

# Tribal Payment Only (TPO) Resource Level Determination/Rate Assessment Guide

The following steps describe how DCYF and Tribes use the Caregiver Support Level Tool (tool) to complete level determinations or rate assessments. All DCYF caseworkers and Tribal workers must finish training before completing these steps.

**Timeframe:** Level determinations must be done within seven days of initial placement and every six months after.

For training information or questions, email Deidre Newton at [Deidre.Newton@dcyf.wa.gov](mailto:Deidre.Newton@dcyf.wa.gov).

	Steps for DCYF Caseworkers	Steps for Tribes
<b>Who does the assessment?</b>	DCYF Placement Resources Specialist, TPO, or other DCYF designee.	Tribal worker or designee.
<b>Gathering Documentation</b>	<ul style="list-style-type: none"> <li>• DCYF will reach out to Tribal worker to get information needed to help with level determination.</li> <li>• When the Tribe shares information to explain the level, DCYF must record and document the source (e.g., doctor's name, prescription name). This can happen in-person, using screen sharing, etc.               <ul style="list-style-type: none"> <li>– DCYF does not store these documents.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tribal workers gather and review documentation needed to complete the tool.</li> <li>• Make sure documentation meets the requirements for Caregiver Support Level determination.               <ul style="list-style-type: none"> <li>– Examples include diagnosis, doctors name, prescription name, Individualized Education Plan (IEP), treatment plan, and clinical notes.</li> </ul> </li> </ul>
<b>Health History</b>	DCYF will review and document the health history information available through the Health Care Authority in the tool.	<ul style="list-style-type: none"> <li>• Tribes can choose to use the health history information available to help determine the level.</li> <li>• DCYF must provide Health Care Authority recommended level to the Tribe upon request.</li> <li>• Health history information will be documented in the tool if used.</li> </ul>
<b>Documenting Reasoning</b>	DCYF will list sources used to determine the selected level.	Tribes will list sources used to determine the selected level on the second tab of the tool.
<b>Entering tool into FamLink</b>	DCYF will enter the tool into FamLink for processing.	Tribe will send the completed tool to DCYF staff.
<b>Documentation</b>	DCYF will keep a copy of the completed tool.	<ul style="list-style-type: none"> <li>• Tribes will keep copies of all documentation.</li> <li>• Tribes will keep a copy of the completed tool.</li> </ul>

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