or guardian of the child or youth in DCYF custody must provide informed consent for the administration of psychotropic medications to the child or youth, unless the youth is age 13 or older and competent to provide consent on their behalf. If the parent or guardian is unavailable, unable, or unwilling to consent to the administration of medically necessary psychotropic medications, the caseworker shall obtain a court order before the medications may be administered.
5. Consent for treatment will vary according to the child's or youth's age.
    1. Youth age 13 years and older must consent to the administration of their own medication. They also have the right to maintain confidentiality of the information.
        1. The DCYF caseworker needs to encourage the youth to share information about the use of such medication with their parents or guardians, their out-of-home care provider, and their guardian ad litem. The care of the youth is likely to be compromised if the out-of-home care provider does not have knowledge of the medication being used and access to the prescribing physician for consultation.

2. If the youth refuses to release information concerning medication to the out-of-home care provider, the DCYF caseworker shall review the youth's continued need for placement. If the youth remains in out-of-home care and continues to refuse to release information about their medication, the caseworker will request the court to order release of the information to the care provider and to the department.

3. If the youth refuses to release information to the parent or guardian, the parent or guardian, if wanting the information, needs to request a court order to obtain it.

2. Youth who are 13 years of age and older may not be able to provide knowledgeable consent to administration of psychotropic medication due to cognitive disabilities. In such an instance, the treating medical professional determines if the youth is capable of giving consent. If the youth is unable to provide consent, the parent or guardian must provide consent or the caseworker must obtain a court order to authorize treatment.

6. The informed parental or guardian consent or court order needs to be a general authorization for the administration of psychotropic medications at the direction of a qualified, licensed physician so that a change in the consent or court order is unnecessary when it is necessary for the physician to adjust the medication.

The caseworker may contact the statewide Child Abuse Consultation Network at 1-206-987-2194 or after hours at 1-206-987-2000 whenever medication management would be facilitated by expert medical consultation. For consultation with a pharmacist on prescribed or non-prescribed medications, the DCYF caseworker, the foster parent, or other care provider may contact the Washington Poison Control Center at 1-800-222-1222. Department staff needs to identify himself or herself as a DCYF caseworker and ask to speak to the pharmacist on duty.

Original Date: January 25, 2001

Revised Date:

Review Date:

Approved by:

4521. Psychological/Psychiatric Services

4521. Psychological/Psychiatric Services sarah.sanchez Tue, 08/28/2018 - 11:54

Policy Number & Title: 4521. Psychological/Psychiatric Services

Effective Date: September 27, 1995

Purpose

1. Services to provide psychiatric and psychological evaluations and treatment to implement a permanency plan, to prevent child abuse and neglect (CA/N), to prevent out-of-home placement, or to make placement/permanency planning decisions. See section 4539, below, for information regarding Inpatient Mental Health Treatment for Children. In general, there are two main types of psychological or psychiatric funding sources available for utilization by Department of Children, Youth, and Families (DCYF): Title XIX/Healthy Kids (EPSDT) services through the Regional Support Networks (RSN) and DCYF direct funded services.
2. The RSNs in the state are the conduit for mental health services for recipients of Medicaid. Serving as Prepaid Health Plans, these networks receive and distribute all state and federal mental health dollars to the community mental health centers, institutions, and other certified mental health providers.

Policy

1. Under Healthy Kids Services, Medicaid-eligible children and their families are provided specific mental health evaluation and treatment. For eligible children or youth under 19 years of age, mental health services must be determined to be medically necessary as a result of a Healthy Kids/EPSDT health screen.
2. Medicaid-funded mental health services must be the first choice for treatment. DCYF-funded services are to be used only when all other payment resources have been exhausted. Families or children or youth are eligible for DCYF direct-funded psychological or psychiatric services under the following circumstances:
    1. Parents or guardians or children or youth with an active Child Protective Services (CPS), Family Reconciliation Services (FRS), or Child and Family Welfare Services (CFWS) case.
    2. All RSN resources have been exhausted or the child or youth or parent or guardian is not eligible to receive the service under a Healthy Kids plan.
    3. The child or youth or family has demonstrated it doesn't have the financial resources or insurance to pay for the service.

4. Funding is available to provide the service.
5. Services are only available from DCYF-contracted providers.

Resources

Psychological/Psychiatric Services procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 27, 1995

Revised Date:

Review Date:

Approved by:

4536. Sexually Aggressive Youth

4536. Sexually Aggressive Youth sarah.sanchez Tue, 08/28/2018 - 12:03

Applies To: This policy applies to Department of Children, Youth, and Families (DCYF) employees.

Policy Number & Title: 4536. Sexually Aggressive Youth

Effective Date: October 19, 2017

Purpose

To guide DCYF caseworkers in identification of Sexually Aggressive Youth (SAY), removing the SAY identification, and providing the needed supervision and services to meet the child's or youth's needs.

Authority

RCW 13.34 Juvenile Court Act - Dependency and Termination of Parent-Child Relationship
RCW 26.44.160 Allegations that child under twelve committed sex offense-Investigation-Referral to prosecuting attorney-Referral to department-Referral for treatment
RCW 74.13.075 Sexually Aggressive Youth-Defined

Policy

1. Regions must have at least one SAY committee. The SAY committee determines SAY identification/removal, child's or youth's eligibility for SAY funded resources as outlined in RCW 74.13.075, and provides quality assurance oversight.
2. Each region must have regional SAY leads responsible for oversight of the SAY committees and communicating committee decisions to the caseworker.
3. Caseworkers must refer children or youth who are the subject of a proceeding under RCW 13.34 or a child welfare proceeding held before a tribal court, who are suspected to have demonstrated sexually aggressive or inappropriate sexual behaviors to the regional SAY committee to determine if a SAY identification is appropriate.
4. For identification as SAY, children or youth must be eight years or older and meet one of the following criteria:
    1. The regional SAY committee has or has previously approved the youth for SAY funded treatment.
    2. The regional SAY committee has determined the youth meets the definition of SAY as defined in RCW 74.13.075.
    3. A valid record exists documenting the youth has been found guilty in a court of law for a sexual offense.
5. All requests for SAY funding must be approved by the regional SAY committee. The caseworker must submit a new request to the SAY committee every six months for continued funding.
6. Prior to children or youth being identified as SAY, the regional SAY committee may approve funding for an evaluation to help determine SAY identification and appropriate treatment needs.
7. Placement of children or youth identified as SAY:
    1. SAY identified prior to being placed:
        1. Licensed caregivers must complete the DCYF approved SAY training prior to placement.
        2. Unlicensed caregivers must complete the DCYF approved SAY training within 30 days of placement.
    2. SAY identified while in a placement:

1. Licensed and unlicensed caregivers must complete the DCYF approved SAY training as soon as possible, but no later than 30 calendar days, after the child or youth is identified as SAY.

3. Caseworkers must verify that caregivers have completed the DCYF approved SAY training.

4. If caregivers have not completed the DCYF approved SAY training, caseworkers must:

    1. Provide caregivers with information on where and how to access the training.

    2. Discuss the training requirement with the caregiver and document in FamLink the date the caregiver agrees to complete the training.

    3. Verify completion of the DCYF SAY training.

8. Priority for SAY funds must go to dependent children or youth. However, non-dependent children or youth (i.e. Children in Need of Services, Voluntary Placement Agreement, Etc.) may receive SAY services.

9. Referrals from prosecutors or law enforcement for SAY services will be investigated for abuse and neglect. See Child Protective Services (CPS) Investigation policy.

10. Polygraph testing can only be provided or funded for children or youth identified as SAY if a court orders the test. A plethysmograph will not be approved or funded.

Resources

Child Protective Services (CPS) Investigation policy

Sexually Aggressive Youth procedures (Located in the DCYF Policies & Rules Office SharePoint)

Original Date: September 31, 1995

Revised Date: October 19, 2017

Review Date:

Approved by: Connie Lambert-Eckel, Acting Assistant Secretary

4518. Substance Use Disorder Testing, Assessment and Treatment

4518. Substance Use Disorder Testing, Assessment and Treatment sarah.sanchez Tue, 08/28/2018 - 11:38

Applies To: This policy applies to Division of Children, Youth, and Families (DCYF) caseworkers.

Policy Number & Title: 4518. Substance Use Disorder Testing, Assessment and Treatment

Effective Date: October 1, 2018

Purpose

The purpose of this policy is to provide direction regarding substance use disorder assessment, testing, and treatment services.

Authority

PL 115-123 Family First Prevention Act 2018
RCW 26.44.195 Negligent treatment or maltreatment - Offer of services - Evidence of substance abuse
RCW 26.44.170 Alleged child abuse or neglect - Use of alcohol or controlled substances as contributing factor
RCW 71.12.670 Licensing, operation, inspection—Adoption of rules

Policy

The caseworker must:

1. Determine if the use of substances is an identified risk factor, contributes to alleged child abuse or neglect, or impacts child or youth safety based on information gathered and documented in one or more of the following:
    1. Structured Decision Making Risk Assessment (SDMRA)
    2. Child Protective Services Investigation
    3. Child Protective Services Family Assessment Response
    4. Early Periodic Screening Diagnostic and Treatment (EPSDT)
    5. Child Health and Education Tracking (CHET) Screening
    6. Comprehensive Family Evaluation (CFE)

7. Substance Abuse Wizard

2. If substance use is identified as a risk factor, is assessed to have contributed to child abuse or neglect, or impacts a child's or youth's safety:
    1. Develop a case plan in collaboration with the client.
    2. Initiate a comprehensive substance use disorder evaluation, within available resources, with a qualified chemical dependency professional. Include a completed signed Consent Form DCYF 14-012. Substance use assessment or treatment agencies may also require clients to sign a consent form in order to disclose information to DCYF. To determine available resources:
        1. Obtain the client's insurance coverage information to determine available substance use disorder assessment and treatment resources. Refer adult clients without insurance or resources to the local DSHS Community Service Office (CSO) to determine their eligibility for state or federally funded assessment and treatment services.
        2. DCYF-funded services are to be used only when:
            1. All other payment resources have been exhausted and the family has demonstrated that they do not have the financial resources or insurance to pay for the service.
            2. Funding is available to provide the service.
            3. A DCYF Administrative Approval Request DCYF 05-210 form, has been completed and approved by the regional administrator or designee.
            4. Services are provided by a DCYF-contracted provider.
3. Arrange for substance testing by a DCYF drug testing contracted provider to facilitate decision-making and case planning when either the:
    1. Suspected use impacts child safety and the parent or guardian or caregiver is not already in substance use disorder treatment, or
    2. Testing is court ordered under a dependency action.
4. Authorize testing for substances by:

    1. Obtaining the required testing approvals as shown on the Drug and Alcohol Testing Guide located on the DCYF intranet.
    2. Submitting the online form to the contracted provider.
5. If substance use disorder treatment is recommended by the comprehensive substance use disorder evaluator, coordinate treatment planning with the provider.
6. A child or youth in the placement and care authority of DCYF may be placed with their parent or guardian who is residing in a licensed residential treatment facility (RTF) for substance abuse. DCYF may pay the facility for the child's or youth's incidentals up to twelve months. When it has been determined that a child or youth will be placed with their parent or guardian who is in a licensed RTF for substance abuse complete the following:
    1. Update the child's or youth's case plan to include the recommendation for placement with the parent or guardian in a licensed RTF for substance abuse.
    2. Update the parent's or guardian's address in the Person Management page in FamLink to the licensed RTF for substance abuse they are residing in.
    3. Document in a case note the date the child or youth is residing with the parent or guardian in a licensed residential treatment facility.
7. Refer a child or youth in out-of-home care to a medical provider if the child's or youth's exposure to substances causes concern for the child's or youth's safety or health.
8. Refer a child or youth to Apple Health Core Connections (AHCC) to initiate coordination of services and interventions to address any substance use disorder concerns for a child or youth under age eighteen.

Forms

Administrative Approval Request DCYF 05-210 (located in the Forms repository on the DCYF intranet)

Consent Form DCYF 14-012

Resources

Behavioral Health and Recovery - Substance Use Treatment Services

Child Health and Education Tracking (CHET) Screening policy

Child Protective Services Family Assessment Response policy

Child Protective Services (CPS) Investigation policy

Family Assessment Policy

Health Care Services for Children Placed in Out-of-Home Care policy

Structured Decision Making Risk Assessment (SDMRA) policy

Substance Abuse and Mental Health Services Administration website

Washington State Health Care Authority Substance Use Treatment

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Original Date: July 1, 1997

Revised Date: October 1, 2018

Review Date:

Approved by: Ross Hunter, Secretary

4542. Wraparound with Intensive Services (WISe)

4542. Wraparound with Intensive Services (WISe) sarah.sanchez Tue, 08/28/2018 - 12:05

Applies To: This policy applies to child welfare caseworkers.

Policy Number & Title: 4542. Wraparound with Intensive Services (WISe)

Effective Date: July 28, 2019

Purpose

The purpose of this policy is to identify and refer Medicaid eligible children and youth up to age 21 who have complex behavioral health needs in-home and out-of-home in an open case in DCYF for a WISe screen and support access to WISe, when the child or youth qualifies for services.

Authority

Sec. 1905 Social Security Act Definitions

Policy

1. WISe referral screens are completed by designated mental health providers. When children or youth meet the criteria below, caseworkers:

1. Must refer or verify a referral for a WISe screening is completed when children or youth:
    1. Have complex health needs; and
    2. There is an open case; and children or youth are:
        1. Entering or are being discharged from a Children's Long Term Inpatient (CLIP) facility.
        2. Being released from crisis intervention services, including involuntary commitments.
        3. Being considered or referred for Behavior Rehabilitation Services (BRS). A WISe screen must be completed 90 days prior to or within 30 days of commencement of BRS services.
        4. Receiving BRS. A WISe screen must be completed every six months; or
        5. Transitioning out of BRS. BRS contracted providers are responsible for initiating the screening referral for mental health services upon exiting BRS services.
2. May refer or verify a referral is made for non-BRS cases, when children or youth:
    1. Have a complex health need; and
    2. There is an open case and children and youth are:
        1. At risk of out-of-home placement;
        2. Experiencing multiple placement disruptions;
        3. Have disrupted from a pre-adoptive or adoptive placement;
        4. Are returning home and need additional behavioral health support services;
        5. Have special education needs or a 504 plan with multiple school suspensions; or
        6. Are involved in multiple systems (i.e. DCYF, Juvenile Rehabilitation, Developmental Disabilities Administration, or behavioral health agencies and providers).

2. WISe Referral Information
   Caseworkers must provide the following information about children or youth to designated mental health providers for the area where they reside when making WISe referrals:
    1. Name;
    2. Date of birth;
    3. Placement and caregiver information;
    4. Prescribed psychotropic medications;
    5. The need for interpreter services;
    6. Services the child or youth are receiving and indicate the services; and
    7. If the child or youth is either:
        1. Currently receiving BRS;
        2. Being considered for BRS; or
        3. Exiting BRS.
3. WISe Referral Verification
   Caseworkers must verify when:
    1. Children or youth do not qualify for WISe services, verify with their caregiver or designated mental health provider that they were referred for other behavioral health services to address their behavioral health needs.
    2. Children or youth do qualify for WISe services:
        1. Join the Child and Family Team (CFT) and participate in conversations with team members regarding the child or youth.
        2. Attend and participate in CFT meetings. CFT meetings can be combined with other shared planning meetings.
            1. For children or youth in BRS, follow the requirements in the BRS policy.
            2. For other children and youth with complex behavioral health needs, at the CFT meetings:

1. Encourage and support engagement and collaboration with the child or youth and family in the development and ongoing monitoring of the Cross System Care Plan until treatment is completed;
2. Provide consultation on services and resources available through DCYF;
3. Obtain and bring the signed release of information form from the child, youth or parents when they are unable to attend the meeting prior to sharing any confidential information with any CFT team members.
4. Review the CFT Cross System Care Plan, to verify it is in alignment with the child, youth or family's child welfare case plan, e.g. court orders.

4. WISe Referral Documentation
   Caseworkers must document the following in a FamLink case note:
   1. For BRS cases, follow the documentation requirements in the BRS policy.
   2. For other cases of children or youth with complex behavioral health needs document:
      1. Conversations with the child or youth, families, and caregivers regarding WISe referral and services.
      2. The date a WISe referral was made and screen results, when made by the caseworker.
      3. Name of the individual who agreed to make the referral, when applicable.
      4. Verification of referral being made by another individual, when not made by the caseworker.

Resources

Behavioral Rehabilitation Services (BRS) policy

Family Youth System Partner Round Table (FYSPRT)

Shared Planning Meetings policy

WISe Program, Policy and Procedure Manual

WISe Protocol

WISe Referrals Contact List by County

WISe Reports

Wraparound with Intensive Services (WISe)

Original Date: October 19, 2017

Revised Date: July 28, 2019

Review Date:

Approved by: Ross Hunter, Secretary

8010. Bloodborne Pathogens Implementation Practices and Procedures

8010. Bloodborne Pathogens Implementation Practices and Procedures admin Thu, 02/10/2022 - 12:38

Applies To: This policy applies to Department of Children, Youth and Families (DCYF) employees.

Policy Number & Title: 8010. Bloodborne Pathogens Implementation Practices and Procedures

Effective Date: March 1, 2022

Policy

1. Non-Discrimination
    1. DCYF shall not discriminate against persons with or perceived to have Human Immunodeficiency Virus (HIV). This policy includes discrimination against employees, clients, licensees, contractors, or volunteers. Procedures for persons who believe they have been subjected to discrimination are found in DCYF Administrative 11.13 Preventing and Addressing Discrimination, Harassment, Sexual Harassment, and Retaliation policy.
    2. Licensees are not required by law to share their HIV status with licensers. If this information is shared by the licensee or prospective licensee, licensers

may request additional health information, as is the case with disclosure of any serious illness of a licensee. Decisions regarding continued licensing of an HIV-infected person are made in the same manner as any serious illness.

2. Regional HIV/Bloodborne Pathogens (BBP) Coordinator
    1. Each Regional Administrator must designate an HIV/BBP Coordinator to oversee issues related to HIV, Hepatitis B Virus (HBV), and other BBPs.
    2. The caseworker refers all HIV/HBV affected cases and issues related to BBP to the regional HIV/BBP Coordinator for consultation and staffing as appropriate.
    3. The Coordinator:
        1. Provides information and consultation on DCYF policy.
        2. Provides consultation for case management.
        3. Serves as liaison with the health care community and AIDS service organizations.
        4. Convenes the HIV/BBP Advisory Team.
3. Regional HIV/BBP Advisory Team
    1. Each Regional Coordinator must develop an HIV/BBP Advisory Team to advise on issues related to HIV, HBV, and other BBP.
    2. The Regional HBV/BBP Advisory Team:
        1. Assists, as necessary, with development of regional guidelines on issues related to HIV/BBP.
        2. Provides case consultation, as needed.
4. Universal Precautions-All staff, out-of-home care providers, volunteers, licensees, and respite care providers must use universal precautions when dealing with children or youth in care and treat all blood and body fluids containing blood as if known to be infectious.
5. HIV Testing
    1. HIV testing of a child or youth is a medical procedure and, therefore, must be done only in consultation with the Regional HIV/BBP Coordinator and on the

recommendation of the local health department or a licensed health care provider knowledgeable about HIV infection.

1. When HIV testing of a child or youth under the age of 14 is being requested as a result of potential perinatal exposure, the caseworker or HIV/BBP Coordinator shall inform the child's or youth's mother of the request and ask the mother to provide the results of their past HIV tests or to be tested in order to possibly eliminate the need for testing of the child or youth. This testing is voluntary and will be confidential, consistent with this section.
2. When parental rights have been terminated, the caseworker of a child or youth under the age of 14 may authorize HIV testing.
3. The caseworker shall obtain a court order for testing if the parent or legal guardian is unavailable or unwilling to provide consent for testing of a child or youth under the age of 14 and if a medical reason for testing exists.
4. If a child or youth under 14 years of age tests positive for any Sexually Transmitted Disease, including HIV, the HIV/BBP Coordinator shall ensure that the medical professional or the local health department notifies the parent or legal guardian of the test results.

2. HIV/Sexually Transmitted Disease (STD) testing of a youth age 14 or over requires the written consent of the youth or a court order. The youth may request testing on their own authority.
    1. The written consent or court order shall authorize test results for HIV or HBV to be released to the caseworker and out-of-home care provider.
    2. When obtaining a court order or a consent for HIV testing, the caseworker shall, if needed, also gain authority to share the results with others who have a compelling "need to know" and are not otherwise authorized to know under chapter 70.24 RCW. All such individuals shall be identified in the consent or court order. The consent or court order shall authorize treatment, as necessary.

6. Confidentiality/Disclosure
    1. Infection with HIV and other sexually transmitted diseases is a personal and private matter. Employees, care providers, and volunteers shall treat

information related to these issues in a confidential and respectful manner and shall not disclose this information except in accordance with state law.

2. Disclosure Practices and Criteria

    1. The caseworker shall ensure that the child's or youth's current health care provider is aware of the child's or youth's exposure to HIV/HBV.

    2. Caseworkers shall not disclose information related to a parent or child's or youth's HIV or other STD status to other DCYF employees, except their immediate supervisor, manager, and HIV/BBP Coordinator.

    3. When the caseworker or HIV/BBP coordinator provides written disclosure of HIV/BBP status information to someone outside of DCYF, the caseworker or HIV/BBP Coordinator shall include the following statement on the Disclosure of Confidential HIV/AIDS Information DCYF 09-837:
    "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains or as otherwise permitted by state law. A general authorization for the release of medical or other information is not sufficient for this purpose."

    4. When the caseworker or HIV/BBP coordinator provides HIV/BBP information regarding a parent or child or youth is disclosed orally to someone outside of DCYF, the caseworker shall send the Disclosure of Confidential HIV/AIDS Information DCYF 09-837 form to the persons receiving the information within 10 days of the disclosure.

    5. Documentation that a parent or child or youth has been tested for HIV or other BBP shall be recorded and stored electronically in FamLink.

    6. Document HIV/BBP status in the "Medical Problems" pop-up. Copies of medical records regarding the testing results or HIV/BBP related information will be scanned and stored in the FamLink "Filing Cabinet". Access to this information is secured and limited to the assigned caseworker and their supervisor.

7. Copies of documents and medical records regarding HIV/BBP status or related information may also be kept in a "privileged/confidential information" envelope used to safeguard sensitive case information. Access to this envelope is strictly limited to those authorized by law, with consent or as noted on a court order. Access to other parts of the child's or youth's record does not assume the right to access HIV/BBP information.

8. Caseworkers shall not disclose HIV/BBP information in written reports to the court without consultation with the assigned legal counsel.

9. When HIV/BBP information is discussed in court, the caseworker, through legal counsel, shall make special arrangements with the court to protect the confidentiality of the parties.

7. Placement

    1. DCYF employees shall inform the residential care provider of the child's or youth's HIV/HBV status, if known. The caseworker shall not inform the residential care provider of the HIV/HBV status of a youth age 14 or older without the youth's permission or a court order. However, the caseworker shall inform the youth that no placement will be made without disclosure of such status to the prospective residential care provider.

    2. HIV exposed/infected children or youth may be placed with other children or youth unless otherwise advised by the health care provider. However, DCYF staff shall not place known HBV infected children or youth or perinatally exposed infants in households with other unvaccinated persons.

    3. The caseworker shall strongly consider a child's or youth's and parent's wish not to disclose a child's or youth's positive HIV/HBV status to relatives when investigating a potential relative placement. However, if the child or youth is actually placed, the caseworker must disclose the child's or youth's HIV/HBV status. This revelation could negatively impact family relationships.

    4. The caseworker shall arrange for provision of medical attention for the HIV/STD infected/exposed child or youth by a physician knowledgeable in this specialty area.

    5. When placing a child or youth known to be HIV/HBV exposed or infected, the caseworker, in addition to providing the residential care provider with information regarding the child's or youth's current health status and names

of all health care providers, shall inform the residential care provider of all resources involved and provide instruction in any special care needs of the child or youth prior to placement.

6. If exposure of infection is discovered after placement, the caseworker shall immediately provide the above information to the residential care provider and ensure the provision of instruction in any special care needs.

7. When HBV infection is discovered in an individual living or working in a foster/receiving/group home, the caseworker shall immediately notify the Regional HIV/BBP Coordinator and the local health department. Public health department recommendations for testing and immunization of household contacts shall be followed. DCYF employees shall place no additional unimmunized children or youth in the home while the possibility of exposure exists.

8. Adoption

    1. The adoption worker or HIV/BBP Coordinator shall provide prospective adoptive parents with all available information on the STD/HIV/HBV status of children or youth under 14 years of age.

    2. For youth age 14 or above, the caseworker shall not disclose status without the youth's permission but shall not place the youth without such disclosure.

    3. DCYF employees shall share the STD/HIV/HBV status, if known, of the parents, if the possibility of infection of the child or youth by that parent exists. In such cases, the identity of the parents may not be disclosed.

    4. DCYF employees shall identify children or youth with HIV infection in adoption exchange media as having "serious medical problems." HIV exposure of uninfected children or youth does not need to be noted in exchange media. Only when a serious inquiry is received and the caseworker has determined that the family is a potential candidate should the child's or youth's specific medical history be discussed. The caseworker shall not disclose the child's or youth's name until the family is selected as the adoptive family.

    5. The caseworker shall provide prospective adoptive parents with the Family Genetic and Medical History DCYF 13-041 form. The caseworker shall include on the document all available medical information related to the child or youth and biological parent, including HIV/STD information if

possibility of exposure exists. The identity of the parent is not disclosed on this form.

6. When HIV testing is recommended, the caseworker shall consult with the HIV/BBP Coordinator and arrange for completion of the test prior to finalization of the adoption.
7. The caseworker shall inform the prospective adoptive parents that HIV infection may qualify a child or youth for adoption support.

9. Training
    1. DCYF shall arrange for all employees to receive HIV/BBP training which covers prevention, transmission, infection control, treatment, testing, confidentiality DCYF-related policy and procedure, as it relates to adults, children, and youth.
    2. All individuals and agencies licensed by DCYF shall receive HIV/BBP training which covers prevention, transmission, infection control, treatment, testing, confidentiality and DCYF-related policy and procedure, as it relates to adults, children, and youth.

Forms

Disclosure of Confidential HIV Information DCYF 09-837

Family Genetic and Medical History DCYF 13-041

Resources

DCYF Administrative 11.13 Preventing and Addressing Discrimination, Harassment, Sexual Harassment, and Retaliation policy

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Original Date: March 1, 2022

Revised Date:

Review Date: March 1, 2026

Approved by:

8000. Operation Manual Policies

8000. Operation Manual Policies admin Thu, 02/10/2022 - 10:43

Under Construction

8020. Overpayment and Underpayment Identification and Recovery

8020. Overpayment and Underpayment Identification and Recovery admin Thu, 02/10/2022 - 12:43

1. Purpose and Scope
    1. These procedures establish guidelines for CA staff in the resolution of vendor or foster parent disputes regarding payments through an administrative hearing and pre-hearing process. It provides direction when staff determines that an overpayment to a vendor or foster parent exists, for staff participation in steps to recover the overpayment, and for staff participation in the settlement of any overpayment disputes. The procedures also provide direction for pre-hearing efforts to mediate and resolve payment disputes prior to proceeding to hearing.
    2. Contracted and non-contracted service providers, including foster parents, may seek dispute resolution through these procedures, under the Administrative Procedure Act and RCW 43.20B.675, with respect to overpayments. However, the following limitations apply:
        1. The right of vendors or foster parents to seek an administrative hearing to contest alleged overpayments applies only to overpayments for goods or services provided on or after July 1, 1998.
        2. These procedures do not create a right to a hearing where no dispute right previously existed except as provided in RCW 43.20B.675. These procedures and department policy limit disputes for foster family and child day care providers to:
            1. Alleged overpayments;
            2. Perceived failure of the department to pay for services actually provided under an agency service authorization; and
            3. Licensing actions taken under WAC 110-148-1625 or WAC 110-300-0443, as applicable.
        3. Adoptive parents who receive assistance through the Adoption Support Program are not vendors within the meaning of the law. They have hearing rights under other provisions of law and WAC.

Accordingly, payment disputes involving the Adoption Support Program do not fall within the scope of these procedures.

3. Discovery or recovery of overpayments has no time limit. The department may identify and initiate recovery of overpayments without regard to the length of time that may have elapsed since the overpayment actually occurred or was discovered.
4. CA employees do not have authority to forgive or waive overpayments, nor to offset overpayments from future payments. All such authority rests with the Office of Financial Recovery (OFR). Designated CA staff may mediate a disputed payment with the vendor, but final approval for any negotiated proposed settlement rests with OFR.
5. Governmental entities, including Indian Tribes, with an Inter-local Agreement with the department do not have the right to an adjudicative hearing through the Office of Administrative Hearings (OAH). The dispute process described in the agreement between the entity and the department governs the resolution process.

2. Policy
    1. RCW 43.20B.675 and DSHS Administrative Policy 10.02 provide that all vendors have the right to request an adjudicative proceeding if they have a bona fide dispute. Disputes involving rates set in rule or Washington Administrative Code (WAC) are not subject to resolution through an adjudicative hearing held by OAH. The responsible CA organizational unit must routinely offer a pre-hearing conference to all clients and vendors that request an administrative hearing.
    2. The department and CA must, when undertaking activities relating to overpayment identification and recovery as well as adjudicative proceedings, comply with DCYF Administrative policies:
        1. 6.02 Access to Services for Clients and Caregivers who are Limited English Proficient (LEP)
        2. 6.03 Access to Services for Individuals with Disabilities
3. Procedures
    1. Regional and Headquarters Procedures:

1. Each DCFS Regional Administrator, DLR Regional Manager, or division Director, as applicable, must establish procedures to provide for consistency in the handling of vendor/contractor disputes in accordance with the Children's Administration Pre-hearing Procedures. Procedures must include:
    1. Methods to informally notify vendors of their right to request a formal adjudicative proceeding if they have a bona fide contract dispute and to provide all appellants with a copy of the CA written pre-hearing process. (OFR provides formal notification of overpayments.) The department limits adjudicative disputes for foster parents to those issues identified in paragraph 1.B., above;
    2. Pre-hearing/alternative dispute resolution that incorporates routine offers of a pre-hearing conference to all clients or vendors who have requested an administrative hearing;
    3. Identification of overpayments and steps to initiate recovery of amounts due to the department as a result of overpayments;
    4. Designation of staff to represent CA in behalf of the department in pre-hearing/alternative dispute resolution and administrative hearings for disputes resulting from activities or actions of the applicable organizational unit;
    5. Identification of staff to mediate overpayment and other disputes prior to a formal administrative hearing;
    6. A system to identify overpayments in a timely manner;
    7. A method to document that an overpayment has occurred;
    8. A method to notify the vendor/provider that an overpayment has occurred and to determine the vendor's agreement or disagreement with that determination; and
    9. Identification of staff assigned to review overpayments and to refer them to OFR for collection.
2. CA expects disputes to be resolved at the lowest possible level in the organization. Therefore, CA staff will handle disputes at the following organizational levels:

1. The DCFS Regional Administrator is responsible for the dispute resolution process for all payments authorized by local office social workers and all payments authorized under regionally managed contracts and service agreements. Regional DCFS staff will coordinate pre-hearing conferences, mediation activities, and administrative hearings for regionally-managed contracts.
2. Assigned CA Division of Program and Policy Development or Office of Foster Care Licensing (OFCL) headquarters staff, as applicable, will handle pre-hearing conferences, mediation activities, and administrative hearings arising from headquarters-managed contracts and service agreements.

2. Determination of Existence of an Overpayment and Documentation of Referral
    1. If any CA employee has reason to believe that the department has overpaid a contractor or vendor, that employee must contact the employee who authorized the payment and the authorizing employee's supervisor by written memo or e-mail.
        1. The CA employee identifying the overpayment must inform the authorizing employee and that employee's supervisor that the employee has reason to believe an overpayment has occurred and must provide the information that led the employee to that conclusion.
        2. If the authorizing employee identifies an overpayment, that employee must inform and provide supporting information to the supervisor.
    2. The authorizing employee, or other employee designated in DCFS or DLR regional procedures or CA headquarters procedures must contact the vendor/provider directly to inform the vendor/provider of the identified overpayment and the reason the payment constitutes an overpayment.
        1. This contact provides the CA employee and the vendor/provider an opportunity to identify any errors in the conclusion that an overpayment occurred and to enable the

CA employee to discontinue overpayment procedures if CA incorrectly identified an overpayment.

1. This contact serves as an opportunity for CA to educate the vendor/provider in correct methods to complete invoices in order to prevent overpayments from recurring.
2. In addition, the CA employee can support the vendor/provider in continuing to offer services to CA and its clients.

2. If the vendor/provider is a foster parent who disagrees with CA determination of an overpayment, the CA employee informs the foster parent of the foster parent liaison program and provides the contact telephone number for the CA office's liaison.
3. If the CA employee, after contact with the vendor/ provider, continues to believe that an overpayment occurred, the authorizing worker or other employee designated by regional procedures informs the vendor/ provider that the employee will notify OFR of the overpayment. OFR will send an official notice of overpayment to the provider/vendor. This notice will include instructions for the vendor/provider to return the overpaid funds to the department and information on steps to dispute the overpayment.

3. The employee who originally authorized the payment gathers written documentation of the overpayment. This may include gathering payment records through the SPAYMENT procedure in FamLink.
4. The authorizing employee refers to the regional designee any overpayments, with supporting documentation. This information will include documentation of the vendor/ provider's agreement or disagreement with the determination of overpayment. The regional designee reviews the referral information to ensure that supporting documentation adequately supports the conclusion that an overpayment in the amount stated did occur.

3. Referral to the Office of Financial Recovery

1. The applicable CA designee sends the completed SSPS Overpayment Notice, DSHS 18-398A, (dated 7/1998) along with the documentation of the overpayment, to OFR.
2. OFR then issues formal notice of the overpayment by certified mail to, and tracks responses from, the vendor/provider. If the vendor/provider wants to formally dispute the overpayment, the vendor/provider must respond to OFR within 28 days of the notice of overpayment.
3. If the vendor/provider does not dispute the overpayment, OFR establishes a schedule for repayment with the vendor/provider. In accordance with RCW 43.20B.695, interest will not accrue when the overpayment results from department error.

4. Disputed Department Actions
    1. OAH schedules a hearing when a vendor/provider requests a hearing. After a vendor/provider requests a hearing, the CA authorized staff person offers a pre-hearing conference. The pre-hearing conference may be a telephone call, a meeting, or a mediation session with a third party mediator.
    2. The responsible CA organizational unit must identify individuals authorized to mediate a disagreement between the department and the vendor/provider. Those persons designated to refer overpayments to OFR for collection may not serve in the role of mediator for overpayment disputes.
    3. If the CA authorized staff and the vendor/provider reach a settlement, the CA representative and the vendor/provider may execute a stipulated agreement in writing, signed by the parties. If the parties do not resolve the dispute, the formal hearing with OAH takes place as scheduled.
    4. For overpayments:
        1. If the vendor/contractor and the CA representative reach an agreement, before signing the agreement, the CA representative must contact OFR at (360) 664-5557 to obtain verbal approval for the stipulated agreement if it forgives an identified overpayment.

2. If the OFR representative approves the agreement, the CA representative and the vendor/contractor representative sign the agreement, and the CA representative mails it to the OFR representative for signature. Once the OFR representative signs the agreement, it takes effect.
3. If the administrative hearing occurs, the CA employee who authorized the payment must participate in the administrative hearing. Regional or headquarters procedures, as applicable, determine if additional individuals will participate in the administrative hearing to represent the department.

8030. Repayment

8030. Repayment admin Thu, 02/10/2022 - 12:44

1. The vendor or client must send the repayment directly to OFR. If a CA office receives money that is to be applied to a vendor overpayment, assigned accounting staff in the office transmits the money to OFR on a Daily Funds Transmittal, DSHS 18-320(X).
2. Accounting staff indicates the nature of the overpayment in the comment section of the Daily Funds Transmittal.

8040. Unsolicited Payments

8040. Unsolicited Payments admin Thu, 02/10/2022 - 12:45

1. When OFR receives payments from vendors for whom it has not received an overpayment packet, OFR staff will send notification to the appropriate CA office.
2. If CA determines that the payment or any portion was submitted in error or that OFR applied funds incorrectly, responsible staff transmits this information to OFR in writing within 30 days. OFR will then initiate appropriate action.
3. If CA staff determines that the payment or any portion was a program donation, designated staff transmits this information to OFR, including the identity of the program to which the donation was made to enable OFR to credit the proper account.

8050. Interest on Vendor Debt

8050. Interest on Vendor Debt admin Thu, 02/10/2022 - 12:46

Interest on vendor debt is administered in accordance with DSHS Administrative Policy 10.02, Vendor or Provider Overpayment and Debt Policy.

8060. Administrator's Accounts

8060. Administrator's Accounts admin Thu, 02/10/2022 - 12:47

8070. Purpose and Scope

8070. Purpose and Scope admin Thu, 02/10/2022 - 12:48

1. RCW 43.88.195 allows agencies to establish new accounts with the permission of the Office of Financial Management (OFM). Administrator's Accounts are expendable trusts that are local fund accounts available to provide instant assistance to eligible clients. Their sources of funds are usually donations and fund raisers.
2. Please Note: If funds are given for a specific purpose, moneys can only be dispensed for that specific purpose. Accounting records must be maintained so that moneys donated and spent for a specific purpose may be audited.

8080. Establishment of an Administrator's Account

8080. Establishment of an Administrator's Account admin Thu, 02/10/2022 - 12:49

1. CA local offices are to:
    1. Develop a statement of purpose for the account; for example, "The sole purpose of this account is to provide direct needs and opportunities for children and their families when no other resource is available."
    2. Stipulate the criteria for use, the amount available per request, and the process that will be developed to allow access to Administrator Account funds.
    3. Write a memo to the Regional Administrator requesting the establishment of an Administrator's Account. In the request, include the fund's purpose, criteria for use, and process for accessing funds. The Regional Administrator or designee will send a written request to the Chief, DSHS Office of Accounting Services, with a copy to the CA Director of Management Services. The written request must include the name of the bank, name and classification of individuals authorized to sign account checks, and the name and classification of the individual responsible for reconciling monthly bank statements with the office records.

2. Once the DSHS Office of Accounting Services has granted authority to establish the account, the local office identifies staff to be the:
    1. Accounts Receivable Coordinator;
    2. Committee or Person(s) to review/approve requests for funds;
    3. Disposition Person;
    4. Fund Trustee;
    5. Mail Person;
    6. Recording Person, and
    7. Reconciliation Person

8090. Separation of Duties

8090. Separation of Duties admin Thu, 02/10/2022 - 12:55

1. To the extent possible, the duties listed in section 9920(B) are to be separated.
2. If the duties cannot be separated due to a lack of staffing, a "Separation of Duties" waiver which includes compensating controls to show safeguard of the account must be on file in the regional office.
3. The waiver must be signed by the Fund Trustee, the trustee's supervisor, the second line supervisor, and the Regional Administrator.
4. Please note: Any cash or negotiable items received are to be deposited within 24 hours.

8100. Operation of Administrator's Account

8100. Operation of Administrator's Account admin Thu, 02/10/2022 - 12:56

The Regional Administrator, usually through the Regional Business Manager and/or the Clerical Supervisor, designates staff to carry out the duties outlined below.

8110. Mail Person

8110. Mail Person admin Thu, 02/10/2022 - 12:57

The Mail Person logs any cash or negotiable items in the Cash Items Mail Log, DSHS 19-48, and gives it to the Accounts Receivable Coordinator.

8120. Accounts Receivable Coordinator

8120. Accounts Receivable Coordinator admin Thu, 02/10/2022 - 12:58

The Accounts Receivable Coordinator:

1. Receives the Cash Items Mail Log and the cash/negotiable items from the mail person.
2. Verifies that the cash/negotiable items are shown on the Cash Items Mail Log and, after verification, dates and signs the mail log, retaining the pink copy.
3. Issues a pre-numbered and sequential receipt for all cash/negotiable items requiring a receipt. If the cash/negotiable items received are for a specific purpose, they are to be referred to as a restricted donation, with a note of the restriction on the receipt issued to the donor.
4. Prepares the disposition documents required for the disposal of cash and negotiable items. The disposition documents will include the bank deposit slip, the Cash Items Mail Log, and a copy of the receipt issued to the donor.
5. Secures all cash and negotiable items until transferred to the Disposition Clerk along with the disposition documents.

8130. Disposition Person

8130. Disposition Person admin Thu, 02/10/2022 - 12:59

The Disposition Person:

1. Verifies that the cash and/or negotiable received from the Accounts Receivable Coordinator equals the amount shown on the disposition documents. Completes the disposition entries on the various receipt and disposition documents. Signs and dates the disposition documents.
2. Secures the deposit until it can be taken to the bank. Gives bank- validated deposit slips along with the copies of the receipt and disposition documents to the recording person on the same day the deposit is made.
3. Receives approved disbursement authorizations from committee or person(s) responsible for reviewing and approving requests for funds.
4. Prepares check (in ink) and writes the check number on the Disbursement Authorization. Has the check signed by at least two people who are authorized on the bank account signature card.
5. Gives the completed Disbursement Authorizations to the Recording Person.

8140. Recording Person

8140. Recording Person admin Thu, 02/10/2022 - 13:00

The Recording Person:

1. Reconciles the daily cash receipts and bank validated deposit slips.
2. Records all deposits in the Cash Receipts Journal and Ledger Sheet.
3. Verifies the amounts of checks to disbursement authorizations and completes entries to the check register, Cash Disbursements Journal, and the Ledger Sheet. Secures signed checks until they are mailed or given to the appropriate person.

8150. Reconciliation Person

8150. Reconciliation Person admin Thu, 02/10/2022 - 13:01

The Reconciliation Person:

1. Upon receiving the Administrator's Account monthly bank statement, reconciles the statement to the Ledger Sheet and other journals. Completes the reconciliation on the back of the bank statement.
2. Prepares the Administrator's Account Monthly Activity Report and the Bank/Reconciliation Report. Gives them and the appropriate ledgers and journals, along with the bank statement, to the Fund Trustee for review.

8160. Review and Approval of Authorizations

8160. Review and Approval of Authorizations admin Thu, 02/10/2022 - 13:01

The committee or person(s) responsible for review and approval of Disbursement Authorizations approves, modifies, or denies the completed Disbursement Authorization based on the local office use-of-funds criteria and any restrictions that may have been placed on the funds by the donor.

8170. Fund Trustee

8170. Fund Trustee admin Thu, 02/10/2022 - 13:06

The Fund Trustee:

1. Oversees the management and accountability of the Administrator's Account.
2. Reconciles the accounting records to the trustee's records on a quarterly basis. If there are variances, the trustee researches and documents, corrects, or takes

appropriate action. He/she prepares the Trustee's Reconciliation Report, DSHS 19-207, and signs and dates it.

8180. Accessing Administrator's Account Funds

8180. Accessing Administrator's Account Funds admin Thu, 02/10/2022 - 13:07

1. A CA staff person submits a completed Request for Disbursement Authorization form to the committee or person(s) assigned by the Regional Administrator the duties of approving these requests.
2. The completed form includes the amount, case name, case number, and purpose of the requested funds. The form is signed and dated by the worker.