

DCYF Foster Care Orientation

Washington State

Original Date: November 2018 | Revised Date: January 2020
Licensing Division | Approved for distribution by Luba Bezborodnikova, Assistant Secretary

www.dcyf.wa.gov



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Welcome to Foster Care Orientation



The Department of Children, Youth, and Families (DCYF) seeks prospective foster parents who can:

- Provide daily care and support for each child based on their unique needs
- Work in partnership with DCYF as part of the child's team
- Become prepared through ongoing training to gain greater skill in meeting the diverse needs of children who enter foster care

Learning Outcomes

At the conclusion of this orientation, the learner should:

- Understand the foster care licensing and home study process
- Have knowledge of licensing regulations
- Know about reporting responsibilities
- Know about licensing documents and forms
- Have a general understanding of what to expect from being a foster parent
- Have resources pertaining to the Foster Care Recruitment and Retention program



DCYF and Foster Care

Child Welfare

Child Welfare is a continuum of services designed to ensure children are safe and families have the support to care for their children successfully. These services include:

- Child Protective Services (CPS)
- Family Assessment Response (FAR)
- Child and Family Welfare Services (CFWS)
- Adoptions

Licensing Division

Foster care is a safe, loving and temporary home for children who must live away from their family due to abuse or neglect. Children and youth who enter foster care come from culturally diverse families, communities and backgrounds. The goal of foster care is to safely reunite children with their birth families whenever possible.



Licensing Division



- Complete home studies for prospective foster parents (relative and non-relative)
- Licenses and monitors group care facilities as well as Child Placing Agencies (CPA)
 - Licensing Division Safety and Monitoring (SAM): Completes licensing renewals, health and safety visits, foster home moves and licensing investigations

Child Welfare

- Child Protective Services (CPS), Family Assessment Response (FAR), Child and Family Welfare Services (CFWS) and Adoptions ensure children are safe and strengthen families so they flourish.
- Works directly with the child and their parents, the legal system and the caregiver for the child to ensure children are safe and are getting the services needed.
- Once a home is licensed for foster care, most of the contact a caregiver will have is with the child's DCYF caseworker.





Roles of DCYF Staff

Licensing Division

- Supports and provides resources to potential foster parents through the application process and home study
- Monitors foster homes to ensure they are meeting the Washington Administrative Code (WAC)
- Provides assistance and support
- Investigates allegations of abuse and licensing concerns in foster homes

Child Welfare

- Provides supports and resources to caregivers and/or a licensed foster home
- Responsible for payments, visitations and reporting to the court
- Schedules monthly health and safety visits with the child and caregiver, coordinates team meetings and ensures other required services are in place
- Creates the child's case plan while working with the child's family, foster parents, GALs and others involved



The Children We Serve

- Culturally diverse backgrounds
- Require specific efforts to support and maintain their ethnic and cultural heritage
- Have special needs due to abuse or neglect
- Physical, mental and emotional conditions that may require ongoing treatment, counseling or other services





ReMoved Video

What to expect from this video:

- May evoke emotions and be difficult to watch
- May help you better understand the children DCYF and foster care parents serve

What this video showcases:

- Features a 10-year-old girl who is removed from her home and separated from her younger brother



Children's Needs



Some key things to keep in mind as you decide on becoming licensed as a foster parent:

- The children that are placed in your home may either have just been removed from their home OR are transitioning from a temporary home
- Children may have challenging behaviors that reflect trauma and negative experiences
- It is important the child receives constant support without negatively talking about their families
- The assigned DCYF social worker is there to help you transition and answer questions





What do Washington State Foster Parents Look Like?

- Nurturing and caring
- Provide a safe, stable and caring home
- Dedicated to protecting children
- Provide an environment where children thrive physically and emotionally
- Helpful in the time of crisis
- Compassionate
- Flexible, patient and collaborative
- Culturally inclusive and affirming
- Committed to the health and welfare of children
- Welcoming of all children and youth in care
- Open to new experiences and learning



DCYF Licensing Division and Child Placing Agencies



Foster parent can choose to be licensed by DCYF or by a Child Placing Agency (CPA):

- DCYF and CPAs have the same standards and serve the same children
- DCYF licenses the home directly
- CPAs certify homes that meet the home study and licensing requirements. DCYF issues the foster home license
- CPAs may:
 - Specialize or serve specific populations
 - Require additional training
 - Have case managers or additional staff to assist their agency foster homes



Types of Care

General Foster Care

Are available to take placement of children that are within the age range, gender and capacity on their licenses

Child Specific Licensed Foster Care

Relatives or suitable others licensed to provide care to a specific child

Respite Care

Certified Respite Providers
Licensed Respite Providers



Family First

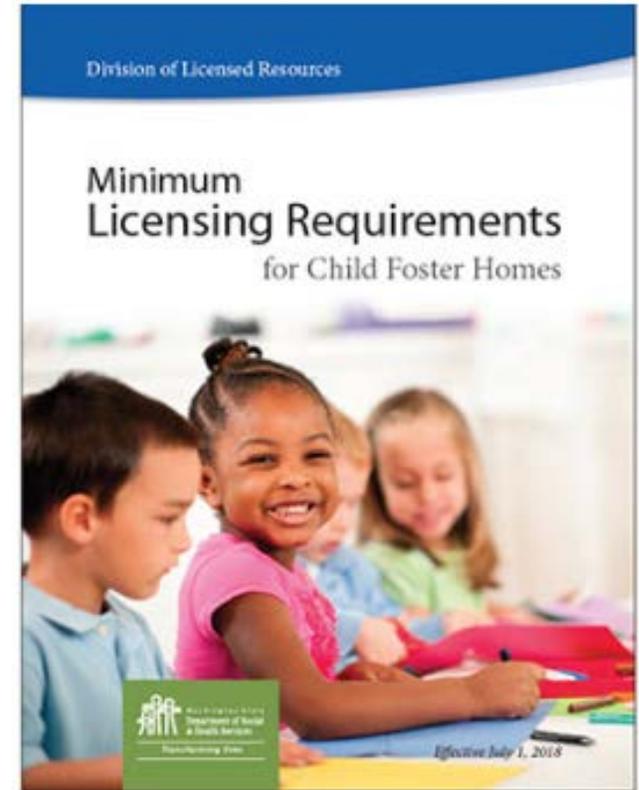


- Reunification with parents
- DCYF caseworkers always partner with the child's parents to work toward reunification
- Relative searches are conducted throughout the child's time in foster care
- Relatives are considered first for placement
- Adoption of children in the custody of DCYF usually occurs with families who already have a relationship with the child



Washington Administrative Code 110-148 Foster Care Licensing Regulations

- Foster parents must meet all the Washington Administrative Codes (WAC) prior to being issued a foster care license and throughout the duration of your license
- The licensor will review the WAC requirements with you
- Prior to licensing, you are required to read WAC 110-148 in its entirety



Washington Administrative Code 110-148

Medication Management

110-148-1560 | What are the requirements for obtaining consent for emergent and routine medical care?

110-148-1565 | How must medications be stored?

110-148-1570 | Who may access stored medications?

110-148-1575 | What are other requirements for medications?

Washington Administrative Code 110-148

Medication Management

- **110-148-1580** | Can children take their own medications?
- **110-148-1585** | Can I use medication for behavior control?
- **110-148-1590** | Can I choose to give prescribed medications, including psychotropic medication?
- **110-148-1595** | Can I accept prescription medication from a child's parent or guardian?

For more information about the requirements for medication management:

- Read WAC 110-148-1560 through WAC 110-148-1595 here: [WAC 110-148](#)
- Visit the Alliance for Child Welfare Excellence for a free training on medication management. The training can be found here: [Medication Administration for Caregivers \(eLearning for Caregivers\)](#).

Mandatory Reporting

WAC 110-148-1420

(a) Death, serious illness or injury, or psychiatric care that requires medical treatment or hospitalization of a child in care;

(b) Any time you suspect or a child discloses physical or sexual abuse, neglect, or exploitation of a child

(c) Sexual contact between two or more children that is not considered typical play between preschool age children;

(d) Any disclosure by a child in care of sexual or physical abuse;

(e) Any child's suicide attempt that results in injury requiring medical treatment or hospitalization;

(f) Any use of physical restraint alleged to have been improperly applied or excessive;

(g) Physical assault between two or more children that results in injury requiring off-site medical attention or hospitalization;

(h) Physical assault of a foster parent, employee, volunteer, or others by a child in care that results in injury requiring off-site medical attention or hospitalization;

(i) Any medication given or consumed incorrectly that requires off-site medical attention; or

(j) Property damage that is a safety hazard and not immediately corrected or may affect the children's health and safety.

Mandatory Reporting

WAC 110-148-1420 continued

(2) You must report the following incidents related to a child in care as soon as possible or in no instance later than forty eight hours after the incident, to the child's DSHS worker or CPA case manager and the child's tribal ICW case manager as applicable:

- (a) Suicidal or homicidal thoughts, gestures, or attempts that do not require professional medical treatment;
- (b) Unexpected health problems outside the usual range of reactions caused by medications, that do not require professional medical attention;
- (c) Any incident of medication incorrectly administered or consumed;
- (d) Any treatment by a medical professional for emergency medical or emergency psychiatric care;
- (e) Physical assault between two or more children that results in injury but does not require professional medical treatment;
- (f) Physical assault of a foster parent, employee, volunteer, or others by a child that results in injury but does not require professional medical treatment;
- (g) Drug or alcohol use by a foster child;
- (h) Any inappropriate sexual behavior by or toward a foster child; or (i) Use of prohibited physical restraints for behavior management.





Local DCYF Intake Contact Hotlines

- Region 1:** 1-800-557-9671
- Region 2:** 1-855-420-5888
- Region 3:** 1-866-829-2153
- Region 4:** 1-800-609-8764
- Region 5:** 1-888-713-6115
- Region 6:** 1-866-764-2233



DCYF Regional Map



Mandatory Reporting Video



For additional mandatory reporting requirements and resources, please visit:

<https://www.dcyf.wa.gov/safety/mandated-reporter>

Washington Administrative Code 110-148

Missing from Care

WAC 110-148-1425

What are my reporting responsibilities when a child is missing from care?



Application Packet



Next steps:

- Complete a DCYF Foster Care Application 10-354
10-354 Family Home Study Application
- Complete DCYF background checks for all household members age 16 and older 09-131
09-131 Background Check Request
- DCYF typically completes the home study and licensing process within 120 days from the date of the application and background check completion

For all DCYF forms:

<https://www.dcyf.wa.gov/forms>



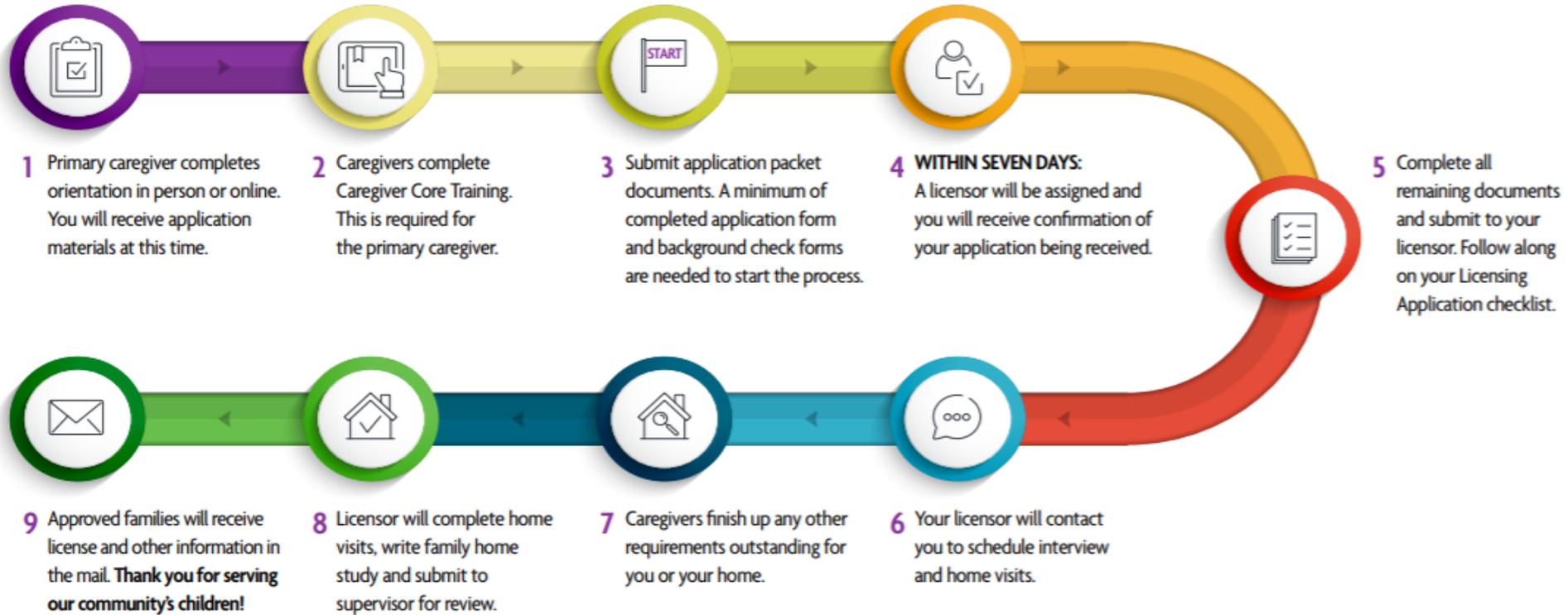


Complete Foster Care Application Packet

- DCYF Background Check Forms
- Government Issued Identification
- Out of State Check for Abuse or Neglect
- Personal Information Form
- Marital History
- Financial Worksheet
- Applicant Medical Report
- Application Form
- Policy Agreement
- Emergency Evacuation Plan
- Employed Foster Parent Child Care Plan



Foster Home Licensing Process Road Map



Get help throughout the process. Contact your liaison at:

- 1-877-620-5748 (Eastern Washington)
- 1-866-958-KIDS (Western Washington)

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).

DCYF PUBLICATION LIC_0006 | DSHS 24-521 (09-2019)



Background Check Information

DCYF conducts a comprehensive background check on all applicants and household members over the age of 16. These are the agencies DCYF utilizes to conduct the checks:

- U.S. Federal Bureau of Investigation (FBI)
- Washington State Patrol (WSP)
- DCYF database check for allegations and/or findings of abuse or neglect
- Out of state registry check for allegations and/or findings of abuse or neglect (if applicable)
- Department of Licensing (current drivers license or ID card)

If the background check applicant has a criminal history, the fingerprinting results will be mailed directly to the applicant. DCYF will request the FBI RAP Sheet from the applicant to continue with the foster care licensing process.

Additional Pre-Licensing Requirements

- Caregiver Core Training – 24 hours:
This can be done in-person or online through the Alliance for Child Welfare Excellence:
allianceforchildwelfare.org
- Orientation: This can be done in-person or online.
- Current TB Test Results: Last 12 months
- All household members must have pertussis and influenza immunizations to serve foster children who are under the age of two or medically fragile. An exception may be granted if the immunization is contrary to your or the household member's health as documented by a licensed health care provider.



Training Requirements

Prior to licensing:

- Applicant must complete a total of 24 Caregiver Core training hours
- Applicant may count up to 18 training hours so long as the hours were completed within the last 12 months of DCYF receiving the application and the hours meet one of the three core requirements

Continuing education training:

- If a licensed foster parent completes more than the required yearly training, they may carry over up to 12 training hours to their next licensing period



Health and Safety Training



First Aid and CPR Training

- <http://keepthebeatcpr.org>
- 253-217-1105
- Required hands-on training – online is not accepted
- Up-to-date First Aid/CPR is required and current documentation must be submitted to licenser prior to expiration date listed on the card and prior to becoming licensed

HIV/AIDS and BBP (Blood Borne Pathogens Training)

- Required one time, prior to becoming licensed



Continuing Education Training

Required Yearly Hours:

- First 3-year cycle 36 hours
- Second 3-year cycle 30 hours
- Yearly cycles beyond 24 hours

Required Training in One of the Three Core Competency Areas:

- Understanding and Working in the Child Welfare System
- Parenting and Family Management
- Caregiver Self Awareness and Development



Home Study



- At least three in-person interviews completed in the home
- Interviews with all household members completed in the home
- Background checks on all household members age 16 or older
- Contact with all the adult children
- Home inspection



Licensed Foster Home Environment

- Clean and sanitary
- Working telephone and accessible when child(ren) are present
- Children must be able to exit from every floor
- Age appropriate child proofing through 6 years old
- Adequate space and bedrooms with bed(s)
- Age appropriate furnishing and activities for children



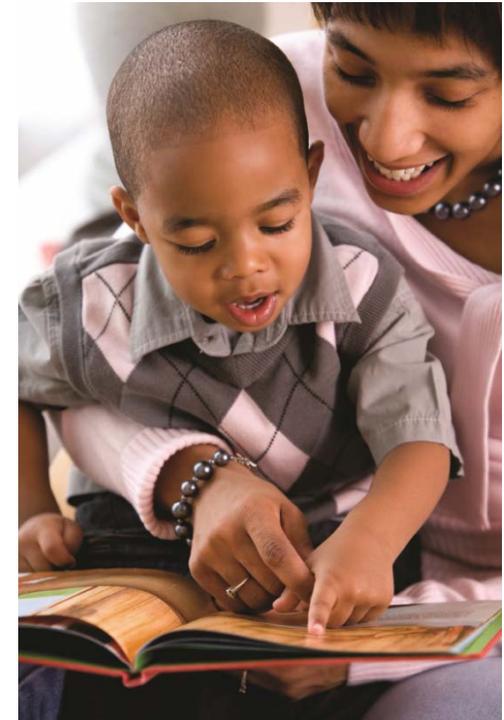
Licensed Foster Home Environment, Continued....

- Onsite laundry facilities
- Bedrooms must have two exits
- Fire extinguisher (2A 10BC Rating)
- Carbon Monoxide Detector
- Follow CPSC Crib Standards
- Stoves and fireplaces must have barriers to prevent children under age 6 to have access to them
- Working smoke alarms
- First aid kit (list of required items may be found [here](#) [WAC 110-148-1550](#))
- If on a private well, water must be tested prior to licensing and relicensing by your local health jurisdiction or private entity to ensure there is safe drinking water
- Human and pet medications must be stored separately in locked containers
- Weapons and ammunition must be locked separately unless stored in a gun safe
- Pools and hot tubs must be fenced/locked/secured for children of all ages and there must be a written supervision plan



Next Steps

- Sign up for Caregiver Core Training (CCT)
 - <http://alliancecatalog.org/course-catalog>
- Complete your application packet and submit to your local DCYF Licensing Office
 - Keep a copy of your application packet for your records
- For more information and resources, please visit DCYF's Foster Parent Website
 - <https://www.dcyf.wa.gov/services/foster-parenting>



Thank You!

Please Contact Us With Questions

| Region | Contact | Office | Email | Phone |
|--------|-----------------|----------|--|--------------|
| 1 | Cristina Harris | Spokane | cristina.harris@dcyf.wa.gov | 509-319-6807 |
| 2 | Ryan Greenhalgh | Richland | ryan.greenhalgh@dcyf.wa.gov | 509-578-8988 |
| 3 | Donna Brantner | Everett | donna.brantner@dcyf.wa.gov | 360-631-6691 |
| 4 | Jill Sullivan | Kent | jill.sullivan@dcyf.wa.gov | 253-270-0235 |
| 5 | Andrea Black | Tacoma | andrea.black@dcyf.wa.gov | 253-983-6434 |
| 6 | Joan O'Connell | Tumwater | joan.oconnell@dcyf.wa.gov | 360-725-6765 |



Test Your Knowledge!

Select the link to test your foster care knowledge

<https://www.dcyf.wa.gov//sites/default/files/fpquiz/quiz.html>

