

Program Improvement Plan (PIP) Fact Sheet for Staff

Opportunities for Staff Involvement

Case Record

- Review of files and Famlink including legal documents, case notes and reports of the last 12 months.
- Out-of-home care cases includes any child who has been in out-of-home care for 24 hours or more through court action or a Voluntary Placement Agreement (VPA).
- In-home service cases include cases open for 45 days or more to provide in-home services and/or to monitor child safety. May include Family Reconciliation Services (FRS), Child Protective Services - Investigations (CPS-INV), Child Protective Services - Family Assessment Response (CPS-FAR) and Family Voluntary Services (FVS).

Interviews

- Conducted with staff, parents, caregivers and youth.
- Occur by phone or in person.
- Last about 30 – 45 minutes.
- Provide opportunity for staff to clarify case information as it relates to safety, permanency and well-being.

How You Can Help

- Provide updated contact information for case participants.
- Notify parents, caregivers and youth that they will be contacted and urge their participation.
- Be available during scheduled review week.

If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).

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What are the Central Case Reviews?

The Program Improvement Plan (PIP) is a federal case review that occurs periodically.

The Central Case Review Team (CCRT) enables the Department of Children, Youth, and Families (DCYF) to:

1. Ensure conformity with federal child welfare requirements.
2. Determine what is actually happening to children and families as they are engaged in child welfare services.
3. Assist DCYF in improving child welfare services and achieve outcomes related to safety, permanency and well-being for families and children who receive services.

When are the Central Case Reviews?

The reviews will be held at least four times in each of the PIP offices from January 1, 2021 through December 31, 2022, reviews will be more frequently in some offices.

Contact

Email: cqisection@dcyf.wa.gov.



Washington State Department of
CHILDREN, YOUTH & FAMILIES