



D.S. SEMI-ANNUAL REPORT

JULY 1, 2023 – DECEMBER 31, 2023



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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INTRODUCTION

The D.S. Lawsuit & Settlement Agreement

The Department of Children, Youth, and Families (DCYF) was sued by Disability Rights Washington (DRW) and a Class of children and youth under the age of 18 who have been removed from their parents or caregivers. The [Settlement Agreement](#), negotiated under the lawsuit, is known as the D.S. Settlement. Under the Settlement Agreement, DCYF has committed to eight System Improvements related to the Class, guided by seven overarching goals to transform child safety and well-being practices. Goals and related System Improvements are described in the [D. S. Implementation Plan](#) released on August 2, 2023. The methodology and metrics that used to report DCYF's progress toward successful implementation of the System Improvements and achieving substantial compliance with the requirements of the Settlement Agreement are included in the [D.S. Data Addendum](#) released February 2, 2024.

The D.S. Class

- 1) Class Members include Individuals who are or in the future will:
 - i. Be under the age of 18; AND
 - ii. Be in DCYF's placement during a dependency proceeding under Wash. Rev. Code § 13.34 until the proceeding is dismissed; AND
 - iii. ONE OR MORE OF THE FOLLOWING:
 - a. Have experienced five (5) or more placements, excluding trial return home, in-home dependencies, and temporary placements. Temporary placements mean any of the following: overnight stay with a parent, hospital, respite care, youth camps, on runaway status, or detention. Temporary placements do not include a hotel stay, an office stay, or a night-to-night foster care placement. But an individual shall not be counted to have five (5) or more placements under this section if they have been in the same placement for the last twelve (12) or more months, except if that placement was in a Qualified Residential Treatment Program (QRTP); OR
 - b. Have been referred for or are in out-of-state group care placement, OR
 - c. Have experienced a hotel or office stay in the past six (6) months; OR
 - d. Are awaiting a Children's Long-Term Inpatient Program (CLIP) bed.

Semi-Annual Report Overview

As required by the Settlement Agreement, this semi-annual report provides data regarding the prior six-month period necessary to evaluate DCYF’s progress toward meeting the requirements set forth in the implementation plan and data addendum and consistent with the Settlement Agreement. The report includes administrative data¹, narrative updates, identification of successes and challenges and remedial efforts to address challenges. To the extent that language, including dates, in the data addendum are inconsistent with language in the implementation plan the data addendum supersedes the implementation plan.

4.6 Emerging Adulthood Housing Program

The D.S. Settlement Agreement requires DCYF to continue developing and implementing an array of supported housing programs for youth and young adults from ages 16 through 20 years with living unit configurations tailored to the needs of youth, including; 24/7 staffing who provide culturally responsive, LGBTQIA+ affirming, and trauma-informed support and training in independent living skills, transportation for participants to stay connected to their friends and families, and crisis response that includes intensive case management.

Data

The Adolescent Transitional Living Program (ATLP) is the first program to be developed in the EAHP housing array. As the array expands, data regarding the expanded array will be provided in this section.

Class Members in ATLP			
Region	Program	Bed Capacity	# of Youth
4	YMCA	5	4
6	AKI	8	5

Data Source: FamLink DS class report 1/2/2024, Program Census 2/7/2024

¹ DCYF has a standard to mask numbers from 1-9 in public reports to prevent any possibility of identifying individuals to protect confidentiality. In the interest of providing as much transparency as possible to support the purpose of this report, we have included numbers from 1-9. The text and details associated with any number from 1-9 were carefully reviewed to verify that the information provided in this report, in combination with any other publicly available information, cannot be used to identify any individual. If information is brought to the attention of DCYF that there is sufficient information available publicly to potentially identify an individual, this report will be modified.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Plan for statewide expansion to regions 1, 2, 3 and 5. Providers to be determined, 20 youth capacity over 4 programs.	04/2023	12/2023	Complete	Complete
Establish and revise common ATLP Program Standards. Review contracts for revisions or updates to the statement of work.	03/2023	Ongoing	On track	Ongoing
Assess program delivery and statewide training needs. Establish the process and resources for initial and ongoing training for caseworkers, contractors, and partners statewide.	06/2023	06/2024	On track	Ongoing
Establish referral and acceptance processes to include timeliness, documentation, and CQI.	06/2023	06/2024	On track	Ongoing
Contract recruitment for providers in regions 1, 2, 3 and 5	01/2024	02/2024	Delayed	Updated completion date 06/2024

Narrative Update

The Youth and Young Adult Housing Continuum Manager (YYA HCM) to oversee DCYF ATLP and the broader EAHP continuum was hired and started in the position February 2024. In the next review period, the YYA HCM will develop the draft ATLP guidelines that will be released with new contracts on May 1, 2024.

ATLP programs in regions 4 (YMCA) and 6 (AKI) have been established and continued to serve youth during this reporting period.

During this review period DCYF finalized the ATLP per bed rate and payment methodology for new ATLP contracts. The Request for Qualifications (RFQ) was released on January 25, 2024, with new contracts starting May 1, 2024. This was delayed due to negotiations for the direct billable startup costs for the new contracts. Existing ATLP contracts have been extended through April 30, 2024, at which time the contracts will be updated to include the new contract language and rate, pending the completion of the RFQ solicitation.

The payment methodology for the ATLP contract requires contractors to accept a graduating percentage of referrals to keep receiving their bed retainer payment (about 50% of the monthly rate). DCYF recognizes that some ATLP contractors may have concerns about this, and we are working across program, finance, and contracts to clearly define what compliance would look like to ensure contractors will have opportunities for reconsideration before retainer payments

are changed. Given DCYF will continue to refer youth with behavioral health needs to the programs, it is DCYF’s goal to ensure youth referred can be adequately served by the program.

DCYF is working to identify an overarching training plan for culturally responsive, trauma-informed, and LGBTQIA+ affirming practice. A workgroup has met during this review period and a training has been identified that addresses the three topics. The Alliance will be working with DCYF to identify a training plan that addresses revisions to the identified training, establishes a timeline for delivery, supports varying audiences, develops recommendations for delivery to leadership and the plaintiffs, and creates a proposal for a decision package to be submitted for the upcoming fiscal year.

4.7 Professional Therapeutic Foster Care

The D.S. Settlement requires DCYF to develop and implement a contract and licensing category for Professional Therapeutic Foster Care (PTFC). This licensing category is intended to support children and their immediate families when reunification or placement with extended or chosen family is not possible due to the child’s developmental disabilities or behavioral health needs.

Data

The PTFC program is still in development. Initial program capacity will be established January – February 2025 with initial referrals into the program beginning in March 2025. Data for this system improvement will be reported beginning in the August 2025 semi-annual report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Youth Engagement	02/2023	06/2023	Complete	Complete
Integration	02/2023	Ongoing	On track	Ongoing
Review Child Welfare Policy	02/2023	Ongoing	On track	Updated completion date 10/2024
Hold a workgroup with WA State tribes	04/2023	Initial engagement completed 10/2023	On track	Revised: Tribal representatives and DCYF Office of Tribal Relations

Activity	Start Date	Planned Completion Date	Progress	Status
				will participate in the ongoing PTFC workgroup
Provider and Foster Parent Meeting	05/2023	10/2023	Complete	Complete
Youth Listening Sessions	05/2023	10/2023	On track	Complete
Parent Listening Session and Parent Advisory Group (PAG)	05/2023	12/2023	Complete	Complete
Exploration of Professional Fostering Models	06/2023	08/2023	Complete	Complete
Training - Integration	07/2023	Ongoing	On track	Ongoing
Communication to DCYF Staff	07/2023	Ongoing	On track	Ongoing
Program Development Outline	07/2023	12/2023	Delayed	Updated completion date 06/2024
Establish new licensing rules for professional foster parenting category	07/2023	03/2024	Delayed	Updated completion date 10/2024
PTFC Workgroup Development	09/2023	12/2023	Complete	Complete
Contract Drafted	09/2023	03/2024	Delayed	Updated completion date 09/2024
Training process and development	12/2023	03/2024	Delayed	Updated completion date 06/2024

Narrative Update

During the review period the PTFC Program Manager and Licensing Division (LD) Policy Program Manager were hired to support the program development and implementation.

DCYF held listening sessions with parents and young people with lived expertise. Listening sessions provided lived experience experts opportunities to be heard and provide feedback and input to inform the development and work of the PTFC Workgroup. Some participants from the listening sessions joined the PTFC Workgroup. Feedback from the listening sessions was shared with the DCYF Recruitment and Retention team to help inform their work. Participants in the listening sessions were invited to participate in the PTFC Workgroup. DCYF is working to establish a consistent funding source and process to support stipends for experts with lived experience to participate in the listening sessions and the workgroup.

The PTFC Workgroup was established in December 2023 and the first virtual gathering was held January 17, 2024. Members include foster parents, Child Placing Agency (CPA) staff, youth and parent lived experience experts, tribal nation representatives, LGBTQIA+ voice, Coordinated Care, and internal DCYF stakeholders including Office of Race Equity and Social Justice (ORESJ), the Caregiver Recruitment and Retention program, Office of Tribal Relations (OTR), DCYF's ADA Coordinator, and the Placement Continuum Unit. The workgroup will also consult and collaborate with committees, advisory boards, and teams such as: Parent Advisory Group (PAG), Passion to Action (P2A), Washington Association for Children and Families (WACF),

Indian Child Welfare Sub-Committee, LGBTQIA+ Advisory Committee, Foster Parent Alliance of Washington State (FPAWS), 1624 Foster Parent Consultation Teams, Child Welfare Advocacy Coalition (CWAC), Mockingbird Society, Kinship Caregiver Oversight Committee, Service Access and Civil Rights Unit, and others as identified by the workgroup.

The workgroup will inform the development of the program outline, contract statement of work, and the professional therapeutic foster parent training plan and process. The workgroup will meet 1-2 times monthly from January 2024 to approximately December 2024, or until the purposes of the group have been fulfilled.

DCYF is working to identify an overarching training plan for culturally responsive, trauma-informed, and LGBTQIA+ affirming practice. A workgroup has met during this review period and a training has been identified that addresses the three topics. The Alliance will be working with DCYF to identify a training plan that addresses revisions to the identified training, has a timeline for delivery established, supports varying audiences, develops recommendations for delivery to leadership and the plaintiffs, and creates a proposal for a decision package to be submitted for the upcoming fiscal year.

PFTC will be a new licensing category requiring new Washington Administrative Codes (WACs) to be developed. The process has started and will take approximately 6-8 months to complete. The completion date for this activity has been revised to October 2024, based on the time needed to complete this process.

PTFC collaborated with many DCYF offices and divisions including Community Engagement, Communications, Government Affairs, Office of Tribal Relations, Office of Transformation, and Licensing Division to perform an interests and influence analysis. The process provided support to PTFC from offices and divisions with resources and knowledge. This collaboration will continue into the first quarter of 2024 and potentially beyond.

4.8 Hub Home Model Program

In response to the D.S. Settlement, DCYF will expand implementation of the Mockingbird Family (MBF) Hub-Home Model (HHM) statewide and establish at least one Hub per region whose Hub Home parents have experience caring for young people who currently or previously qualified for Wraparound with Intensive Services (WISe) or Behavior Rehabilitation Services (BRS).

Data

Currently the HHM expanded implementation is still in development. Initial capacity will be established June – December 2024 with initial referrals into the program beginning as capacity is established. Data for this system improvement will be reported beginning in the February 2025 semi-annual Report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
DCYF completes required MBF pre-contracting activities including Organization Profile Inventory	07/2023	12/2023	Delayed	Updated completion date 03/2024
Convene a workgroup to develop the program’s framework (task will be aligned with MBF Immersion Training).	12/2023 New date 03/2024	01/2024	Delayed	Updated completion date 05/2024
Establish quality assurance benchmarks that account for MBF fidelity markers and data.	12/01/2023 New date 03/2024	01/2024	Delayed	Updated completion date 05/2024
Determine Hub and Satellite Home selection criteria	12/2023 New date 03/2024	01/2024	Delayed	Updated completion date 05/2024
Develop the training framework for HHG participants	12/2023 New date 03/2024	01/2024	Delayed	Updated completion date 05/2024
DCYF and the Hub Home to develop or identify partnerships with existing community organizations that provide support and services vital to the ongoing well-being and safety of young people placed in the HHGs and bolster their placement stability.	12/2023 New date 03/2024	01/2024	Delayed	Updated completion date 05/2024

Narrative Update

DCYF executed a contract with Camber Collective for an evaluation of DCYF’s current implementation of Mockingbird Family, the preeminent Hub Home Group Model. Camber Collective produced the report in partnership with DCYF and the Mockingbird Society. The evaluation included interviews with funders and advocates, partners, DCYF staff, and community members. It was finalized July 2023 and is posted on the DCYF website. It is

available at <https://www.dcyf.wa.gov/sites/default/files/pdf/2023MBF-ExpansionAssessment.pdf>. Strategic options from the evaluation informed the Hub Home Group Implementation plan.

During the review period, DCYF hired the Mockingbird Family Program Manager. The timeline for hiring the Mockingbird liaisons was revised to finalize the hiring of the program manager who will supervise the position. This delay will not impact the updated implementation timelines.

In collaboration with Mockingbird Family the timeline for the DCYF Mockingbird implementation workgroup is being adjusted to align with the Mockingbird Family immersion workgroup. Planning is underway and workgroup participants are being identified. Adjusting the timeframe for the workgroup will not delay the updated implementation timelines.

Pre-contracting activities with the Mockingbird Society (TMS) are ongoing to include negotiations.

DCYF is working to identify an overarching training plan for culturally responsive, trauma-informed, and LGBTQIA+ affirming practice. A workgroup has met during this review period and a training has been identified that addresses the three topics. The Alliance will be working with DCYF to identify a training plan that addresses revisions to the identified training, has a timeline for delivery established, supports varying audiences, develops recommendations for delivery to leadership and the plaintiffs, and creates a proposal for a decision package to be submitted for the upcoming fiscal year.

4.9 Revising Licensing Standards

In response to the D.S. Settlement Agreement, DCYF has agreed to amend contracts and policies and engage in negotiated rulemaking (NRM) to amend requirements for foster care placements to be more developmentally appropriate and flexible to meet the needs of individual youth.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Identify key roles for NRM process.	06/2023	08/2023	On track	Complete

Activity	Start Date	Planned Completion Date	Progress	Status
Procure facilitator.	06/2023	08/2023	Complete	Complete
Establish NRM participant groupings to include state agencies, providers, tribal partners, lived experience youth, and lived experience parents.	06/2023	08/2023	Complete	Complete
Develop strategies for implementing updated practices, prior to NRM based on workgroup recommendations. The strategies will include communication with foster parents, staff, supervisors, and managers.	06/2023	08/2023	Delayed	Updated completion date 04/2024
Collaborate with the Alliance and other System Improvement Leads/Teams to update/develop facility/agency/foster parent training for providing culturally responsive, LGBTQIA+ affirming and trauma-informed care.	06/2023	12/2023	Delayed	Updated completion date 01/2025
Begin routine participant communication.	07/2023	Ongoing	On track	In progress
Develop and send participant survey for data collection.	07/2023	08/2023	Complete	Complete
Collaborate with participant groupings and facilitator group to design NRM process.	07/2023	09/2023	Complete	Complete
Research and analyze federal and state laws informing rule requirements as well as best practice guidelines for group care standards of care.	07/2023	12/2023	Complete	Complete
Establish workgroup to write proposed rules for a new licensing category to accommodate the adolescent transitional living program (ATLP).	07/2023	12/2023	Complete	Complete
Write updated language for WAC that will not be subject for wholesale change during the NRM process.	07/2023	12/2023	Complete	Complete
Establish NRM participant group meetings to: <ul style="list-style-type: none"> • Provide education on the NRM process. • Identify specific WAC to target during in-person NRM process. • Discuss key DS terms/concepts. • Select NRM participants. • Discuss proposed substitute WAC language 	08/2023	10/2023	Complete	Complete
Present implementation strategies to participant groupings for feedback and collaboration to develop updated practice recommendations.	09/2023	12/2023	Delayed	Updated completion date 02/2024
Send participant communication, and present in a meeting, notification of practice change recommendations based on collaboration efforts.	09/2023	12/2023	Delayed	Updated completion date 02/2024
Facilities, in collaboration with regional licensing, amend facility/agency procedures and implement new practices.	10/2023	Ongoing	Delayed	Updated start date 03/2024
Procure facilitator – Foster Care NRM Preparation	10/2023	12/2023	Delayed	Contracting process in progress

Narrative Update

A group care NRM orientation occurred in July 2023 to provide general information and collaborate with participant groupings to design the NRM process. Participant groupings include state agencies, providers, tribal partners, lived experience youth, and lived experience parents. Following this orientation, a Washington Administrative Code (WAC) survey was developed and sent to participants to collect data on the WAC each group was targeting for amendment during the negotiations.

DCYF established a workgroup to review and develop strategies for implementing updated practices, prior to NRM completion. Topics of discussion included Prudent Parenting guidelines, current caregiver practices, and current WAC language that supports youth in the seven specific areas outlined in this system improvement. The initial workgroup meeting occurred in June 2023 and met twice a month through the end of July 2023. The workgroup paused for the months of August 2023 and September 2023 as it was determined that there needed to be an adjustment to the scope and participants to meet identified goals. The workgroup resumed meeting in October 2023 and concluded in January 2024. The workgroup has identified implementation strategies for all seven DS required improvement areas identified in this system improvement. The implementation strategies will be written into a report and shared with group care providers and foster parents in February 2024 utilizing multiple methods. The Licensing Division will begin working with group care providers and foster parents on updating policies and practices March 2024.

Routine participant communication began in July 2023 with a Gov Delivery message sent by the DCYF Communications Team to all group care providers. Since then, the NRM team has sent regular messages to providers through both Gov Delivery and the shared NRM email inbox. The purpose of these messages has been to engage and collaborate with providers in several areas such as obtaining their feedback on focused WACs, sharing invites for upcoming Listening & Learning Sessions, NRM meeting notifications and reminders, project updates, and question and answer sessions.

The NRM team has also communicated and collaborated with providers through the [Group Care NRM website](#), which is promoted externally on a monthly basis through Gov Delivery and internally through the Licensing Division newsletter. The website contains many resources for participants including information on the D.S. Settlement, a project timeline, ways to engage in the NRM process, one-pager resources, and more.

The NRM Steering committee was established in August 2023 and the initial meeting occurred in September 2023; ongoing meetings occur the first Wednesday of each month.

Research and analysis of federal and state laws informing rule requirements as well as best practice guidelines for group care standards of care began in August 2023. A crosswalk was completed outlining the rules that would not be a part of the NRM process due to RCW

requirements in September 2023 and was shared with NRM participant groups in October 2023. Best practice guideline research was conducted by a third-party contractor (PCG) and an initial report has been submitted to the NRM team for review. A final report from PCG is projected to be completed and shared with Participant groups in February 2024.

In collaboration with participants, groupings were created in July 2023 to organize participants. In-person participant group Listening and Learning sessions occurred from September 2023 through November 2023; virtual make-up sessions occurred in December 2023. During these Listening and Learning sessions information was provided and discussions occurred regarding the NRM process, specific WAC processes were identified and discussed, leads were identified to represent the group during negotiations, key DS terms/concepts were discussed, and alternate WAC language was introduced and discussed.

Several workgroup meetings occurred between July 2023 and December 2023 to discuss rulemaking to accommodate the adolescent transitional living program (ATLP). The final outcome of this workgroup is the decision to create a new licensing category that will be developed outside of the group care NRM process to support the array of EHP programs.

DCYF is working to identify an overarching training plan for culturally responsive, trauma-informed, and LGBTQIA+ affirming practice. An internal workgroup met during this review period and a training has been identified that addresses the three topics. The Alliance will be working with DCYF to identify a training plan that addresses revisions to the identified training, has a timeline for delivery established, supports varying audiences, develops recommendations for delivery to leadership and the plaintiffs, and creates a proposal for a decision package to be submitted for the upcoming fiscal year.

A contract was signed with Public Consulting Group (PCG) in December 2023 to facilitate and document virtual and hybrid negotiation meetings. The initial virtual negotiation meeting occurred in December 2023 and ongoing meetings are scheduled to occur twice a month through April 2024. A contract request has been submitted to the DCYF contracts department for PCG to facilitate virtual and hybrid negotiation meetings as well as to document the negotiation process for the foster care project beginning July 2024.

Recruitment for a lived youth experts group began in June 2023. A kick-off orientation for this group occurred in September 2023 and in October 2023 ongoing bi-monthly collaboration meetings began.

Recruitment for lived parent experts group began in July 2023. An initial kick-off orientation occurred in September 2023 and due to lack of interest from the attendees, a second orientation occurred in December 2023. This second orientation produced six interested participants and ongoing bi-monthly collaboration meetings began in December 2023.

Recruitment for a Tribal partner group began in July 2023. The NRM team has presented at the ICW sub-committee meeting and presented multiple times to the established tribal ad-hoc

meeting. The NRM team regularly communicates with the DCYF tribal liaisons and meets with them during a standing monthly virtual meeting.

The foster care NRM project kicked off in October 2023. The NRM team is in the process of identifying key components and roles for the foster care NRM project. In November 2023 a contract request was submitted to procure a third-party facilitator for the NRM negotiation phase.

Supporting Documentation

- Group Care NRM One-Pagers: These four One-Pager resources including [“Youth”](#), [“Tribal”](#), [“General”](#) and [“Timeline”](#), offer more background information and ways to engage with the project, especially as it impacts different participant groupings.
- [Group Care NRM Listening & Learning Session Participation](#): This slide offers an overview of the fall sessions during which the Group Care NRM Team connected with providers to review the feedback received from the “Focused” WAC spreadsheets and developed recommended WAC language changes.
- [WAC 110-115 & RCW Crosswalk](#): This spreadsheet includes a list of WAC that are not available for wholesale revisions given the related RCWs.
- [Group Care NRM Engagement](#): A list of ongoing engagement and planning meetings.

4.10 Kinship Engagement Unit

In response to the DS Settlement Agreement, DCYF will create a Kinship Engagement Unit (KEU). The purpose of the KEU is to implement a family finding model to identify and engage Class Members' extended family members and friends to support families to safely reunify or stay together. The KEU will be responsible for performing or coordinating 5 main functions. Some of the activities under these functions are currently integrated into other existing or developing services within DCYF. The functions are referenced by number throughout this System Improvement Implementation Plan:

1. Conducting initial and on-going family engagement methods that utilize individualized communication methods to enlist support of extended family members and family friends that the child and/or family have identified as trusted and familiar individuals;
2. Providing information about available supports and resources for immediate and extended families, including family reconciliation services, evidence-based practices, and the Emerging Adult Housing Program, Hub homes, and Professional Therapeutic Foster Parent options;

3. Offering peer support and system navigation support to address barriers to engagement and assist in accessing resources and supports that extended and immediate families need;
4. Guiding extended and chosen family placements through the licensure process as requested; and
5. Assisting extended and chosen family placements with the requirements of RCW 13.34.065 or 13.34.130 as requested.

Data

Class Members Placed with Kin			
	Class Count	Children/Youth with Kin	%
Statewide	765*	260	34.0%

Data Source: FamLink DS Class Report 1/2/2024

*Class count for this measure excludes children and youth placed in a trial return home with their parents.

Additional data for this system improvement will be reported beginning in the February 2025 semi-annual report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Develop communication plan	05/2023	09/2023	Complete	Complete
Finalize communication plan	05/2023	09/2023	Delayed	Updated completion date 04/2024
Develop the Kinship Engagement Unit (KEU) pilot based on System Improvement 4.10 engagement/input section to include the PCG/TOU feedback	06/2023	10/2023	Delayed	Updated completion date 06/2024
Implementation of KEU Pilot in 2 Regions	11/2023	Ongoing	Delayed	Updated completion date 08/2024
Printing and dissemination of publications	11/2023	Ongoing	On track	In progress
Assess pilot	12/2023	05/2024	Delayed	Updated completion date 03/2025

Narrative Update

During this review period, DCYF identified funding for the 4 staff for the pilots and the positions are in the process of being established. The delay in establishing the staff for the pilots impacts the other pilot-related activities and benchmarks. The revised timeline for the pilots to be fully staffed is August 2024. The determination of which offices will participate in the pilot will occur after the latest pull of the class data.

While the work to establish the pilots has been delayed, activities that support kin have continued. The Placement Packet, which is provided to caregivers at the time a child is placed with them, was updated during this reporting period to include information about available supports and resources (function 2), peer support and system navigation support (function 3), and the licensure process (function 4). The Kinship Guide, a publication specific to kinship caregivers, is being revised and is anticipated to be complete in early 2024.

A draft communication plan that defines the internal and external processes and procedures for the KEU was completed in September 2023 and will be finalized and implemented after the offices are identified to pilot the program.

Supporting Documentation

[Initial License Process publication](#)

4.11 Family Group Meetings

Under the Settlement Agreement, DCYF is required to review and revise shared planning meeting (SPM) and Family Team Decision Making (FTDM) policies and practices, establish a quality assurance process for SPM and FTDM practices and ensure these practices are trauma-informed, culturally responsive, and LGBTQIA+ affirming. In addition, the SPM/FTDM process will fulfill the following five functions of the Settlement Agreement:

1. Support and encourage active participation of children and youth, their immediate and extended family members, and other individuals who have trusting relationships with the child and family (collectively the “Family Team”) in the SPM/FTDM process, including offering meetings in times and places that are accessible for all members of the Family Team;
2. Educate the Family Team about available services and placement options, including family reconciliation services, evidence-based practices, and System Improvements 4.6 Emerging Adult Housing Program, 4.7 Professional Therapeutic Foster Care and 4.8 Hub Homes;

3. Elicit and value the child or youth’s preferences including, but not limited to, where to live, where to go to school, what treatment or services to receive, what supports are needed for safety, and who is involved in their lives;
4. Empower and authorize Family Teams to make and revisit decisions about how and where to best support the child or youth’s health, safety, stability, cultural socialization, and relationships with family;
5. Provide necessary supports and resources, including those identified in the SPM/FTDMs policies and procedures.to meet their needs. PTFC can provide youth stability, offer immediate family members and kinship caregivers support, and encourage connection to help safely reunify families.

Data

Data reporting for this system improvement will begin in the August 2024 semi-annual Report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Submit Decision package request for Supplemental Session.	04/2023	08/2023	Complete	Complete
Monthly FTDM/SPM Leads meeting to support practice changes and identify barriers, quarterly Facilitator Community of Practice, Foundations of Practice.	04/2023	Ongoing	On track	Ongoing
Review training for facilitators and utilize existing resources. Facilitators will complete training to support meetings that are trauma-informed, culturally responsive, LGBTQIA+ affirming.	07/2023	07/2024	On track	Ongoing
Update and revise SPM and FTDM policies to include individuals with lived experience and stakeholder input. Process and procedure of placement education and referrals are established for 4.6, 4.7 and 4.8.	09/2023	12/2023	Delayed	Updated completion date 09/2024
Communicate updated policy, procedures, and trainings to field staff through Community of Practice, Foundation of Practice, and field operations memos.	12/2023	Ongoing and reviewed annually	On track	Ongoing

Activity	Start Date	Planned Completion Date	Progress	Status
Utilize Foundations of Practice drop-in sessions, training resources, and current quality assurance process for caseworkers and supervisors.	12/2023	Ongoing and reviewed annually	On track	Ongoing

Narrative Update

During this review period regional SPM and FTDM leads from across the state have met and internal and external communication around the expectations of D.S. are under way through the quarterly Community of Practice with facilitators. These conversations with facilitators address current developments with a focus on how to incorporate the D.S. settlement requirements. During the period under review, the facilitators, program leads, regional leads and supervisors reviewed the D.S. Implementation Plan and discussed engaging youth and their supports during meetings for strengthening outcomes. The Community of Practice explored incorporating Motivational Interviewing techniques while facilitating meetings to enhance youth/family voice during their meetings.

DCYF has strengthened our commitment to strong practice for SPM and FTDMs by establishing centralized regional teams and supervision. Regional teams and direct supervision of facilitators allows for consistent practice expectations, ongoing practice discussions, and provides a more structured foundation for the implementation of a statewide meeting format.

DCYF posted the Engagement and Shared Planning Meeting Program Manager, and interviews were held in early February.

DCYF has engaged Evident Change for training and support with the Shared Planning Meeting Facilitators. Contract discussions have started in anticipation of the funding being approved by the legislature and available for implementation July 2024.

The input gathered from lived experts and stakeholders has been reviewed and incorporated into the draft SPM processes and procedures. The proposed policy revisions are currently delayed due to the change of the facilitation model being used and collaboration needed with the Rules and Policy team to support the work. The training in the updated policy and procedures will be completed through the Community of Practice for facilitators, all staff training with Foundations of Practice office hours, as well as through field operation memos to all staff.

Discussion and development of processes for transitions and referrals, education, and information regarding housing options, and sharing resources with Kin are beginning. This involves multiple System Improvements to coordinate and develop varying ways for youth and families to gather resources on available services. One recommendation is through SPM.

Planning and collaboration meetings will continue to occur and support the recommendations for integrating identification of resource need and offering service referrals during SPM.

The additional 10 Shared Planning Meeting facilitators requested in the DCYF Decision Package were included in the governor’s budget released in December 2023. DCYF awaits the decision of the legislature as to whether these positions will be ultimately funded in the 2024 state supplemental budget. The determination of which offices any new FTEs will be allocated to will be based on the latest pull of class data.

4.12 Memoranda of Understanding (MOU) with Interested Local Hospitals

DCYF is working to develop a consistent communication and collaboration protocol for children and youth discharging from hospitals when their parents/guardians are unwilling or unable to take them home. In collaboration with partners from interested hospitals DCYF will develop a template Memorandum of Understanding (MOU) that establishes a communication and collaboration protocol to prevent the need for out of home placement through timely referrals for pre-placement and reconciliation services. Further, the availability of entering an MOU will be communicated to the Washington State Hospital Association (WSHA) with regional contact names listed on the DCYF website.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Communicate availability of MOUs through hospital association (WSHA).	07/2023	Ongoing	Delayed	In progress
Regional hospital liaisons and HQ Mental Health Program Manager will work together with local hospitals interested in an MOU to outline roles and responsibilities.	08/2023	Ongoing	On track	In progress
Partner with DCYF Contracts for signature of approved MOU.	09/2023	Ongoing	On track	In progress
Track the number of hospital MOUs and data from the monthly reports provided by the Development Disabilities and Mental Health Liaison. Analyze data to identify trends. Work with system partners for service delivery and placement support.	09/2023	Ongoing	On-track	In progress. There is no data to track yet.

Activity	Start Date	Planned Completion Date	Progress	Status
Implement communication plan.	09/2023	Ongoing	Delayed	In progress

Narrative Update

DCYF’s Child Welfare Division identified regional hospital liaisons. The MOU template and memo were shared with the Washington State Hospital Association (WSHA) via email October 6, 2023. On October 19, 2023, an initial meeting was held with WSHA to answer questions about our request for them to post the template to their website and send it to all hospitals. DCYF modified some of the language in the MOU after receiving WSHA feedback. The updated MOU was presented to the WSHA on January 8, 2024. WSHA will be providing feedback to the updated MOU in February 2024. WSHA is having conversations about the MOU internally and with at least one hospital and will not post it publicly on its website or provide it to its member hospitals at this time.

Due to the extended negotiations with WSHA, it is anticipated that the hospital notifications will be completed by the end of March 2024.

Internal DCYF communication is being developed. The initial Hospital Liaison meeting was December 1, 2023. This meeting established roles and responsibilities for liaisons to ensure consistent communication across the state. DCYF regional hospital liaisons will meet every other month beginning in March 2024.

DCYF provided this draft MOU to Children’s hospital in Seattle and four hospitals located in the Spokane area that expressed interest in partnering with DCYF on an MOU to address other topics.

Supporting Documentation

- [WSHA memo](#)

4.12 Memoranda of Understanding (MOU) with Juvenile Courts

DCYF is working to develop a consistent communication and collaboration protocol for youth releasing from juvenile detention when their parents/guardians refuse to pick them up. The proposed MOU will establish a communication and collaboration protocol to prevent the need for unnecessary out of home placement through timely referrals for pre-placement and reconciliation services.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Planning meetings to determine next steps	09/2023	12/2023	On Track	Complete
Leadership decision	10/2023	10/2023	On Track	Complete
Plan for next steps	11/2023	12/2023	On Track	Complete

Narrative Update

The MOU has been in development since July 2022. The MOU was drafted and reviewed by DCYF Child Welfare Regional Administrators. The team drafting the MOU sought feedback from the juvenile court team that includes juvenile court judges, presiding judge of the Superior Court Judges Association, juvenile court administrators, a juvenile court detention manager, and the president of the Washington Association for Juvenile Court Administrators.

DCYF Regional Administrators have designated staff in their regions who will serve as Regional Cross-Systems Liaisons for all the juvenile courts in the region.

DCYF committed to offer an MOU to all 36 juvenile courts. Due to delays in drafting and legislative action from the courts, revisions were delayed. In late December, DCYF Government Affairs was notified of a pre-filed bill for the 2024 Legislative Session proposing changes to the law that clarifies roles and responsibilities for the juvenile courts and DCYF. (SB 6042) The proposed changes would have removed the need for the MOUs with each court and would have shifted DCYF into implementation planning for proposed legal changes. As of early February, the bill was not moving forward. As a result, DCYF will resume efforts to develop and establish MOUs and will provide an update in the next semi-annual report.

4.12 Youth Narratives, Supports, & Pre-Placement Contact

DCYF will create a formalized process for children and youth to review information that goes out to potential placements, create a narrative about themselves to share with potential placements, and have pre-placement contacts with potential caregivers and that will assist to preserve relationships where possible or to address grief and loss post transition.

Data

Data reporting for this system improvement will begin in the February 2025 semi-annual report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Policy identification for process	07/2023	03/2024	On Track	In progress
Train all parties in policy changes and protocols. Determine the types of training and communication necessary for caregivers, youth, families, and DCYF staff. Develop and implement training and resources.	08/2023	03/2024	On Track	In progress
Training for staff implementing the System Improvement	10/2023	Ongoing	Revised	Updated completion date to 07/2024 to align with implementation dates for protocol development in the Data Addendum
In collaboration with DCYF Fiscal and Contracts sections, identify and develop processes and procedures necessary to support payments for pre-placement visits.	10/2023	12/2023	On Track	In progress
Develop policy and procedure language. Work with placement desk supervisors/Area Administrators placement desk workers, FTDM supervisors, Engagement PM at HQ and others identified by Child Welfare Field Operations Leadership to develop new or revise existing policies and procedures. Work with the policy unit and the CWFS program manager to make changes as needed.	10/2023	03/2024	On Track	In progress
Develop protocol (policy & procedure) for children and youth so that they have the ability to review and or create narratives about themselves for potential placements to review and be offered pre-placement contact with potential caregivers.	10/2023	03/2024	On Track	In progress

Activity	Start Date	Planned Completion Date	Progress	Status
Messaging policy changes and protocols	12/2023	03/2024	On Track	In progress
Develop and implement communication about payment processes to staff and impacted individuals.	12/2023	07/2024	On Track	In progress

Narrative Update

During this review period the Referrals and Transitions Program Manager was hired. Hiring the Referrals and Transitions Program Consultant is in-process. This position will complete youth interviews and help gather and track feedback. The delay in hiring has not created any delays in the proposed timeline for the system improvement.

The training plan for the Referrals and Transitions Program Manager has been completed.

The following efforts to gather lived expert, community and partner engagement are in process.

- Youth Engagement: Additional information from youth on how they would like to engage in reviewing their referrals and developing information to include in their referrals. This information will be gathered from youth through listening sessions or from current or new youth advisory groups.
- Caregiver Engagement: This process will be completed by workgroups with caregivers and potential foster parents. This information will be gathered through surveys and feedback on past and recent placements. Caregivers will be given a chance to report what they would like to see on the referral and what is pertinent information that cannot be left out of the referral.
- Child Welfare Staff: Meetings with Child and Family Welfare Services (CFWS) and placement desk supervisors to determine the best way to support a youth review their referral have been held to obtain input. Additional meetings are scheduled. A workgroup is being developed and consists of DCYF employees, including FTDM facilitators, placement desk representatives, quality assurance staff and caseworkers. This group will help with how to improve the quality of our Child Information and Placement Referral Form (CHIPR), the process of the youth review, trainings, and transitions.

Collaboration with EAHP, PTFC, and Hub program managers has begun to determine how to include information and education of the programs once they have capacity.

There will be a phased in approach to implementing the protocols and procedures for gathering youth voice for referrals and offering youth the opportunity to review their referrals. In the first phase, the Referrals and Transition program manager and program consultant will assist the youth with their narratives. Protocols will be reviewed at the end of each phase as part of

implementation planning. Revisions to the process will be based on feedback and what is learned during the phase.

Work to develop the payment mechanisms to support pre-placement visits when two providers need to be paid is underway and processes, procedures and implementation will be finalized in the next reporting period.

Supporting Documentation

- [Training Plan](#)

4.13 Qualified Residential Treatment Program

Under the D.S. Settlement Agreement, effective January 1, 2024, DCYF will ensure that all children will have a Qualified Residential Treatment Program (QRTP) assessment prior to placement in a QRTP and every 90 days for the duration of placement in the QRTP.

Data

Data reporting for this system improvement will begin in the August 2024 semi-annual report.

Report of Progress

Activities

Activity	Start Date	Planned Completion Date	Progress	Status
Identify training to grow child and family interviewing and engagement skills for qualified individuals completing QRTP assessments. Establish a written training plan for qualified individuals. Training Focus: <ul style="list-style-type: none"> • Engaging youth, families, and supports in a way that allows them to share their voice authentically and safely. • Trauma-informed • LGBTQIA+ affirming 	02/2023	09/2023	Delayed	Updated completion date 06/2024

Activity	Start Date	Planned Completion Date	Progress	Status
<ul style="list-style-type: none"> Culturally competent and responsive 				
Identify and implement policy revisions required for <u>Behavior Rehabilitation Services Policy 4533</u> to include revised QRTP timelines, requirements to review primary source documents and interviews, preferably in-person, with children, youth, families, and other supports.	03/2023	01/2024	Delayed	Updated completion date 06/2024
Develop a process for qualified individuals doing QRTP assessments to have an opportunity to conduct quality assurance (QA) activities on each other's assessments to aid in consistency and interrater reliability. Qualified Individuals and their supervisors will meet every other week and review a case file and complete a Children's Functional Assessment Rating Scale (CFARS). They will share their scores and review the CFARS manual when there is a discrepancy.	04/2023	06/2023	Complete	Complete and ongoing
Develop a tracking tool and reporting system for Intensive Resources Program Consultants that includes the following information: CFARS scores, list of records reviewed, list of interviews with youth, families and important individuals and method of interview (in-person, virtual), strengths and needs of the child, child-specific short and long-term mental and behavioral health goals, discharge criteria for the youth to be transitioned to a nonresidential or transitional living program and progress towards meeting the discharge criteria.	04/2023	09/2023	Complete	Complete
Develop a method for collecting feedback from QRTP assessment participants that allows for them to give input on the process. Intensive Resources Supervisors will develop a process for reviewing feedback and using it to inform training needs and process improvements.	06/2023	09/2023	Complete	Complete and ongoing
Ensure that current qualified individuals completing QRTP assessments have training in gathering youth and family voice.	07/2023	10/2023	Delayed	Updated Completion Date for current staff 02/2024
Newly hired qualified individuals completing QRTP assessments have training in gathering youth and family voice.	08/2023	Ongoing as new staff are hired	On Track	Ongoing
Monthly supervisory level review of 1 QRTP assessment narrative, from each qualified individual to ensure that it demonstrates that it demonstrates an assessment of: <ul style="list-style-type: none"> Child, youth and family strengths and needs. The ability or inability to serve the child or youth in a less restrictive setting with supports and services. 	08/01/23	11/2023	Complete	Ongoing

Activity	Start Date	Planned Completion Date	Progress	Status
<ul style="list-style-type: none"> • And that the assessments: <ul style="list-style-type: none"> ○ Engage youth, families and supports in a way that allows them to share their voice and desires authentically and safely. ○ Are trauma-informed and culturally competent and responsive. ○ Include an assessment of the youth and families view of the programming and the program’s level and type of engagement with them. 				
Implement strategy for qualified individuals doing CFARS assessments to compare their scoring and logic to that of other qualified individuals.	08/2023	12/2023	Complete	Ongoing
Implement new section within the monthly report with QRTP assessment information and recommendations.	10/2023	12/2023	Complete	Complete
Implement identified method for collecting feedback from QRTP assessment participants that allows for them to give input on the process.	10/2023	01/2024	On Track	Complete
Collect and compare data on how each qualified individual scores on CFARS.	In process	Ongoing	On Track	Complete and ongoing
Continue work with the Partnership, Prevention and Services Quality Assurance/Quality Improvement team to create a process to review QRTP assessments and assessors.	In process	12/2023	Complete	Ongoing

Narrative Update

During this review period we completed the hiring for the Intensive Resources Social and Health Program Consultant (SHPC) 4s and the additional Intensive Resources Program Supervisor.

The Intensive Resources Program Manager is updating the Intensive Resources Policy. This process was on track for the proposed completion date of January 2024 when DCYF established a new process for developing and implementing policies and procedures. This policy is one of the first ones to be worked on under the new process. This delay has no risk to implementation; the new QRTP practice is expected to have very few policy changes. The intensive resources team are all aware of the updated timeline and requirements that will be included in the guide/procedures and will implement them accordingly. The updated completion date for the policy update is July 2024. This will ensure that the policy will include PTEC.

The Intensive Resources Program Supervisors developed a training plan for their team. The implementation of the training plan was scheduled to be completed in October 2023. This date has been pushed back due to delays in hiring and training availability. The updated completion date for training on gathering youth and family voice is June 2024.

Work to develop processes, procedures and plans to ensure that the Intensive Resources team is prepared to implement quarterly QRTP assessments and quarterly in-person meetings with youth was the focus of this review period. This included:

- Updating the QRTP assessment form to add specific questions to guide the narrative portion of the assessment.
- Developing a tracking tool for the Intensive Resources Supervisors to use to track the completion of QRTP assessments and to aid in reviews of individual Intensive Resources SHPCs.
- Developing questions for case participants to answer, if they choose, about the QRTP and Child and Family Team Meeting (CFTM) process. This is how feedback will be gathered.
- Updating the monthly reports to capture information about tracking youth in QRTP placements who are ready for a less restrictive setting.

The Intensive Resources team continued to meet every other week to discuss a completed QRTP assessment they had all reviewed. This is conducted virtually. The process is that everyone puts their score for each domain, one at a time, in the chat at the same time. The team looks at the range in the spread of scores and then they discuss. They review the CFARs guide and talk about how their bias may have impacted how they view a case as it is related to a domain. The team has not tracked their scores over time but has stated that they believe their scores are much closer now than when this process started six months ago.

Supporting Documentation

- [Training Plan](#)

Exit Procedure

In making a determination of substantial compliance, the Settlement Agreement specifies that the Court should consider the State's good faith efforts to implement the goals of the Agreement and four additional criteria detailed below.

45 (1) Children and Youth Served by EAHP, PTFC and Hub

Whether 90 % of eligible youth and children referred to or requesting services from System Improvements 4.6 Emerging Adult Housing Program, 4.7 Professional Therapeutic Foster Care and 4.8 HHM program statewide (in accordance with the access and eligibility protocols set forth in the Implementation Plan) are served within 60 days of request or referral.

Data

Emerging Adulthood Housing Programs

Youth Served in Emerging Adulthood Housing Programs			
	Total Youth	Eligible Youth 1/2/2024	Youth Served 2/7/2024
Region 1	37	25	0
Region 2	15	12	0
Region 3	24	13	0
Region 4	25	19	4
Region 5	38	19	0
Region 6	70	45	5
Statewide	209	133	9

Programs have only been established in regions 4 and 6. Eligible youth are determined by taking the number of 16- and 17-year-old youth in class minus youth in kinship care, trial return home or identified permanent placements.

Professional Therapeutic Foster Care

Children and Youth Served in Professional Therapeutic Foster Care		
	Total Children	Eligible Children and Youth 1/2/2024
Region 1	163	53
Region 2	74	25
Region 3	88	24
Region 4	126	41
Region 5	124	17
Region 6	263	47
Statewide	844	207

This program is not yet established. To determine initial eligibility for tracking purposes, DCYF included children/youth receiving BRS placement services, in hotels or leased facilities, or in a hospital in the current class count report.

Hub Homes

Children and Youth Served in Hub Homes		
	Total Children	Eligible Children and Youth 1/2/2024
Region 1	163	97
Region 2	74	51
Region 3	88	55
Region 4	126	78
Region 5	124	53
Region 6	263	136
Statewide	844	470

This program is not yet established. To determine initial eligibility for tracking purposes, DCYF included the number of children and youth in class minus youth in kinship care, trial return home or identified permanent placements.

45(2) Elimination of Night-to-Night Foster Care Placements and Placement Exceptions

This exit criteria requires DCYF to eliminate the use of night-to-night (N2N) foster care placements and placement exceptions other than in the event the youth returns to or enters DCYF custody between the hours of 10 pm to 6 am and DCYF must use a placement exception for the remainder of the night. DCYF will eliminate the use of night-to-night foster care placements and placement exceptions by December 31, 2024.

Data

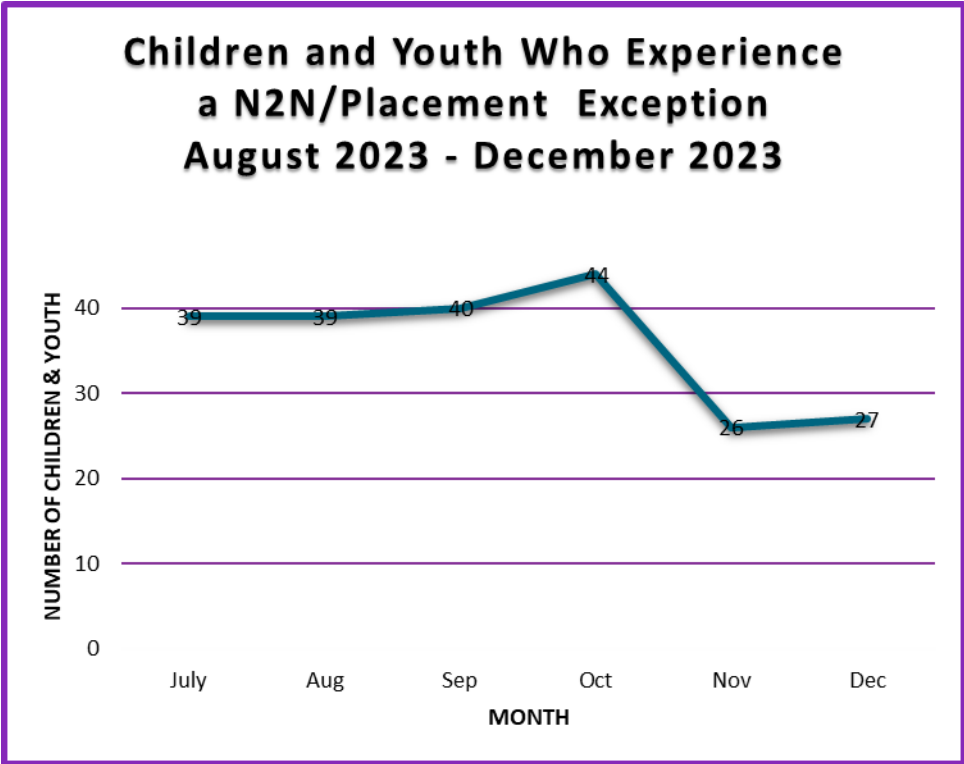
Unduplicated Count of Children and Youth in N2N/Placement Exceptions July 2023 – December 2023						
	Region					
	Region 1	Region 3	Region 4	Region 5	Region 6	Total
Grand Total	3	10	25	14	67	119

Data Source: InfoFamlink, Quarter 4 reporting (February 6, 2024) and Quarter 3 reporting (November 8, 2023).

**Duplicated Count of Children and Youth Who Experienced a N2N/Placement Exception
July 2023 – December 2023**

Type	Region					Total
	Region 1	Region 3	Region 4	Region 5	Region 6	
Hotel – Placement Refused	0	2	0	2	3	7
Leased Facility	0	2	24	0	28	54
Night-to-Night	1	8	8	16	46	79
Placement Refused Leased Facility	0	0	3	0	6	9
Placement Exception - Hotel	3	5	1	3	26	38
Grand Total	4	17	36	21	109	187

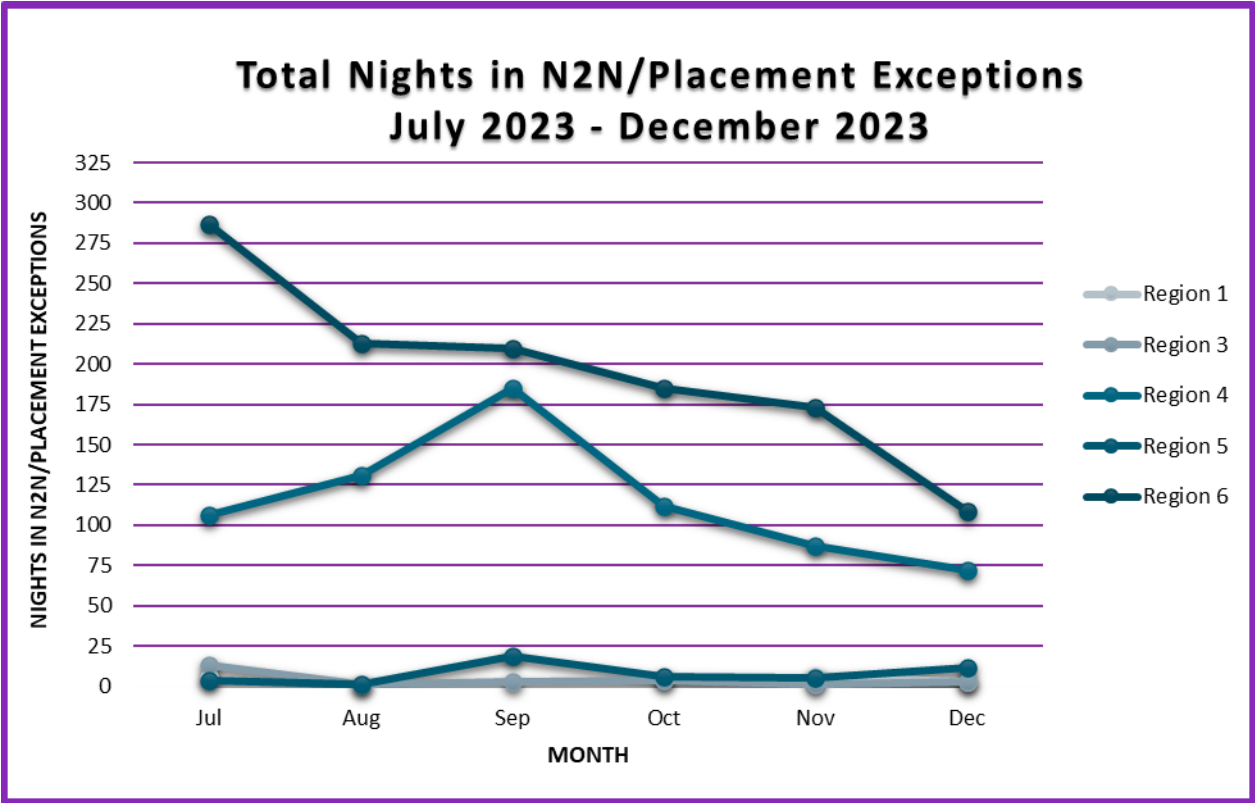
Data Source: InfoFamlink, Quarter 4 reporting (February 6, 2024) and Quarter 3 reporting (November 8, 2023).



Data Source: InfoFamlink, Quarter 4 reporting (February 6, 2024) and Quarter 3 reporting (November 8, 2023). Monthly counts represent the unique number of children experiencing a N2N/placement exception during the month. Children may be represented in more than one month.

Total Nights in N2N/Placement Exceptions July 2023 – December 2023						
Type	Region					
	Region 1	Region 3	Region 4	Region 5	Region 6	Total
Leased Facility	0	3	645	0	765	1413
Night-to-Night	2	11	45	43	125	226
Placement Refused Hotel	0	5	0	2	16	23
Placement Refused Leased Fac	0	0	3	0	7	10
PlcmntExc-Hotel	13	6		2	264	285
Grand Total	15	25	693	47	1177	1957

Data Source: InfoFamlink, Quarter 4 reporting (February 6, 2024) and Quarter 3 reporting (November 8, 2023).



Data Source: InfoFamlink, Quarter 4 reporting (February 6, 2024) and Quarter 3 reporting (November 8, 2023).

From July 2023 to December 2023, the total number of incidents of N2N/Placement Exceptions has decreased 52%, from 416 unique incidents in July 2023 to 199 unique incidents in December 2023. The total number of children and youth experiencing N2N/Placement Exceptions from July 2023 – December 2023, has decreased 31%.

The distribution of nights is as follows:

Distribution of Nights July - December 2023	
Range of Nights	Total Children/Youth
1 to 2	45
3 to 5	21
6 to 10	17
11 to 20	13
21 to 30	5
31 to 60	9
61 to 91	4
91 & up	5
All	119

Of the 119 children and youth in class, who experienced a N2N or placement exception during July 2023 to December 2023, 45 children and youth (38%) experienced one or two nights and 83 children and youth (70%) experienced 10 or fewer nights. During this reporting period, 101 children and youth (85%) experienced 30 or fewer nights in a N2N foster care placement or placement exception. The number of nights represents the total number of nights, which may not be consecutive.

LGBTQIA+

Of the 119 children and youth who experienced a N2N or placement exception from July 2023 – December 2023, four youth identified LGBTQIA+ including 2 who identified as transgender/non-binary. Of the remaining youth, 68 did not identify as LGBTQIA+, 9 were too young to communicate identification and 36 were documented as unknown. As of January 1, 2024, there has been a D.S. Settlement QA/CQI Analyst who has been hired specifically to develop and plan quality assurance protocols and reviews that measure and evaluate adherence to the D.S. Settlement Agreement. Further collection and evaluation of data will focus on identifying LGBTQIA+ status of the children and youth who are experiencing N2N/Placement Exceptions, with the goal of decreasing the “unknown” LGBTQIA+ status.

Educational Status

For the reporting period July 2023 to December 2023, children and youth were in school for approximately 15 of the 26 weeks during this period, depending on the individual school district, due to summer, holidays or other days off. The majority of children and youth started school in the first or second week in September 2023. Of the 119 children who were in N2N placements or placement exceptions, 82 (69%) were enrolled and participating in school. During this reporting period, 10 children and youth declined to participate in a school program, 3 were enrolled but unable to participate due to systemic barriers, 2 were unable to participate for the safety of others at the time they were in placement exceptions, and 11 were not

enrolled. Of the 11 children and youth who were not enrolled, 3 were pursuing a GED, 2 were expelled, and 4 were on the run. The other 2 children who were not enrolled were previously homeschooled and it was decided in the children's best interest, to gradually integrate them into public school. The remaining children participated in a school program, were too young, or experienced the N2N or placement exception when school was not in session.

Shared Planning Meetings

From July 2023 to December 2023, only 2 (2%) Shared Planning Meetings (SPM) did not occur. One SPM did not occur due to other meetings being held where all parties were present to support the youth, therefore an additional SPM was not needed, as the information was discussed within the other meetings. The one other SPM which did not occur was due to a miscommunication amongst staff and the facilitator. For this reporting period, there were 4 (3%) SPM occurred after the 3-business day timeframe. There were 59 children and youth that did not require a SPM. Of the 60 children and youth who required a SPM, 54 (90%) were completed within the appropriate timeframe.

Placement Refusals

During this reporting period, based on administrative data from infoFamlink, 14 unique youth refused a total of 33 placements (2% of all N2N/Placement Exceptions) for the period of July 2023 – December 2023. Eight of the youth refused placement due to the inability to access their phone and/or access to the internet. Three youth refused placement due to limited access to their friends and family. Two youth refused placement due to level of restriction and one for the location of the placement. The remaining youth refused their placement due to other reasons, which consisted of one youth being on the run and many youth declining to provide a reason for refusal. The type of facilities which were refused include foster homes, Emergent Placement Services (EPS) and BRS.

In addition to the administrative data collected for placements refused, details regarding the type of placements refused, reasons for refusal and the required staffings are manually tracked and reported individually by each region. A review of the administrative data and the detail that is manually tracked by the regions revealed a discrepancy between the manually collected and tracked data and the infoFamlink administrative report. Regions reported more placements refused than documented in the administrative data. In addition to the youth reported in the administrative data, the regional data reported an additional 7 unique youth refusing 8 additional placements. Although not captured in the administrative data, the information tracked for these additional refusals was consistent with DS requirements and provided detail of staffings, placement refused and reason. The discrepancy has been reviewed with the regional staff collecting the data. As of January 1, 2024, there has been a D.S. Settlement QA/CQI Analyst who has been hired specifically to develop and plan quality assurance protocols and reviews that measure and evaluate adherence to the D.S. Settlement Agreement. Further collection and evaluation of data will focus on collecting and verifying data relating to placement refusals to ensure accurate data is being entered, collected and reported.

Report of Progress

Interim Benchmarks

Progress Toward Eliminating N2N or Placement Exceptions As of December 31, 2023							
	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Statewide Total
Interim Benchmark September 2023	2	0	2	15	3	32	54
September 2023 Actual	0	0	3	11	4	22	40
Difference	-2	0	+1	-4	+1	-10	-14
Interim Benchmark December 2023	1	0	1	12	2	28	44
December 2023 Actual	1	0	1	9	4	11	26
Difference	0	0	0	-3	+2	-13	-14

Data Source: InfoFamlink, February 6, 2024

Activities

Activity	Completion Date	Progress	Status
Implement additional SPM/FTDMs for children/youth in night-to-night foster care and exceptions to placement.	Fall 2021	Completed	Ongoing
Review procedures for case staffings including internal and external stakeholders for revisions and develop updated communications.	10/2023	On Track	Complete
Establish DCYF cross-system liaisons and develop and implement a communication plan for child welfare.	09/2023	On Track	Complete
Develop additional resources to meet intensive resource needs.	Ongoing	On track	Ongoing
Develop strategies for recruiting new providers and supporting existing providers to expand their service continuum.	10/2023	On Track	Complete
Develop consistent processes for engaging, onboarding, and supporting providers.	10/2023	On Track	Complete
Establish specific caregiver recruitment strategies and outcomes for adolescents and youth with high levels of need.	10/2023	On Track	Complete
Establish a contract with an external entity to complete a landscape analysis and develop recommendations for the intensive resources placement continuum.	On Hold		Contract not moving forward at this time. Revised strategy pending.
Establish statewide child welfare criteria and oversight process for night-to-night foster care placements and placement exceptions.	09/2023	On track	Complete

Narrative Updates

Meeting the needs of Children and Youth in Placement Exceptions

- Food and Activities
 - Leased facilities have kitchens facilities on-site. Youth are provided with three meals a day and they have available snack items. Meals accommodate allergy and dietary needs, youth can provide input into the menus and depending on the length/timing of their stay may participate in grocery shopping.
 - When children and youth are in hotels or being supervised during the day by DCYF staff, they are asked for their meal preferences and meals are provided from grocery stores that have hot bars or deli meals available or may be offered food from a restaurant of their choice that has healthier options such as salads, sandwiches or fresh meals made to order. In limited circumstances or as a special treat for youth, fast food may be purchased. If a placement in a hotel is needed, staff attempt to use a hotel that has a suite set-up, when available, with some ability to cook meals/maintain food on site.
 - Examples of snack foods available include fruit and vegetables, fruit cups, string cheese, trail mix, beef jerky, ramen, healthy beverages. Region 1 has a FRESH MARKET on site that the youth can choose snacks from.
 - Children and youth in leased facilities or hotels have a variety of activities that may be available to them depending on their age, length of stay and interest. Examples have included: art supplies, puzzles, games, trips to the mall, movies, walks and trips to a park or beach, playing basketball, going to the library, community cultural events, trips to museums, zoo visits, books/reading, video games, other requested or suggested youth activities based on interest.
- Accommodations
 - Information regarding special needs that a child or youth may have is obtained from the caseworker, school, Child Health and Education Tracking (CHET) report, Child Information and Placement Referral form (CHIPR) and other team members. Depending on the length of their stay in a placement exception, their needs will also be discussed in the ongoing staffings. This information is used to identify current supports and resources as well as anything specific that will need to be put in place while they are in the placement exception.
- Crisis Response
 - Crisis plans are developed with the caseworker and members of the child or youth's therapeutic team. Staff providing supervision to youth are able to access local mental health crisis response teams, WISE and other therapeutic providers (either current or new referrals), Coordinated Care and other entities to support the youth. Crisis response plans may also be developed during complex youth staffings.

- Staff Training
 - DCYF staff supervising children and youth have historically had Right Response training. That continues to be available. In addition, DCYF also has added Spear Care Personal Safety and Verbal Craft training. Training is monitored through our training system by the caseworker’s supervisor. Leased facilities have dedicated staff providing supervision. Children and youth in hotels are typically supervised by after-hours staff. Depending on youth characteristics and needs, staff who have not completed training may still supervise a child or youth in a placement exception.

Activities Update

- Placement Exception Task Force
 - In September 2023, DCYF leadership established a team of four managers from the Child Welfare Division, Licensing Division, and Partnership, Prevention & Services Division to provide strategic focus to eliminating the N2N foster care stays and placement exceptions. This team is tasked with making recommendations related to practice and resources to support the elimination of N2N foster care placements and placement exceptions.
 - During this review period, the team met with child welfare staff across the state to develop an understanding of practice, procedure, and challenges, completed electronic case reviews of children and youth who experienced fewer than 10 nights of N2N foster care placements or placement exceptions, attended shared planning meetings and FTDMs, and started working with the Intensive Resources program manager to finalize recommendations and a plan for short term placement resources. Formal reports and recommendations based on the reviews will be finalized in the first quarter of the next review period.
 - Activities to eliminate placement exceptions and N2N foster care placements focus on the recruitment and development of new placement resources, strengthening child welfare practice, and developing, revising, or implementing processes to provide practice support.
- Resource Development
 - DCYF’s caregiver recruitment and retention team includes 6 targeted recruitment specialists, one in each region, a recruitment manager, a caregiver retention program manager and a statewide provider recruitment specialist. In the last review period, the caregiver recruitment and retention team established 12-month plans with specific recruitment strategies and outcomes for adolescents and youth with high levels of need. The goals of the recruitment plans are to increase the number of placement resources for youth aged 12 years and older and to increase the number of placement resources for children and youth with complex developmental, mental health and behavioral health,

and physical health needs. The provider recruitment plan focuses on the development of contracted short-term/emergent and ongoing intensive resources. The team developed the data elements that will be measured and is in the process of working with DCYF Communications to establish a specialized landing page on the website that will allow for additional data collection and tracking related to specific campaigns. DCYF will review outcomes and data quarterly for caregiver recruitment with the first review completed in April 2024. The development of contracted provider resources takes a longer period of time. In addition, data collection and current provider capacity is not available through administrative data and requires internal tracking using excel or other systems. Outcomes and data for this recruitment will occur semi-annually with the first review being completed in June 2024.

- The DCYF headquarters placement continuum team has continued to work with current providers and engage new interested providers in developing contracted resources to meet the needs of children and youth. A dedicated program specialist has been hired to focus on onboarding and retention of contracted providers. They have established processes for both onboarding and retention and work closely with the provider recruitment specialist. The focus this past review period has been on retention as there have not been new programs for onboarding since they started the position. In addition, DCYF has worked with existing providers to adjust their capacity to meet the needs of specific populations including the development of smaller (two-youth) programs with a higher staffing ratio for youth with the highest level of complex needs. Provider rates for EPS, which provides short-term emergent care for youth, have been a barrier to developing and retaining providers. DCYF submitted a decision package this legislative session to increase rates and it is pending consideration and approval by the legislature. Analysis of specific need based on population is ongoing and planning for the next review period includes finalizing the receiving care recommendations and developing an implementation plan, reviewing contracts and rates to support additional program development, and completing an assessment for a decision package to support program development.
- Child Welfare Practice
 - DCYF has continued the use of SPM and FTDMs for children and youth with N2N foster care placements and placement exceptions as reflected in the data above. The meeting facilitators have a strong understanding of the requirements and complex circumstances that led to the use of these placement settings. Each region has established a staff who is the lead for practice and focus on youth with complex needs. This work supports both the support and planning for youth in N2N placements and placement exceptions, but also the prevention of children and youth into these placement settings.
 - In November 2023, child welfare implemented a statewide review and approval

process for use of N2N placements and placement exceptions. This process requires documentation of the efforts to avoid a N2N placement or placement exception including, but not limited to, reasons why a kinship or licensed placement cannot be secured, efforts to avoid the N2N placement or placement exception, information about the most recent shared planning meeting, efforts to identify a kinship placement, and placement providers contacted. Review and documentation are required by the caseworker/supervisor and placement coordinator with final approval at the Regional Administrator or Deputy Regional Administrator level. This approval is required prior to all N2N placements and placement exceptions, regardless of the time of day the potential need is identified.

- Practice Support

- DCYF has established six developmental disabilities (DD)/mental health (MH) cross-system program consultants in each region. All the program consultants were hired as of September 2023. These staff are centrally managed by a program supervisor in the Partnership, Prevention and Services Division. They serve as the primary points of contact with the Developmental Disabilities Administration (DDA) and involve other systems partners as needed. Information regarding this team has been shared with the DCYF Digest, our internal weekly newsletter, and the Caregiver Connection newsletter for caregivers. An informational publication regarding the team will be finalized and they will be introduced and present information about the program at Regional all staff meetings in the next review period.
- Case staffing support for children and youth with complex needs has continued to occur in a variety of ways.
 - Drop in “office hours” are available for staff consultation with the regional leads, DD/MH program consultants, and DDA.
 - Child-specific collaboration staffings for children and youth with complex needs are conducted at a regional level to problem solve and facilitate access to needed resources. These staffings include DCYF program staff as well as representatives from other agencies and programs.
 - If these teams are unable to develop a plan to meet the needs of the child, the caseworker can request to staff at the state-wide Multi-Systems Rounds (MSR) meeting. These meetings bring together representatives from DDA, the Health Care Authority (HCA), Managed Care Organizations (MCO), Department of Social and Health Services (DSHS) and DCYF to staff children and youth with the highest level of need that require supports and services from multiple systems and for whom resources have not been able to be identified. These meetings occur weekly with client specific staffings and program and resource sharing and systems discussion occurring on alternating weeks.

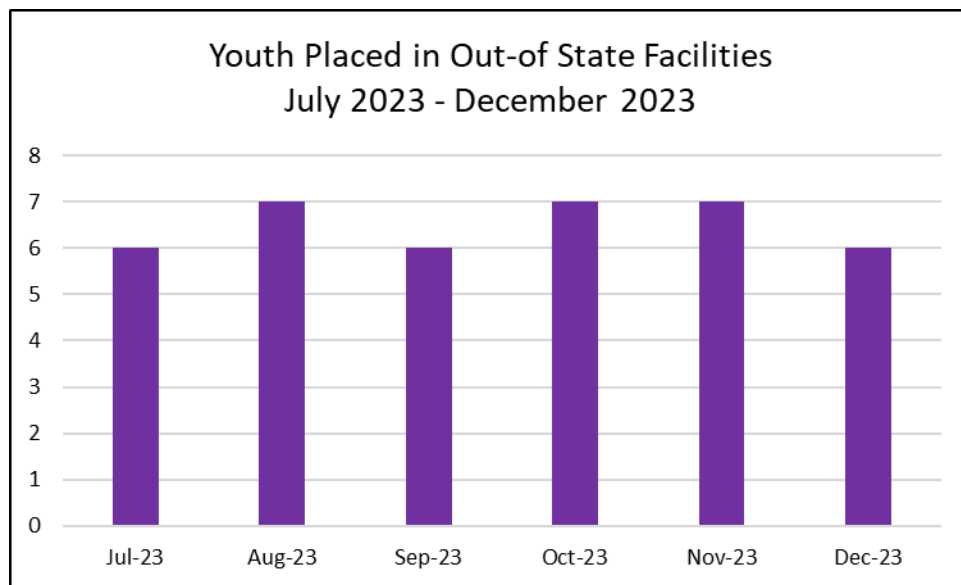
- During the next review period, DCYF and the larger MSR team will be obtaining feedback and reviewing and updating their processes as needed.
- Landscape Analysis
 - The contracted landscape analysis did not move forward this past review period due to budget constraints. DCYF will be exploring alternatives for completing this work during the next review period.

45(3) Placement in Out-of-State Facilities

Under the Settlement Agreement, DCYF is required to report whether the number of placements in out-of-state facilities is kept to 10 or fewer.

Data

During this review period, the number of children and youth placed in out-of-state facilities continued to remain below 10.



45(4) Reduction in the number of children in the class

Whether DCYF as reduced the number of children under the age of eighteen who satisfy Class Member criteria by the target percentage established in the Implementation Plan.

Data

Reduction in Class						
	Baseline #	Target # Reduction	Target % Reduction	01.02.2024 Performance	01.02.2024 # Reduction from Baseline	01.02.2024 % Reduction from Baseline
Statewide	938	238	25.4%	838	100	10.7%
Age 0-10	386	78	20.2%	316	70	18.1%
Age 11-17	552	160	29.0%	522	30	5.4%

Data Source: FamLink 1/2/2024

DCYF made progress toward the overall decrease in class, with the largest percentage decrease in the 0-10 age group. Of the 838 children and youth in class on 1/2/2024, 73 or 8.7% were placed with their parents on a trial return home. The breakdown was 40 (12.7%) of the children 0-10 years old and 33 (6.3%) of the youth 11-17 years old.

Appendix: System Improvement Evidence

4.9 Negotiated Rule Making (NRM)

NRM Group Care Listening and Learning Session Participation

Listening & Learning Sessions Attendance

Date	Group(s)	Region	Agencies	Participants
September 19, 2023	BRS	East	5	11
September 21, 2023	EPS	East	2	5
September 26, 2023	BRS	West	1	4
September 28, 2023	EPS & OYS/Hope	West	4	8
October 3, 2023	DDA	West	4	9
October 10, 2023	DDA	East	5	9
October 12, 2023	Medically Fragile	East	3	8
October 19, 2023	CRC/SCRC	East	2	3
October 24, 2023	CRC/SCRC	West	3	8
October 26, 2023	Medically Fragile	West	3	9
October 31, 2023	OYS/Hope	East	3	6
November 2, 2023	GRC/ERC/RAC/Mat	East	2	4
December 1, 2023	DDA Staff	East, West	1	17
December 5, 2023	All GC Providers	East, West	14	19
December 6, 2023	All GC Providers	East, West	8	9
		TOTAL	60	129

Overview of Listening & Learning Sessions:

- From September 19, 2023 – December 6, 2023, the Group Care NRM Team hosted 15 different Listening & Learning Sessions statewide.
 - 10 sessions were held in-person and 5 were virtual.
 - Two of the virtual sessions were make-up sessions for all group care providers and one virtual session was dedicated specifically to DDA staff.
 - 129 participants from over 50 agencies joined these sessions. This included 12 Regional Licensors, 3 of which attended multiple sessions.
- The attendees who joined had very positive feedback and overwhelmingly mentioned that they really appreciate the opportunity to have their voices heard through the NRM process.

NRM Group Care WAC 110-117 & RCW Crosswalk

Identified non-negotiable rules from chapter 110-145 WAC (with additional crosswalk of RCW and group care rules)

Pages 1-21 of this document list the rules from [chapter 110-145 WAC](#) that will not be negotiated because the rule (WAC) is specifically required by a Washington State law (RCW) or by a federal requirement (FFPSA). Each of the non-negotiable WAC is followed by the RCW/FFPSA regulation(s).

Background check:

WAC Requirement
<p><i>WAC 110-145-1325 What is required to apply for a group care facility license?</i></p> <p>... (2) You must submit a completed background authorization form for your executive director, agency staff, including those not directly working with children, consultants, volunteers, and anyone paid by the facility per chapter 110-04 WAC.</p> <p>(3) You must ensure that all paid agency staff and any other paid adults working at your facility, including those not directly working with children, complete a FBI fingerprint check and a child abuse and neglect history check of every state in which the individual has lived in the preceding five years prior to conducting the background check.</p> <p>(4) You must ensure that agency volunteers who provide direct care complete a FBI fingerprint check and a child abuse and neglect history check of every state in which the individual has lived in the preceding five years prior to conducting the background check.</p> <p>(5) You must ensure that agency volunteers who do not provide direct care and have lived outside of Washington state during any portion of the previous three years complete a FBI fingerprint check.</p> <p>(6) You must ensure all staff, volunteers, or subcontractors meet the requirements in chapter 110-04 WAC. An individual is not authorized to work in the facility until DCYF issues a background check clearance authorization for the individual.</p> <p><i>WAC 110-145-1400 Must prospective and current staff and volunteers be disqualified from having access to the children in my facility?</i></p>

- (1) The department must disqualify prospective and current staff and volunteers if they do not meet the regulations of this chapter, or cannot have unsupervised access to children because of their background check as outlined in chapter [110-04](#) WAC.
- (2) The department must disqualify prospective and current staff and, volunteers, and subcontractors if they have had a negative action taken on a license or contract, or have had a license denied or revoked by an agency that regulates the care of children or vulnerable adults, unless the department determines that the individual does not pose a risk to a child's safety, well-being, and long-term stability.
- (3) Applicants, staff, and volunteers must demonstrate that they have the understanding, ability, physical health, emotional stability, and personality suited to meet the physical, mental, emotional, cultural, and social needs of the children under their care.

RCW Requirement

RCW 74.15.030 Powers and duties of secretary.

The secretary shall have the power and it shall be the secretary's duty:

... (2) In consultation with the children's services advisory committee, and with the advice and assistance of persons representative of the various type agencies to be licensed, to adopt and publish minimum requirements for licensing applicable to each of the various categories of agencies to be licensed.

The minimum requirements shall be limited to:

... (b) Obtaining background information and any out-of-state equivalent, to determine whether the applicant or service provider is disqualified and to determine the character, competence, and suitability of an agency, the agency's employees, volunteers, and other persons associated with an agency;

(c) Conducting background checks for those who will or may have unsupervised access to children or expectant mothers; however, a background check is not required if a caregiver approves an activity pursuant to the prudent parent standard contained in RCW **74.13.710**;

(d) Obtaining child protective services information or records maintained in the department case management information system. No unfounded allegation of child abuse or neglect as defined in RCW **26.44.020** may be disclosed to a child-placing agency, private adoption agency, or any other provider licensed under this chapter.

(e) Submitting a fingerprint-based background check through the Washington state patrol under chapter **10.97** RCW and through the federal bureau of investigation for:

(i) Agencies and their staff, volunteers, students, and interns when the agency is seeking license or relicense;

(ii) Foster care and adoption placements; and

(iii) Any adult living in a home where a child may be placed;

(f) If any adult living in the home has not resided in the state of Washington for the preceding five years, the department shall review any child abuse and neglect registries maintained by any state where the adult has resided over the preceding five years;

(g) The cost of fingerprint background check fees will be paid as required in RCW **43.43.837**;

(h) National and state background information must be used solely for the purpose of determining eligibility for a license and for determining the character, suitability, and competence of those persons or agencies, excluding parents, not required to be licensed who are authorized to care for children or expectant mothers; ...

FFPSA Requirement

SEC. 471. [42 U.S.C. 671] (a) In order for a State to be eligible for payments under this part, it shall have a plan approved by the Secretary which—

(20)(D) provides procedures for any child-care institution, including a group home, residential treatment center, shelter, or other congregate care setting, to conduct criminal records checks, including fingerprint-based checks of national crime information databases (as defined in section 534(f)(3)(A) of title 28, United States Code), and checks described in subparagraph (B) of this paragraph, on any adult working in a child-care institution, including a group home, residential treatment center, shelter, or other congregate care setting, unless the State reports to the Secretary the alternative criminal records checks and child abuse registry checks the State conducts on any adult working in a child-care institution, including a group home, residential treatment center, shelter, or other congregate care setting, and why the checks specified in this subparagraph are not appropriate for the State;

(20)(B) provides that the State shall—

(i) check any child abuse and neglect registry maintained by the State for information on any prospective foster or adoptive parent and on any other adult living in the home of such a prospective parent, and request any other State in which any such prospective parent or other adult has resided in the preceding 5 years, to enable the State to check any child abuse and neglect registry maintained by such other State for such information, before the prospective foster or adoptive parent may be finally approved for placement of a child, regardless of whether foster care maintenance payments or adoption assistance payments are to be made on behalf of the child under the State plan under this part;

(ii) comply with any request described in clause (i) that is received from another State; and

(iii) have in place safeguards to prevent the unauthorized disclosure of information in any child abuse and neglect registry maintained by the State, and to prevent any such information obtained pursuant to this subparagraph from being used for a purpose other than the conducting of background checks in foster or adoptive placement cases;

Articles of Incorporations and Amendments:

WAC Requirement

WAC 110-145-1550 What changes must I report to my licensor?

(9) Changes in the name of your licensed corporation, or the name by which your facility is commonly known and/or your articles of incorporation and bylaws.

RCW Requirement

RCW 74.15.070 Articles of incorporation and amendments—Copies to be furnished to department.

A copy of the articles of incorporation of any agency or amendments to the articles of existing corporation agencies shall be sent by the secretary of state to the department at the time such articles or amendments are filed.

Access to facility, staff, children, and program records:

WAC Requirement

WAC 110-145-1350 Who shall have access to my facility?

The department must have access to your facility, staff, and the children in your care at any time. You must allow us to meet privately with staff or children in your care, at our request. We must have access to the documents related to your program.

WAC 110-145-1530 What information can be shared about a child or a child's family?

(2) For children placed by the department, you may discuss information about the child, the child's family and the case plan only with:

- (a) A representative of the department, including staff from CWP and LD;
- (b) A representative of the department of health, the department of social and health services, the office of the state fire marshal, and the office of the family and children's ombuds; ...

RCW Requirement

RCW 74.15.030 Powers and duties of secretary.

The secretary shall have the power and it shall be the secretary's duty:

(4) On reports of alleged child abuse and neglect, to investigate agencies in accordance with chapter [26.44](#) RCW, including agencies or facilities operated by the department of social and health services that receive children for care outside their own homes, child day-care centers, and family day-care homes, to determine whether the alleged abuse or neglect has occurred, and whether child protective services or referral to a law enforcement agency is appropriate;

RCW 74.15.080 Access to agencies, records.

All agencies subject to chapter [74.15](#) RCW and RCW [74.13.031](#) shall accord the department, the secretary of health, the chief of the Washington state patrol, and the director of fire protection, or their designees, the right of entrance and the privilege of access to and inspection of records for the purpose of determining whether or not there is compliance with the provisions of chapter [74.15](#) RCW and RCW [74.13.031](#) and the requirements adopted thereunder.

Washington State Patrol/Fire Protection Bureau requirements- Certificate of Compliance

WAC Requirement

WAC 110-145-1335 What additional steps must I complete prior to licensing?

(3) All facilities described in this chapter, (except for staffed residential homes for five or fewer children), are required to meet... the fire safety requirements to receive a certificate of compliance from the WSP/FPB.

WAC 110-145-1555 What does the department require for my buildings and property?

(5) People must be able to easily open doors from the inside and outside in all areas of the facility that are occupied, unless the building or structure has a fire sprinkler protection system and was previously approved by the local fire marshal or building official with jurisdiction. This includes closets, bathrooms, and bedrooms. You must also have easy access to the outside in case of an emergency.

110-145-1600 What are the general requirements for bedrooms?

(4) Approval may be granted to a building or structure that does not have direct access to the outdoors if it has a fire sprinkler protection system and was previously approved by the local fire marshal or building official with jurisdiction.

110-145-1630 Are time-delay mechanisms allowed on windows and doors?

The use of time-delay mechanisms on windows and doors of a group care facility (except for staffed residential homes licensed for five or fewer children) may be approved if:

- (1) They meet the fire codes and approval of the WSP/FPB;
- (2) There is an exterior door that ensures escape in the event of an evacuation;
- (3) The time-delay mechanisms automatically unlock when the fire alarm goes off;
- (4) The licensee has approval from the LD licensor stating that the program is in compliance with DCYF's behavior management guidelines; and
- (5) The licensee has written approval from the LD administrator.

110-145-1630 What are the fire safety requirements for all group residential facilities?

- (4) You and your staff must be able to:
 - (e) Ensure windows open to the outside and are large enough for emergency personnel to enter and exit wearing rescue gear, unless the building or structure has a fire sprinkler protection system and was previously approved by the local fire marshal or building official with jurisdiction.
- (8) We may require you to have an inspection by WSP/FPB or the local fire authority if we have questions about fire safety, or if local ordinances or WSP/FPB require these inspections.

110-145-1685 What are the requirements for fire drills?

- (3) If you care for nonambulatory children, you must consult with and follow the WSP/FPB protocol for "simulated" fire drills.

110-145-1690 What are the requirements for fire extinguishers?

- (6) The department may require that additional fire extinguishers be available on the premises, in consultation with the local fire authority or WSP/FPB.

110-145-1695 Are there different construction and fire safety requirements for facilities that have multiple licenses in the same building?

- (1) A facility with multiple Washington state licenses or certifications for the care of children in the same building must comply with the most stringent construction and fire safety requirements for the physical structure, if children share the same space.
- (2) If the same facility has multiple Washington state licenses the licensee must notify:
 - (a) The Washington state patrol fire protection bureau inspector; and
 - (b) All licensing and certification agents.

110-145-1690 What are the requirements for fire extinguishers?

Locked time-out or locked deescalation rooms are prohibited in all facilities. In certain circumstances, facilities may have time-out rooms or deescalation rooms that allow for securing the youth in a room, requiring a staff to be present, holding the door closed so the youth may not exit. In these cases you must meet the following requirements:

- (1) Have a window that allows for visual monitoring of all areas of the room;
- (2) Have approval from the WSP/FPB or a certificate of compliance stating that the facility is in compliance with the fire codes with Washington state amendments;
- (3) Have approval from the LD licensor stating the facility is in compliance with the department's behavior management guidelines; and
- (4) Have current written approval of the LD administrator.

RCW Requirement

RCW 74.15.050 Fire protection—Powers and duties of chief of the Washington state patrol.

The chief of the Washington state patrol, through the director of fire protection, shall have the power and it shall be his or her duty:

- (1) In consultation with the children's services advisory committee and with the advice and assistance of persons representative of the various type agencies to be licensed, to adopt recognized minimum standard requirements pertaining to each category of agency established pursuant to chapter **74.15** RCW and RCW **74.13.031**, except foster family homes and child-placing agencies, necessary to protect all persons residing therein from fire hazards;
- (2) To make or cause to be made such inspections and investigations of agencies, other than foster family homes or child-placing agencies, as he or she deems necessary;
- (4) To issue to applicants for licenses hereunder, other than foster family homes or child-placing agencies, who comply with the requirements, a certificate of compliance, a copy of which shall be presented to the department before a license shall be issued, except that an initial license may be issued as provided in RCW **74.15.120**.

Department of Health (DOH) requirements-Certificate of Compliance:

WAC Requirement

WAC 110-145-1335 What additional steps must I complete prior to licensing?

(3) All facilities described in this chapter, (except for staffed residential homes for five or fewer children), are required to meet the health requirements to receive a certificate of compliance from the DOH ...

WAC 110-145-1365 How does the department decide which children will be placed in my care?

(4) Except for a staffed residential home for five or fewer children, the certification of occupancy from the Washington state department of health will be considered in deciding the number of children you may serve.

WAC 110-145-1560 What toilet and bathing facilities are required?

(3) If you operate a group care facility for six or more children you must have a housekeeping sink or department of health approved method of drawing clean mop water and disposing of the wastewater.

WAC 110-145-1585 What are the requirements for water, garbage, and sewer?

- (2) Your facility must be connected to a public sewer system or have an on-site sewage system permitted by the local health department or the Washington state department of health.
- (3) You must have access to a public water supply approved by the local health district or tribal government unless you have a private water supply tested by the local health district or a private water-testing laboratory approved by the Washington state department of health. Testing is required at the time of licensing, relicensing and at any time the department deems necessary.

WAC 110-145-2135 How is capacity determined for a facility that provides services to pregnant and parenting youth?

(2) The space required for a parent and infant bedroom needs to be considered when determining the capacity of a group care facility providing pregnant and parenting youth services. This is determined by a department of health (DOH) representative.

RCW Requirement
<p><i>RCW 74.15.060 Health protection—Powers and duties of secretary of health.</i></p> <p>The secretary of health shall have the power and it shall be his or her duty: In consultation with the children's services advisory committee and with the advice and assistance of persons representative of the various type agencies to be licensed, to develop minimum requirements pertaining to each category of agency established pursuant to chapter 74.15 RCW and RCW 74.13.031, necessary to promote the health of all persons residing therein.</p> <p>The secretary of health or the city, county, or district health department designated by the secretary shall have the power and the duty:</p> <p>(1) To make or cause to be made such inspections and investigations of agencies as may be deemed necessary; and</p> <p>(2) To issue to applicants for licenses hereunder who comply with the requirements adopted hereunder, a certificate of compliance, a copy of which shall be presented to the department before a license shall be issued, except that an initial license may be issued as provided in RCW 74.15.120.</p>

License required:

WAC Requirement
<p><i>WAC 110-145-1310 Am I required to have a license to provide care to children?</i></p> <p>You must be licensed if you provide care on a twenty-four hour basis to a child who is not related to you. Exceptions to this rule are listed in RCW 74.15.020 or by order of the court under chapter 26.10 RCW or RCW 13.34.065.</p>
RCW Requirement
<p><i>RCW 74.15.090 Licenses required for agencies.</i></p> <p>Except as provided in RCW 74.15.190, it shall hereafter be unlawful for any agency to receive children, expectant mothers or developmentally disabled persons for supervision or care, or arrange for the placement of such persons, unless such agency is licensed as provided in chapter 74.15 RCW.</p>

License application, issuance, duration, reclassification

WAC Requirement
<p><i>License application, issuance, duration, reclassification</i></p> <p><i>WAC 110-145-1315 When will the department grant me a license?</i></p> <p>(1) We issue you a group care license to care for children on a 24 hour basis when you, your staff, and volunteers, property, and premises meet the licensing regulations contained in this chapter and all required documents are in the department's licensing file. Documents required under this section must be submitted to the department through the licensing provider portal. ...</p> <p><i>WAC 110-145-1325 What is required to apply for a group care facility license?</i></p> <p>(1) You, the person responsible for the license, must submit a complete application using the licensing provider portal. ...</p> <p><i>WAC 110-145-1340 How long do I have to complete the licensing application process?</i></p> <p>(1) You must complete your licensing application by submitting all required documents within 90 days of submitting the application through the licensing provider portal and background authorization forms to the department.</p> <p>(2) If you do not meet this 90-day deadline, your licensor may withdraw your application.</p>

... (4) You must send the renewal application and all required background authorization forms to your licensor at least 90 days prior to the expiration of your current license.

WAC 110-145-1345 How long is my license valid?

(1) Your license is issued for a three-year period.

(2) Your license is valid only for the person or organization named on the license and only for the specific address listed on the license. ...

WAC 110-145-1550 What changes must I report to my licensor?

You must immediately report to your licensor changes in the original licensing application. You must report:

(1) Changes in your location, including address or phone number;

(2) Changes in your program description or population served, including the maximum number, age ranges, and sex of children you wish to serve;

(3) Changes in the structure of your facility or premises from events causing damage, such as a fire, or from remodeling;

(4) Additional staff or volunteers who might have unsupervised contact with the children in care;

(5) Significant changes in the physical condition of you, your staff, or volunteers affecting the ability to provide care in your facility;

(6) Staff or volunteer arrests or convictions of which you are aware that occur between the date of your license and the expiration date of your license;

(7) Any staff changes including the executive director, program manager, or master's level consultants;

(8) Death, retirement, or incapacity of the person who holds the license;

(9) Changes in the name of your licensed corporation, or the name by which your facility is commonly known and/or your articles of incorporation and bylaws.

RCW Requirement

RCW 74.15.100 License application, issuance, duration—Reclassification—Location changes.

Each agency shall make application for a license or renewal of license to the department on forms prescribed by the department. A licensed agency having foster family homes under its supervision may make application for a license on behalf of any such foster family home. Such a foster home license shall cease to be valid when the home is no longer under the supervision of that agency. Upon receipt of such application, the department shall either grant or deny a license within ninety days unless the application is for licensure as a foster family home, in which case RCW [74.15.040](#) shall govern. A license shall be granted if the agency meets the minimum requirements set forth in this chapter and RCW [74.13.031](#) and the departmental requirements consistent herewith, except that an initial license may be issued as provided in RCW [74.15.120](#). Licenses provided for in this chapter and RCW [74.13.031](#) shall be issued for a period of three years. The licensee, however, shall advise the secretary of any material change in circumstances which might constitute grounds for reclassification of license as to category. The license issued under this chapter is not transferable and applies only to the licensee. The license shall be limited to a particular location which shall be stated on the license. For licensed foster family homes having an acceptable history of child care, the license may remain in effect for thirty days after a move, except that this will apply only if the family remains intact and children are placed in their care. Licensees must notify their licensor before moving to a new location and may request a continuation of the license at the new location. The department shall conduct a home inspection following notification that a foster family home has moved to a new location.

Provided the new location and licensees meet minimum licensing standards, the licensor shall amend the license to reflect the new location. Licensees whose family remains intact and have no children placed in their care at the time of a move to a new location shall notify their licensor within ninety days of moving. If the licensee is in good standing at the time of the move, the licensor shall place the home on no-referral status and complete a home inspection within thirty days of notification. Such licensees shall remain on no-referral status and no new placements may be made in their home until the inspection is complete and the licensor determines that the new location meets minimum licensing standards.

License renewal:

WAC Requirement
<i>WAC 110-145-1340 How long do I have to complete the licensing application process?</i> (4) You must send the renewal application and all required background authorization forms to your licensor at least 90 days prior to the expiration of your current license.
RCW Requirement
<i>RCW 74.15.110 Renewal of licenses.</i> If a licensee desires to apply for a renewal of its license, a request for a renewal shall be filed ninety days prior to the expiration date of the license except that a request for renewal of a foster family home license shall be filed prior to the expiration of the license. If the department has failed to act at the time of the expiration date of the license, the license shall continue in effect until such time as the department shall act.

Probationary licenses:

WAC Requirement
Probationary licenses: <i>WAC 110-145-1415 Can I be issued a probationary license?</i> (1) We may issue a probationary license in order to correct a deficiency. (2) We will consider the following when deciding whether a probationary license will be issued: (a) An intentional or negligent violation of licensing regulations; (b) A history of violation of licensing regulations; (c) A current violation of licensing regulations; (d) Whether you are making a good faith effort to comply; and (e) Any other factors relevant to the specific situation. (3) A probationary license may be issued for up to six months. At our discretion, we may extend the probationary license for an additional six months. You may not appeal our decision to not issue a probationary license.
RCW Requirement
<i>RCW 74.15.125 Probationary licenses—Child-specific licenses.</i> (1) The department may issue a probationary license to a licensee who has had a license but is temporarily unable to comply with a rule or has been the subject of multiple complaints or concerns about noncompliance if: (a) The noncompliance does not present an immediate threat to the health and well-being of the children but would be likely to do so if allowed to continue; and (b) The licensee has a plan approved by the department to correct the area of noncompliance within the probationary period.

- (2) A probationary license may be issued for up to six months, and at the discretion of the department it may be extended for an additional six months. The department shall immediately terminate the probationary license, if at any time the noncompliance for which the probationary license was issued presents an immediate threat to the health or well-being of the children.
- (3) The department may, at any time, issue a probationary license for due cause that states the conditions of probation.
- (4) An existing license is invalidated when a probationary license is issued.
- (5) At the expiration of the probationary license, the department shall reinstate the original license for the remainder of its term, issue a new license, or revoke the original license.
- (6) A right to an adjudicative proceeding shall not accrue to the licensee whose license has been placed on probationary status unless the licensee does not agree with the placement on probationary status and the department then suspends, revokes, or modifies the license. ...

Enforcement actions and adjudicative proceedings:

WAC Requirement

WAC 110-145-1390 Will you license or continue to license me if I violate licensing regulations?

- (1) We may modify, deny, suspend or revoke your license when you, your employees or volunteers:
 - (a) Do not meet the licensing regulations in this chapter;
 - (b) Have not met the background check requirements;
 - (c) Have been determined by us to have abused or neglected a child;
 - (d) Have committed, permitted, or assisted in an illegal act on the premises of a facility providing care to children;
 - (e) Are unable to manage your property and financial responsibilities;
 - (f) Tried to get a license by deceitful means, such as making false statements or omitting critical information on the application;
 - (g) Knowingly allowed employees or volunteers who made false statements or omitted critical information on their applications to work at your agency; or
 - (h) Cannot provide for the safety, health and well-being of the child(ren) in your care.
- (2) We may suspend or revoke your license if you have children in your facility for whom you are not licensed, without approval by your DLR licenser. This includes having more children, or children of different ages or gender than the license allows.
- (3) We will send you a certified letter informing you of the decision to modify, deny, suspend or revoke your license. In the letter, we will also tell you what you need to do if you disagree with the decision.
- (4) The department has jurisdiction over all licenses issued by DLR and over all holders of and applicants for licenses as provided in RCW [74.15.030](#)(5). Such jurisdiction is retained even if an applicant requests to withdraw the application, or you surrender or fail to renew your license.

RCW Requirement

RCW 74.15.130 Licenses—Denial, suspension, revocation, modification—Procedures—Adjudicative proceedings—Penalties.

- (1) An agency may be denied a license, or any license issued pursuant to chapter [74.15](#) RCW and RCW [74.13.031](#) may be suspended, revoked, modified, or not renewed by the secretary upon proof
 - (a) that the agency has failed or refused to comply with the provisions of chapter [74.15](#) RCW and RCW [74.13.031](#) or the requirements promulgated pursuant to the provisions of chapter [74.15](#) RCW

and RCW [74.13.031](#); or (b) that the conditions required for the issuance of a license under chapter [74.15](#) RCW and RCW [74.13.031](#) have ceased to exist with respect to such licenses. RCW [43.20A.205](#) governs notice of a license denial, revocation, suspension, or modification and provides the right to an adjudicative proceeding.

(2) In any adjudicative proceeding regarding the denial, modification, suspension, or revocation of a foster family home license, the department's decision shall be upheld if there is reasonable cause to believe that:

(a) The applicant or licensee lacks the character, suitability, or competence to care for children placed in out-of-home care, however, no unfounded, inconclusive, or screened-out report of child abuse or neglect may be used to deny employment or a license;

(b) The applicant or licensee has failed or refused to comply with any provision of chapter [74.15](#) RCW, RCW [74.13.031](#), or the requirements adopted pursuant to such provisions; or

(c) The conditions required for issuance of a license under chapter [74.15](#) RCW and RCW [74.13.031](#) have ceased to exist with respect to such licenses.

(3) In any adjudicative proceeding regarding the denial, modification, suspension, or revocation of any license under this chapter, other than a foster family home license, the department's decision shall be upheld if it is supported by a preponderance of the evidence.

(4) The department may assess civil monetary penalties upon proof that an agency has failed or refused to comply with the rules adopted under the provisions of this chapter and RCW [74.13.031](#) or that an agency subject to licensing under this chapter and RCW [74.13.031](#) is operating without a license except that civil monetary penalties shall not be levied against a licensed foster home. Monetary penalties levied against unlicensed agencies that submit an application for licensure within thirty days of notification and subsequently become licensed will be forgiven. These penalties may be assessed in addition to or in lieu of other disciplinary actions. Civil monetary penalties, if imposed, may be assessed and collected, with interest, for each day an agency is or was out of compliance. Civil monetary penalties shall not exceed two hundred fifty dollars per violation for group homes and child-placing agencies. Each day upon which the same or substantially similar action occurs is a separate violation subject to the assessment of a separate penalty. The department shall provide a notification period before a monetary penalty is effective and may forgive the penalty levied if the agency comes into compliance during this period. The department may suspend, revoke, or not renew a license for failure to pay a civil monetary penalty it has assessed pursuant to this chapter within ten days after such assessment becomes final. Chapter [43.20A](#) RCW governs notice of a civil monetary penalty and provides the right of an adjudicative proceeding. The preponderance of evidence standard shall apply in adjudicative proceedings related to assessment of civil monetary penalties.

RCW 74.15.300 Enforcement action—Definition.

For the purposes of chapter 473, Laws of 2005, "enforcement action" means denial, suspension, revocation, modification, or nonrenewal of a license pursuant to RCW [74.15.130](#)(1) or assessment of civil monetary penalties pursuant to RCW [74.15.130](#)(4).

Resource and assessment centers (RAC):

WAC Requirement

WAC 110-145-2155 What must I demonstrate to be licensed for an RAC?

(1) In accordance with RCW 74.15.311, you must meet the following requirements:

(a) There is a need in the local community for a RAC;

- (b) Be primarily staffed with trained volunteers in order to meet staffing requirements; and
- (c) You are not financially dependent upon reimbursement from the state.

WAC 110-145-2160 What is the ratio of direct care staff/volunteers to children at an RAC?

- (1) At all times, resource and assessment centers must have the following minimum staffing ratios:
 - (a) At least two staff/volunteers on duty when children are present; and
 - (b) One staff/volunteer providing visual or auditory supervision for every four children in care.

WAC 110-145-2165 Who are the residents at my RAC?

A resource and assessment center is licensed to provide care for children ages birth through twelve, or for children ages thirteen through seventeen who are placed with a sibling(s) under thirteen years of age.

WAC 110-145-2170 How long can a child stay at an RAC?

Children may be admitted to the resource and assessment center for up to seventy-two hours not including Saturdays, Sundays and holidays.

WAC 110-145-2175 When am I required to be available for services?

You or a designated staff must be available by phone at all times when you are receiving new placements. Your resource and assessment center may limit days and times of operation, but if you accept placement of a child, you must be operational until that child is discharged. Resource and assessment centers are not required to be operational at times during which there are no children in care.

WAC 110-145-2180 Who may place children at an RAC?

A DCYF caseworker may place a child in a resource and assessment center. These centers may not be used to address placement disruptions for children being removed from a foster home or group care facility.

RCW does not explicitly require the RAC rules listed below:

WAC 110-145-2150 What is the purpose of a resource and assessment center (RAC)?

- (1) The purpose of the resource and assessment center is to provide short-term emergency and crisis care for children who are:
 - (a) Removed from their parent's or guardian's care due to suspected abuse or neglect; and
 - (b) In immediate need of health care or social services.
- (2) Services provided by a center may not substitute for a crisis residential center, Hope center, or any other services required under chapter 13.32A, Family reconciliation services, or 13.34 RCW, Child welfare.

WAC 110-145-2185 What services are provided or arranged for at an RAC?

- (1) A resource and assessment center may provide the following:
 - (a) Direct care of children and youth;
 - (b) Referral and provision of health care assessments or screening;
 - (c) Appropriate community service referrals, as needed; and/or
 - (d) Initial assessment of child functioning.

WAC 110-145-1480 What are the general ratios of staff to children under care?

... (2) If you provide care as a ... resource and assessment center, you must have at least one case manager for every 15 children in care. ...

RCW Requirement

RCW 74.15.020 Definitions.

The definitions in this section apply throughout this chapter and RCW 74.13.031 unless the context clearly requires otherwise.

(1) "Agency" means any person, firm, partnership, association, corporation, or facility which receives children, expectant mothers, or persons with developmental disabilities for control, care, or maintenance outside their own homes, or which places, arranges the placement of, or assists in the placement of children, expectant mothers, or persons with developmental disabilities for foster care or placement of children for adoption, and shall include the following irrespective of whether there is compensation to the agency or to the children, expectant mothers, or persons with developmental disabilities for services rendered:

... (i) "Resource and assessment center" means an agency that provides short-term emergency and crisis care for a period up to seventy-two hours, excluding Saturdays, Sundays, and holidays to children who have been removed from their parent's or guardian's care by child protective services or law enforcement; ...

RCW 74.15.311 Resource and assessment centers—License.

(1) The secretary is authorized to license resource and assessment centers if the agency meets the following requirements:

- (a) There is a demonstrated need in the local community for a resource and assessment center;
- (b) The resource and assessment center will be primarily staffed by trained volunteers; and
- (c) The resource and assessment center demonstrates it is not financially dependent on reimbursement from the state to operate.

(2) The department may adopt rules to specify licensing requirements for resource and assessment centers. Rules adopted by the department shall allow:

- (a) A sufficient number of trained volunteers to meet staffing requirements;
- (b) Flexibility in hours of operation and not require the resource and assessment center to be open if there are no children in its care; and
- (c) The ability to operate in a residential area.

(3) Resource and assessment centers licensed under this section may:

- (a) Provide care for children ages birth through twelve, or for children ages thirteen through seventeen who have a sibling or siblings under thirteen years of age who are being admitted to the resource and assessment center; and
- (b) Operate up to twenty-four hours per day, and for up to seven days per week.

(4) Resource and assessment centers may not be used to address placement disruptions for children who have been removed from a foster home because of behavior or safety concerns.

Reporting requirement for overnight youth shelters (OYS) and other programs licensed to provide residential services for runaway or homeless youth:

WAC Requirement

WAC 110-145-1545 What are my reporting requirements in my licensed facility serving runaway or homeless youth?

If you are licensed as an overnight youth shelter or are otherwise licensed to provide residential services for runaway or homeless youth, and you learn that a youth staying in your facility does not have parental permission to be there, you or your staff must:

- (1) Within 72 hours, preferably 24 hours, notify the parent by telephone or other reasonable means unless compelling reasons exist. You must provide the youth's whereabouts, give a description of the youth's physical and emotional condition, and report the circumstances surrounding the youth's contact with your facility. You must document this notification in the youth's file.
- (2) If compelling reasons exist, you must notify DCYF intake. This includes reason to believe notifying the youth's parents will result in abuse or neglect of the youth as defined in RCW **26.44.020**.
- (3) You or your staff must also review the public information on missing youth made available by the Washington state patrol at least once every eight hours while a youth is present at your facility. If a youth is listed as missing, you must immediately notify DCYF intake with the information listed in subsection (1) of this section.

RCW Requirement

RCW 13.32A.082 Providing shelter to minor—Requirement to notify parent law enforcement, or department.

... (1)(b)(i) If a licensed overnight youth shelter, or another licensed organization with a stated mission to provide services to homeless or runaway youth and their families, shelters a child and knows at the time of providing the shelter that the child is away from a lawfully prescribed residence or home without parental permission, it must contact the youth's parent within 72 hours, but preferably within 24 hours, following the time that the youth is admitted to the shelter or other licensed organization's program. The notification must include the whereabouts of the youth, a description of the youth's physical and emotional condition, and the circumstances surrounding the youth's contact with the shelter or organization. If there are compelling reasons not to notify the parent, the shelter or organization must instead notify the department. When a minor remains in a licensed overnight youth shelter or with another licensed organization with a stated mission to provide services to homeless or runaway youth and their families under subsection (1)(b)(i)(A) and (B) of this section [(b)(i)(A) and (B) of this subsection], the shelter or organization must also notify the department. A minor may provide authorization to remain in a licensed overnight youth shelter or with another licensed organization with a stated mission to provide services to homeless or runaway youth and their families, subject to any limits established by those licensed shelters or organizations, for up to 90 days if:

- (A) The licensed overnight youth shelter or other licensed organization with a stated mission to provide services to homeless or runaway youth and their families is unable to make contact with a parent despite their notification efforts required under this section; or
- (B) The licensed overnight youth shelter or other licensed organization with a stated mission to provide services to homeless or runaway youth and their families makes contact with a parent, but the parent does not request that the child return home even if the parent does not provide consent for the minor remaining in the licensed overnight youth shelter or other licensed organization with a stated mission to provide services to homeless or runaway youth.

(ii) At least once every eight hours after learning that a youth receiving services or shelter under this section is away from home without permission, the shelter or organization staff must consult the information that the Washington state patrol makes publicly available under RCW **43.43.510(2)**. If the youth is publicly listed as missing, the shelter or organization must immediately notify the department

of its contact with the youth listed as missing. The notification must include a description of the minor's physical and emotional condition and the circumstances surrounding the youth's contact with the shelter or organization.

(c) Reports required under this section may be made by telephone or any other reasonable means.

(2) Unless the context clearly requires otherwise, the definitions in this subsection apply throughout this section.

(a) "Shelter" means the person's home or any structure over which the person has any control.

(b) "Promptly report" means to report within eight hours after the person has knowledge that the minor is away from a lawfully prescribed residence or home without parental permission.

(c) "Compelling reasons" include, but are not limited to:

(i) Circumstances that indicate that notifying the parent or legal guardian will subject the minor to abuse or neglect as defined in RCW 26.44.020; or

(ii) When a minor is seeking or receiving protected health care services.

(d) "Protected health care services" means gender-affirming treatment as defined in RCW 74.09.675 and reproductive health care services as defined in RCW 74.09.875.

(3)(a) When the department receives a report under subsection (1) of this section, it shall make a good faith attempt to notify the parent that a report has been received and offer services to the youth and the family designed to resolve the conflict, including offering family reconciliation services, and accomplish a reunification of the family. The department shall offer services under this subsection as soon as possible, but no later than three days, excluding weekends and holidays, following the receipt of a report under subsection (1) of this section.

(b) When the department receives a report under subsection (1) of this section for a minor who is seeking or receiving protected health care services, it shall:

(i) Offer to make referrals on behalf of the minor for appropriate behavioral health services; and

(ii) Offer services designed to resolve the conflict and accomplish a reunification of the family.

(4) Nothing in this section prohibits any person, unlicensed youth shelter, or runaway and homeless youth program from immediately reporting the identity and location of any minor who is away from a lawfully prescribed residence or home without parental permission more promptly than required under this section.

(5) Nothing in this section limits a person's duty to report child abuse or neglect as required by RCW 26.44.030 or removes the requirement that the law enforcement agency of the jurisdiction in which the person lives be notified.

Crisis Residential Centers—Multidisciplinary team:

WAC Requirement

WAC 110-145-1965 What is the purpose of a CRC multidisciplinary team?

(1) The purpose of the multidisciplinary team is to evaluate the youth and the youth's family and when agreed to by the family, assist with any of the following services:

(a) Developing a plan for accessing available social and health-related services;

(b) Obtaining referrals to a chemical dependency specialist and/or county-designated mental health professional;

(c) Recommending no further intervention because the youth and family have worked out the problems that were causing family conflicts; and

(d) Reconciling the youth and family.

(2) Members of multidisciplinary teams may include:

- (a) Educators;
 - (b) Law enforcement personnel;
 - (c) Court personnel;
 - (d) Family therapists or mental health providers;
 - (e) Chemical dependency treatment providers;
 - (f) Licensed health care practitioners;
 - (g) Social service providers;
 - (h) Youth residential placement providers;
 - (i) Other family members;
 - (j) Faith-based representatives; and
 - (k) Members of the family's community.
- (3) A CRC must have multidisciplinary teams available as a service to youth and their families, if they request the service.

WAC 110-145-1970 When should I convene a CRC multidisciplinary team?

- (1) After a youth is admitted into a CRC, you must advise the parent or guardian and the youth of their rights to request a multidisciplinary team, and make arrangements to convene that team.
- (2) You may set up a multidisciplinary team when you believe that the youth is a "child in need of services" under RCW **13.32A.030** and the parent is unavailable or unwilling to continue efforts to maintain the family structure.

WAC 110-145-1975 How is a CRC multidisciplinary team convened?

- (1) You must notify the members of the multidisciplinary team of the need to convene and you must:
 - (a) Tell the youth's parents or guardians about the multidisciplinary team if the parents did not make the initial request to form a team;
 - (b) Advise the parents of their right to select additional members; and
 - (c) Assist in getting prompt involvement of additional persons that the parent or youth have requested to be added to the multidisciplinary team.

WAC 110-145-1980 May a parent disband the CRC multidisciplinary team?

- (1) Parents may disband the multidisciplinary team:
 - (a) Unless a dependency petition has been filed (under RCW **13.32A.140**); or
 - (b) After a dispositional hearing has taken place ordering out-of-home placement for the youth.
- (2) You must advise the parents of their right to disband the multidisciplinary team within twenty-four hours after they receive notice of the team forming, excluding weekends and holidays.

RCW Requirement

RCW 43.185C.250 Youth services—Duties of crisis residential center administrator and department—Multidisciplinary team.

- (1)(a) The administrator of a crisis residential center may convene a multidisciplinary team, which is to be locally based and administered, at the request of a child placed at the center or the child's parent.
- (b) If the administrator has reasonable cause to believe that a child is a child in need of services and the parent is unavailable or unwilling to continue efforts to maintain the family structure, the administrator shall immediately convene a multidisciplinary team.

(c) A parent may disband a team twenty-four hours, excluding weekends and holidays, after receiving notice of formation of the team under (b) of this subsection unless a petition has been filed under RCW 13.32A.140. If a petition has been filed the parent may not disband the team until the hearing is held under RCW 13.32A.179. The court may allow the team to continue if an out-of-home placement is ordered under RCW 13.32A.179(3). Upon the filing of an at-risk youth or dependency petition the team shall cease to exist, unless the parent requests continuation of the team or unless the out-of-home placement was ordered under RCW 13.32A.179(3).

(2) The department shall request participation of appropriate state agencies to assist in the coordination and delivery of services through the multidisciplinary teams. Those agencies that agree to participate shall provide the director or the director's designee all information necessary to facilitate forming a multidisciplinary team and the director or the director's designee shall provide this information to the administrator of each crisis residential center.

(3) The administrator shall also seek participation from representatives of mental health and drug and alcohol treatment providers as appropriate.

(4) A parent shall be advised of the request to form a multidisciplinary team and may select additional members of the multidisciplinary team. The parent or child may request any person or persons to participate including, but not limited to, educators, law enforcement personnel, court personnel, family therapists, licensed health care practitioners, social service providers, youth residential placement providers, other family members, church representatives, and members of their own community. The administrator shall assist in obtaining the prompt participation of persons requested by the parent or child.

(5) When an administrator of a crisis residential center requests the formation of a team, the state agencies must respond as soon as possible.

RCW 43.185C.255 Youth services—Multidisciplinary team—Duties.

(1) The purpose of the multidisciplinary team is to assist in a coordinated referral of the family to available social and health-related services.

(2) The team shall have the authority to evaluate the juvenile, and family members, if appropriate and agreed to by the parent, and shall:

(a) With parental input, develop a plan of appropriate available services and assist the family in obtaining those services;

(b) Make a referral to the designated crisis responder, if appropriate;

(c) Recommend no further intervention because the juvenile and his or her family have resolved the problem causing the family conflict; or

(d) With the parent's consent, work with them to achieve reconciliation of the child and family.

(3) At the first meeting of the multidisciplinary team, it shall choose a member to coordinate the team's efforts. The parent member of the multidisciplinary team must agree with the choice of coordinator. The team shall meet or communicate as often as necessary to assist the family.

(4) The coordinator of the multidisciplinary team may assist in filing a child in need of services petition when requested by the parent or child or an at-risk youth petition when requested by the parent. The multidisciplinary team shall have no standing as a party in any action under this title.

(5) If the administrator is unable to contact the child's parent, the multidisciplinary team may be used for assistance. If the parent has not been contacted within five days the administrator shall contact the department of social and health services and request the case be reviewed for a dependency filing under chapter 13.34 RCW.

Notify parent and DCYF of youth admission to CRC:

WAC Requirement
<p><i>WAC 110-145-1930 What steps must be taken after a youth is admitted into any CRC?</i></p> <p>(1) You must notify the parents or guardians of the youth who has been admitted to the CRC if the youth is not under the care and authority of the department. If you are unable to contact the youth's parents or guardians within 48 hours, you must:</p> <p>(a) Contact the department and request that the case be reviewed for dependency filing under chapter 13.34 RCW or "child in need of services" filing under chapter 13.32A RCW; and</p> <p>(b) Document this information in the youth's case file.</p> <p>(2) You must notify DCYF intake of the youth's admission to the CRC within 24 hours of admission.</p> <p>(3) If you decide that a youth is unlikely to stay in a regular facility, you must make reasonable efforts to transfer the youth to a secure facility.</p>
RCW Requirement
<p><i>RCW 43.185C.280 Youth services—Duty to inform parents—Transportation to child's home or out-of-home placement—Notice to department of social and health services.</i></p> <p>(1) The administrator of a designated crisis residential center shall perform the duties under subsection (3) of this section:</p> <p>(a) Upon admitting a child who has been brought to the center by a law enforcement officer under RCW 43.185C.265;</p> <p>(b) Upon admitting a child who has run away from home or has requested admittance to the center;</p> <p>(c) Upon learning from a person under RCW 13.32A.082 that the person is providing shelter to a child absent from home; or</p> <p>(d) Upon learning that a child has been placed with a responsible adult pursuant to RCW 43.185C.265.</p> <p>(2) Transportation expenses of the child shall be at the parent's expense to the extent of his or her ability to pay, with any unmet transportation expenses assumed by the crisis residential center.</p> <p>(3) When any of the circumstances under subsection (1) of this section are present, the administrator of a center shall perform the following duties:</p> <p>(a) Immediately notify the child's parent of the child's whereabouts, physical and emotional condition, and the circumstances surrounding his or her placement;</p> <p>(b) Initially notify the parent that it is the paramount concern of the family reconciliation service personnel to achieve a reconciliation between the parent and child to reunify the family and inform the parent as to the procedures to be followed under this chapter;</p> <p>(c) Inform the parent whether a referral to children's protective services has been made and, if so, inform the parent of the standard pursuant to RCW 26.44.020(1) governing child abuse and neglect in this state; and either</p> <p>(d)(i) Arrange transportation for the child to the residence of the parent, as soon as practicable, when the child and his or her parent agrees to the child's return home or when the parent produces a copy of a court order entered under this chapter requiring the child to reside in the parent's home; or</p> <p>(ii) Arrange transportation for the child to: (A) An out-of-home placement which may include a licensed group care facility or foster family when agreed to by the child and parent; or (B) a certified or licensed mental health or chemical dependency program of the parent's choice.</p> <p>(4) If the administrator of the crisis residential center performs the duties listed in subsection (3) of this section, he or she shall also notify the department of social and health services that a child has been admitted to the crisis residential center.</p>

Length of stay in CRC/SCRC:

WAC Requirement
<i>1940 How long may a youth stay in a CRC?</i> (1) Youth may stay in a semi-secure CRC or a secure CRC not located in a detention center, for no longer than fifteen consecutive days, including Saturdays, Sundays and holidays. (2) Youth admitted to a secure CRC located in a juvenile detention center must remain in the facility for at least twenty-four hours after admission but for no more than five consecutive days per admission, including Saturdays, Sundays and holidays. (3) If a youth has been transferred between secure and semi-secure crisis residential centers, the total number of consecutive days spent in a secure CRC located in a detention facility may not exceed five days and the total number of consecutive days spent in all crisis residential centers may not exceed fifteen days per admission.
RCW Requirement
<i>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 of liability.</i> (1) A child admitted to a secure facility located in a juvenile detention center shall remain in the facility for at least twenty-four hours after admission but for not more than five consecutive days. A child admitted to a secure facility not located in a juvenile detention center or a semi-secure facility may remain for not more than fifteen consecutive days. If a child is transferred between a secure and semi-secure facility, the aggregate length of time a child may remain in both facilities shall not exceed fifteen consecutive days per admission, and in no event may a child's stay in a secure facility located in a juvenile detention center exceed five days per admission. ... <i>RCW 43.185C.265 Youth services—Officer taking child into custody—Procedure—Transporting to home, crisis residential center, custody of department of social and health services, or juvenile detention facility.</i> ... (4) Whenever an officer transfers custody of a child to a crisis residential center or the department of children, youth, and families, the child may reside in the crisis residential center or may be placed by the department of children, youth, and families in an out-of-home placement for an aggregate total period of time not to exceed seventy-two hours excluding Saturdays, Sundays, and holidays. Thereafter, the child may continue in out-of-home placement only if the parent has not requested that the child return home, a child in need of services petition has been filed, or an order for placement has been entered under chapter 13.34 RCW. ...

Secure CRC – determine if child can be transferred to semi-secure CRC:

WAC Requirement
1935 What additional steps must be taken after a youth is admitted into a secure CRC? (1) You must make an assessment of the youth's risk of running, within the first twenty-four hours after admitting a youth to a secure crisis residential center, and each twenty-four hours thereafter. (2) You must determine what type of CRC, (semi-secure or secure,) would be best for the youth.

- (3) You must use the following criteria in making the decision, considering the safety, health and welfare of the youth and others:
- (a) The youth's age and maturity;
 - (b) The youth's physical, mental, and emotional condition upon arrival at the center;
 - (c) The circumstances that led to the youth's placement at the facility;
 - (d) The youth's behavior;
 - (e) The youth's history of running away;
 - (f) The youth's willingness to cooperate in conducting the assessment;
 - (g) The youth's need for continued assessment, protection, and intervention services in a CRC; and
 - (h) The likelihood the youth will remain at a CRC.

Note: the following 110-145-1935(4)(5)(a)(b) do not appear in RCW

- (4) You must put the decision about the youth's status in writing in the youth's file.
- (5) By the first school day after admission, the crisis residential center staff must:
- (a) Notify the youth's school district about the youth's placement; and
 - (b) Assess the youth for any educational needs as a part of the assessment process for inclusion in the discharge summary.

1945 What happens when no space exists in a secure CRC?

- (1) If space is not available in a secure crisis residential center (CRC), you or your designee may transfer a different youth from that facility to a semi-secure CRC as long as the youth:
- (a) Has been in the secure facility for at least twenty-four hours; and
 - (b) Is considered likely to remain at a semi-secure CRC facility.

RCW Requirement

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 of liability.

- ... (2)(a)(i) The facility administrator shall determine within twenty-four hours after a child's admission to a secure facility whether the child is likely to remain in a semi-secure facility and may transfer the child to a semi-secure facility or release the child to the department of social and health services. The determination shall be based on: (A) The need for continued assessment, protection, and treatment of the child in a secure facility; and (B) the likelihood the child would remain at a semi-secure facility until his or her parents can take the child home or a petition can be filed under this title.
- (ii) In making the determination the administrator shall consider the following information if known: (A) The child's age and maturity; (B) the child's condition upon arrival at the center; (C) the circumstances that led to the child's being taken to the center; (D) whether the child's behavior endangers the health, safety, or welfare of the child or any other person; (E) the child's history of running away; and (F) the child's willingness to cooperate in the assessment.
- (b) If the administrator of a secure facility determines the child is unlikely to remain in a semi-secure facility, the administrator shall keep the child in the secure facility pursuant to this chapter and in order to provide for space for the child may transfer another child who has been in the facility for at least seventy-two hours to a semi-secure facility. The administrator shall only make a transfer of a child after determining that the child who may be transferred is likely to remain at the semi-secure facility.

(c) A crisis residential center administrator is authorized to transfer a child to a crisis residential center in the area where the child's parents reside or where the child's lawfully prescribed residence is located.

(d) An administrator may transfer a child from a semi-secure facility to a secure facility whenever he or she reasonably believes that the child is likely to leave the semi-secure facility and not return and after full consideration of all factors in (a)(i) and (ii) of this subsection.

(3) If no parent is available or willing to remove the child during the first seventy-two hours following admission, the department of social and health services shall consider the filing of a petition under RCW [13.32A.140](#).

(4) Notwithstanding the provisions of subsection (1) of this section, the parents may remove the child at any time unless the staff of the crisis residential center has reasonable cause to believe that the child is absent from the home because he or she is abused or neglected or if allegations of abuse or neglect have been made against the parents. The department of social and health services or any agency legally charged with the supervision of a child may remove a child from a crisis residential center at any time after the first twenty-four hour period after admission has elapsed and only after full consideration by all parties of the factors in subsection (2)(a) of this section.

(5) Crisis residential center staff shall make reasonable efforts to protect the child and achieve a reconciliation of the family. If a reconciliation and voluntary return of the child has not been achieved within forty-eight hours from the time of admission, and if the administrator of the center does not consider it likely that reconciliation will be achieved within five days of the child's admission to the center, then the administrator shall inform the parent and child of: (a) The availability of counseling services; (b) the right to file a child in need of services petition for an out-of-home placement, the right of a parent to file an at-risk youth petition, and the right of the parent and child to obtain assistance in filing the petition; (c) the right to request the facility administrator or his or her designee to form a multidisciplinary team; (d) the right to request a review of any out-of-home placement; (e) the right to request a mental health or chemical dependency evaluation by a county-designated professional or a private treatment facility; and (f) the right to request treatment in a program to address the child's at-risk behavior under RCW [13.32A.197](#).

(6) At no time shall information regarding a parent's or child's rights be withheld. The department shall develop and distribute to all law enforcement agencies and to each crisis residential center administrator a written statement delineating the services and rights. The administrator of the facility or his or her designee shall provide every resident and parent with a copy of the statement.

(7) A crisis residential center and any person employed at the center acting in good faith in carrying out the provisions of this section are immune from criminal or civil liability for such actions.

Unauthorized leave from CRC:

WAC Requirement

Note: this rule encompasses more group care programs than just CRCs, but the RCW pertaining to reporting missing children from care is related to CRCs. There are more details in this rule than in RCW [43.185C.285](#).

WAC 110-145-1540 What are my responsibilities when a child is missing from care, except for overnight youth shelters?

(1) As soon as you or your staff have reason to believe a child in your care is missing as defined in WAC [110-145-1305](#), has refused to return to or remain in your care, or whose whereabouts are otherwise unknown, you are required to notify the following:

- (a) The child's assigned DCYF caseworker, as appropriate;
- (b) DCYF intake, if the DCYF caseworker is not available or it is after normal business hours.

(2) You are required to notify local law enforcement within six hours if the child is missing. However, if one or more of the following factors is present, you must contact law enforcement immediately:

- (a) The child is believed to have been taken from placement. This means the child's whereabouts are unknown, and it is believed that the child has been concealed, detained, or removed by another person;
- (b) The child is believed to have been lured from placement or has left placement under circumstances that indicate the child may be at risk of physical or sexual assault or exploitation;
- (c) The child is age thirteen or younger;
- (d) The child has one or more physical or mental health conditions that if not treated daily will place the child at severe risk;
- (e) The child is pregnant or parenting and their infant or child is believed to be with them;
- (f) The child has severe emotional problems (e.g., suicidal thoughts) that if not treated will place the child at severe risk;
- (g) The child has an intellectual and developmental disability that impairs the child's ability to care for themselves;
- (h) The child has a serious alcohol or substance abuse problem; or
- (i) The child is at risk due to circumstances unique to that child.

(3) After contacting local law enforcement, you must also contact the national center for missing and exploited children at 1- [800-843-5678](tel:800-843-5678) and report the child missing from care.

(4) If the child leaves school or has an unauthorized absence from school, you should consult with the child's DCYF caseworker to assess the situation and determine when you should call law enforcement. If any of the factors listed in subsection (2)(a) through (i) of this section are present, you and the child's DCYF caseworker may decide it is appropriate to delay notification to law enforcement for up to four hours after the end of the school day to give the child the opportunity to return on their own.

(5) You must provide the following information to law enforcement and to the child's DCYF caseworker when making a missing child report, if available:

- (a) When the child left;
- (b) Last known location of the child;
- (c) What the child was wearing;
- (d) Any known behaviors or interactions that may have caused the child's departure;
- (e) Possible places where the child may go;
- (f) Special physical or mental health conditions or medications that affect the child's safety;
- (g) Known companions who may be aware or involved in the child's absence;
- (h) Other professionals, relatives, significant adults, or peers who may know where the child would go; and
- (i) Recent photo of the child.

(6) You must ask law enforcement for the missing person report number and provide it to the DCYF caseworker or staff and the child's tribal Indian child welfare (ICW) case manager.

(7) At any time after making an initial report you learn of a missing child's whereabouts, you must report that information to the child's DCYF caseworker and the child's tribal Indian child welfare (ICW) case manager.

(8) If a child is returned to your care, it is your responsibility to cancel the run report and notify all persons you have informed of the child's return.

(9) Youth participating in the extended foster care (EFC) program are exempt from these requirements. You must follow all other reporting requirements as defined in WAC [110-145-1535](#).

RCW Requirement

RCW 43.185C.285 Youth services—Unauthorized leave from crisis residential center—Notice to parents, law enforcement, and the department of children, youth, and families.

The administrator of a crisis residential center shall notify parents and the appropriate law enforcement agency as to any unauthorized leave from the center by a child placed at the center. The administrator shall also notify the department of children, youth, and families immediately as to any unauthorized leave from the center by a child who is in the care of or receiving services from the department of children, youth, and families.

Secure CRC and juvenile detention center

WAC Requirement

110-145-1925 May a juvenile detention center operate as a separate secure CRC program?

(1) A juvenile detention center may operate a separate secure crisis residential center (CRC) program. The physical facility must be operated so that no direct communication or physical contact can be made between a resident of the secure crisis residential center and a person held in the detention facility.

(2) Staff assigned to the secure crisis residential center youth must not be simultaneously assigned to the juvenile detention center residents on the same shift.

RCW Requirement

RCW 43.185C.295 Youth services—Crisis residential centers—Establishment—Staff—Duties—Semi-secure facilities—Secure facilities.

... (8) If a secure crisis residential center is located in or adjacent to a secure juvenile detention facility, the center shall be operated in a manner that prevents in-person contact between the residents of the center and the persons held in such facility.

On the following pages, the remaining requirements from Chapter 74.15 RCW are listed in the left column. If there is an associated rule in chapter 110-145 WAC, that rule is listed in the column on the right. There may be room for negotiation in these WAC. (The red text is used only to make it easier to see where the language is similar between the RCW and the WAC.)

RCW requirement	WAC 110-145 Group care licensing requirements
<p><i>RCW 74.15.010 Declaration of purpose.</i></p> <p>The purpose of chapter 74.15 RCW and RCW 74.13.031 is:</p> <p>(1) To safeguard the health, safety, and well-being of children, expectant mothers and developmentally disabled persons receiving care away from their</p>	<p><i>WAC 110-145-1300 What is the purpose of this chapter?</i></p> <p>(1) This chapter contains licensing requirements for generalized group care facilities, group homes, crisis residential centers, emergency respite centers, group</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>own homes, which is paramount over the right of any person to provide care;</p> <p>(2) To strengthen and encourage family unity and to sustain parental rights and responsibilities to the end that foster care is provided only when a child's family, through the use of all available resources, is unable to provide necessary care;</p> <p>(3) To promote the development of a sufficient number and variety of adequate foster family homes and maternity-care facilities, both public and private, through the cooperative efforts of public agencies and related groups;</p> <p>(4) To provide consultation to agencies caring for children, expectant mothers or developmentally disabled persons in order to help them to improve their methods of and facilities for care;</p> <p>(5) To license agencies as defined in RCW 74.15.020 and to assure the users of such agencies, their parents, the community at large and the agencies themselves that adequate minimum standards are maintained by all agencies caring for children, expectant mothers and developmentally disabled persons.</p>	<p>receiving centers, overnight youth shelters, staffed residential homes, and resource and assessment centers. These licensing regulations are designed to ensure children in group care facilities are safe, healthy, and protected from all forms of child abuse and neglect according to RCW 26.44.020(1) and chapter 110-30 WAC.</p> <p>(2) These separately licensed programs may provide specialized services such as day treatment services, services to pregnant and parenting youth (maternity services), HOPE beds, responsible living skills programs, and services to medically fragile children, and children with intellectual and developmental disabilities. You must hold a group care license to provide the specialized services outlined in this chapter. These services can be provided through your own program or by using community resources.</p>
<p>RCW 74.15.020 <i>Definitions.</i></p> <p>...</p>	<p>WAC 110-145-1305 <i>What definitions do I need to know to understand this chapter?</i></p> <p>...</p>
<p>RCW 74.15.030 <i>Powers and duties of secretary.</i></p> <p>The secretary shall have the power and it shall be the secretary's duty:</p> <p>(1) In consultation with the children's services advisory committee, and with the advice and assistance of persons representative of the various type agencies to be licensed, to designate categories of facilities for which separate or different requirements shall be developed as may be appropriate whether because of variations in the ages, sex and other characteristics of persons served, variations in the purposes and services offered or size or structure of the agencies to be licensed hereunder, or because of any other factor relevant thereto;</p>	<p>WAC 110-145-1300 <i>What is the purpose of this chapter?</i></p> <p>(1) This chapter contains licensing requirements for generalized group care facilities, group homes, crisis residential centers, emergency respite centers, group receiving centers, overnight youth shelters, staffed residential homes, and resource and assessment centers. These licensing regulations are designed to ensure children in group care facilities are safe, healthy, and protected from all forms of child abuse and neglect according to RCW 26.44.020(1) and chapter 110-30 WAC.</p> <p>(2) These separately licensed programs may provide specialized services such as day treatment services, services to pregnant and</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(2) In consultation with the children's services advisory committee, and with the advice and assistance of persons representative of the various type agencies to be licensed, to adopt and publish minimum requirements for licensing applicable to each of the various categories of agencies to be licensed.</p>	<p>parenting youth (maternity services), HOPE beds, responsible living skills programs, and services to medically fragile children, and children with intellectual and developmental disabilities. You must hold a group care license to provide the specialized services outlined in this chapter. These services can be provided through your own program or by using community resources.</p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty: ... (2) In consultation with the children's services advisory committee, and with the advice and assistance of persons representative of the various type agencies to be licensed, to adopt and publish minimum requirements for licensing applicable to each of the various categories of agencies to be licensed.</p> <p>The minimum requirements shall be limited to: (a) The size and suitability of a facility and the plan of operation for carrying out the purpose for which an applicant seeks a license;</p>	<p><i>WAC 110-145-1335(1) you must submit detailed program description;</i> <i>(2) must have site/premises inspection; (3) must receive certificate of compliance from DOH and from WSP/FPB</i> <i>WAC 110-145-1355 Am I required to comply with local ordinances?</i> <i>WAC 110-145-1485 May I have more than 1 licensed program at my facility?</i> If you have more than one program in a building you must submit a plan to your licensor detailing how you plan to manage each of the programs.</p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> (2) ... The minimum requirements shall be limited to: (i) The number of qualified persons required to render the type of care and treatment for which an agency seeks a license;</p>	<p><i>WAC 110-145-1335(4) TB test requirements for staff and volunteers.</i> <i>WAC 110-145-1335(5) Pertussis and influenza vaccinations for staff and volunteers in facilities licensed to care for children under the age of two.</i> <i>WAC 110-145-1420 Who must I employ at my facility?</i> <i>WAC 110-145-1425 What are the duties and qualifications of an executive director or administrator?</i> <i>WAC 110-145-1430 What are the duties and qualifications of a program manager?</i> <i>WAC 110-145-1435 What if my on-site program manager must be off-site temporarily when youth are present?</i></p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p>WAC 110-145-1440 <i>What are the duties and qualifications of a case manager?</i></p> <p>WAC 110-145-1445 <i>What are the duties and qualifications of direct care staff?</i></p> <p>WAC 110-145-1450 <i>What are the duties and additional qualifications for crisis residential direct care staff?</i></p> <p>WAC 110-145-1455 <i>If I have health care staff, what qualifications are required?</i></p> <p>WAC 110-145-1460 <i>What are the duties and qualifications for case management consultants?</i></p> <p>WAC 110-145-1465 <i>What additional supports do I need for my group care facility?</i></p> <p>WAC 110-145-1470 <i>Can one staff person have different responsibilities?</i></p> <p>WAC 110-145-1490 <i>What are the preservice training requirements for staff, interns, and volunteers who directly care for children?</i></p> <p>WAC 110-145-1495 <i>What is the in-service training requirement for staff and volunteers having responsibility to provide care to children?</i></p> <p>WAC 110-145-1500 <i>What first-aid and cardiopulmonary resuscitation (CPR) training is required?</i></p> <p>WAC 110-145-1505 <i>What bloodborne pathogens training is required?</i></p> <p>WAC 110-145-1510 <i>What personnel records must I submit to the department?</i></p>
<p>RCW 74.15.030 <i>Powers and duties of secretary.</i> (2) ... The minimum requirements shall be limited to: <u>(j) The safety, cleanliness, and general adequacy of the premises to provide for the comfort, care and well-being of children or expectant mothers;</u></p>	<p>WAC 110-145-1555 <i>What does the department require for my buildings and property?</i></p> <p>WAC 110-145-1560 <i>What toilet and bathing facilities are required?</i></p> <p>WAC 110-145-1565 <i>What is the ratio of persons normally on the premises to bathrooms at my facility?</i></p> <p>WAC 110-145-1570 <i>What are the requirements for indoor recreation areas?</i></p> <p>WAC 110-145-1575 <i>What are the requirements for outdoor recreation areas?</i></p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p><i>WAC 110-145-1580 What are your requirements storing dangerous chemicals or other areas?</i></p> <p><i>WAC 110-145-1585 What are your requirements for water, garbage, and sewer?</i></p> <p><i>WAC 110-145-1590 How must I keep children safe around bodies of water?</i></p> <p><i>WAC 110-145-1595 Are there room requirements for a group care facility?</i></p> <p><i>WAC 110-145-1600 What are the general requirements for bedrooms?</i></p> <p><i>WAC 110-145-1605 What are the requirements for sharing bedrooms?</i></p> <p><i>WAC 110-145-1610 What are the requirements for beds in a facility?</i></p> <p><i>WAC 110-145-1615 What are the requirements for laundering and storage of clothing and linen?</i></p> <p><i>WAC 110-145-1620 What are the requirements for diapers and diaper changing areas?</i></p> <p><i>WAC 110-145-1625 What are the requirements for the use of electronic monitors to monitor children?</i></p> <p><i>WAC 110-145-1630 Are time-delay mechanisms allowed on windows and doors?</i></p> <p><i>WAC 110-145-1635 What are the requirements for the prevention of the spread of infections and communicable disease?</i></p> <p><i>WAC 110-145-1640 Am I required to keep first-aid supplies?</i></p> <p><i>WAC 110-145-1645 What are the requirements for beds in a facility?</i></p> <p><i>WAC 110-145-1650 Are alcoholic beverages, marijuana or illegal drugs allowed on a facility's property?</i></p> <p><i>WAC 110-145-1655 Is smoking permitted around children?</i></p> <p><i>WAC 110-145-1660 Are guns allowed on a licensed facility's property?</i></p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> (2) ... The minimum requirements shall be limited to: (k) <u>The provision of necessary care, including</u></p>	<p><i>WAC 110-145-1615(1) You must assure that children have access to clean clothing that is appropriate to their age.</i></p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p><u>food, clothing, supervision and discipline; physical, mental and social well-being; and educational, recreational and spiritual opportunities for those served;</u></p>	<p>WAC 110-145-1705 How does my agency meet the religious needs of children in care?</p> <p>WAC 110-145-1720 Do I need a social summary for children under my care (except for interim facilities)?</p> <p>WAC 110-145-1725 When do I need a treatment plan for children in care and what must be included in the plan?</p> <p>WAC 110-145-1730 What are the educational and vocational instruction requirements for children placed by the department, except interim facilities?</p> <p>WAC 110-145-1735 What are the requirements for an activity program?</p> <p>WAC 110-145-1745 What are the general well-being requirements for a group care program?</p> <p>WAC 110-145-1750 What are the requirements for supervising children?</p> <p>WAC 110-145-1755 What requirements must I follow when I transport children?</p> <p>WAC 110-145-1760 What are the travel requirements for children in care?</p> <p>WAC 110-145-1765 Can children be assigned work in a facility or work outside the facility?</p> <p>WAC 110-145-1770 Can a child earn allowance while in care?</p> <p>WAC 110-145-1775 What belongings must be provided to a child leaving my facility?</p> <p>WAC 110-145-1780 Do I have responsibility for a child's personal hygiene?</p> <p>WAC 110-145-1785 What are the requirements for privacy for children in out-of-home placements?</p> <p>WAC 110-145-1790 What are the food and meal guideline requirements?</p> <p>WAC 110-145-1795 How often do children need to be provided meals?</p> <p>WAC 110-145-1800 What are the requirements for handling a child's special diet?</p> <p>WAC 110-145-1805 Are there special requirements for serving milk?</p> <p>WAC 110-145-1810 Are there special requirements for infants and young children?</p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p><i>WAC 110-145-1815 Are written policies and procedures required describing a facility's discipline methods?</i></p> <p><i>WAC 110-145-1820 When may a child be restrained?</i></p> <p><i>WAC 110-145-1825 What must I do following an incident involved using physical restraint?</i></p> <p><i>WAC 110-145-1830 Are there requirements for time-out and quiet rooms?</i></p> <p><i>WAC 110-145-1835 Am I required to assess a child's need for immediate medical attention?</i></p> <p><i>WAC 110-145-1840 When must I get an early and periodic screening, diagnosis, and treatment (EPSDT) exam for a child?</i></p> <p><i>WAC 110-145-1845 What are the requirements for obtaining consent for emergency and routine medical care?</i></p> <p><i>WAC 110-145-1850 What requirements are there for storage of medication?</i></p> <p><i>WAC 110-145-1855 What are the general requirements for managing a child's medication?</i></p> <p><i>WAC 110-145-1860 How do I manage a child's nonprescription medications?</i></p> <p><i>WAC 110-145-1865 Can I give a child nonprescription medications with prescription medications?</i></p> <p><i>WAC 110-145-1870 How do I dispose of medications?</i></p> <p><i>WAC 110-145-1875 Can I accept medication from a child's parent or guardian?</i></p> <p><i>WAC 110-145-1880 When may children take their own medicine?</i></p> <p><i>WAC 110-145-1885 What are the immunization regulations?</i></p> <p><i>WAC 110-145-2065 What services must I provide for medically fragile children?</i></p> <p><i>WAC 110-145-2075 What are additional food requirements if I care for medically fragile children?</i></p>
<i>RCW 74.15.030 Powers and duties of secretary.</i>	

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(2) ... The minimum requirements shall be limited to: <u>(l) The financial ability of an agency to comply with minimum requirements established pursuant to this chapter and RCW 74.13.031; and</u></p>	
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> (2) ... The minimum requirements shall be limited to: <u>(m) The maintenance of records pertaining to the admission, progress, health and discharge of persons served;</u></p>	<p><i>WAC 110-145-1515 What are the requirements for information kept in facility shift logs for group care facilities?</i> <i>WAC 110-145-1520 What are the requirements for children’s records?</i> <i>WAC 110-145-1525 How long should my facility keep the child records?</i> <i>WAC 110-145-1530 What information can be shared about a child or a child’s family?</i> <i>WAC 110-145-1535 What incidents involving children must I report? (3) You must maintain a written record of any report with the date, time, and staff person who makes the report.</i> <i>WAC 110-145-1855 What are the general requirements for managing child’s medication? (7) You must keep a record of all prescription and nonprescription medications given to children in care.</i> <i>WAC 110-145-1880 When may children take their own medicine? (1) You may permit children under your care to take their own medicine as long as: (c) You must keep the written approval by the child’s DCYF caseworker in your records.</i> <i>WAC 110-145-2065 What services must I provide for medically fragile children? (2) If you are serving this population as a specialty, you must ensure the following services are provided, if prescribed by a physician: (d) Regular nursing consultation that includes at least one weekly on-site visit by a registered nurse, you initially assesses each child and updates the assessments as needed on subsequent visits. These assessments and updates must be documented. You must keep records of the weekly on-site visits.</i></p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<i>WAC 110-145-2070 What recordkeeping requirements exist for medically fragile children?</i>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty: (3) To investigate any person, including relatives by blood or marriage except for parents, for character, suitability, and competence in the care and treatment of children or expectant mothers prior to authorizing that person to care for children or expectant mothers. However, if a child is placed with a relative under RCW 13.34.065 or 13.34.130, and if such relative appears otherwise suitable and competent to provide care and treatment the criminal history background check required by this section need not be completed before placement, but shall be completed as soon as possible after placement;</p>	No 110-145 WAC identified. (Foster Home)
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty: (5) To issue, revoke, or deny licenses to agencies pursuant to this chapter and RCW 74.13.031. Licenses shall specify the category of care which an agency is authorized to render and the ages, sex and number of persons to be served;</p>	<p><i>WAC 110-145-1300 What is the purpose of this chapter?</i> (1) This chapter contains licensing requirements for generalized group care facilities, group homes, crisis residential centers, emergency respite centers, group receiving centers, overnight youth shelters, staffed residential homes, and resource and assessment centers. ... (2) These separately licensed programs may provide specialized services such as day treatment services, services to pregnant and parenting youth (maternity services), HOPE beds, responsible living skills programs, and services to medically fragile children, and children with intellectual and developmental disabilities. <i>WAC 110-145-1310 Am I required to have a license to provide care to children?</i> <i>WAC 110-145-1315 When will the department grant me a license?</i> <i>WAC 110-145-1320 How old do I have to be to apply for a license to provide care to children?</i> <i>WAC 110-145-1325 What is required to apply for a group care facility license?</i></p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p><i>WAC 110-145-1330 How does the department determine my suitability to become a licensed provider, or a staff member, intern, or volunteer of a licensed provider? (1) Dept determines suitability after receiving: (a) application; (2) background authorizations; (3) all required documentation</i></p> <p><i>WAC 110-145-1340 How long do I have to complete the licensing application process?</i></p> <p><i>WAC 110-145-1345 How long is my license valid?</i></p> <p><i>WAC 110-145-1360 What children may I serve in my group care program?</i></p> <p><i>WAC 110-145-1365 How does the department decide which children will be placed in my care?</i></p> <p><i>WAC 110-145-1390 Will you license or continue to license me if I violate licensing regulations?</i></p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty:</p> <p>(6) To prescribe the procedures and the form and contents of reports necessary for the administration of this chapter and RCW 74.13.031 and to require regular reports from each licensee;</p>	<p><i>WAC 110-145-1325 What is required to apply for a group care facility license? (1) You, the person, responsible for the license, must submit a complete application using the licensing provider portal.</i></p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty:</p> <p>(7) To inspect agencies periodically to determine whether or not there is compliance with this chapter and RCW 74.13.031 and the requirements adopted hereunder;</p>	<p><i>WAC 110-145-1335 What additional steps must I complete prior to licensing? (2) must have site/premises inspection</i></p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty:</p> <p>(8) To review requirements adopted hereunder at least every two years and to adopt appropriate changes after consultation with affected groups for child day-care requirements and with the children's services advisory committee for requirements for other agencies; and;</p>	<p>No 110-145 WAC identified.</p>
<p><i>RCW 74.15.030 Powers and duties of secretary.</i> The secretary shall have the power and it shall be the secretary's duty:</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
(9) To consult with public and private agencies in order to help them improve their methods and facilities for the care of children or expectant mothers.	
<i>RCW 74.15.038 Harm to child or client by individual hired by contracted agency—Department not liable.</i> If an agency operating under contract with the department chooses to hire an individual that would be precluded from employment with the department based on a disqualifying crime or negative action, the department and its officers and employees have no liability arising from any injury or harm to a child or other department client that is attributable to such individual.	No 110-145 WAC identified.
<i>RCW 74.15.040 Licenses for foster family homes required—Inspections.</i> An agency seeking to accept and serve children, developmentally disabled persons, or expectant mothers as a foster family home shall make application for license in such form and substance as required by the department. The department shall maintain a list of applicants through which placement may be undertaken. However, agencies and the department shall not place a child, developmentally disabled person, or expectant mother in a home until the home is licensed. The department shall inquire whether an applicant has previously resided in any other state or foreign country and shall check databases available to it through the Washington state patrol and federal bureau of investigation to ascertain whether the applicant has ever been the subject of a conviction or civil finding outside of the state of Washington that bears upon the fitness of the applicant to serve as a foster family home. Foster family homes shall be inspected prior to licensure, except that inspection by the department is not required if the foster family home is under the supervision of a licensed agency upon certification to the department by the licensed agency that such homes meet the requirements for foster homes as adopted pursuant to chapter 74.15 RCW and RCW 74.13.031 .	No 110-145 WAC identified. (Foster Home)
<i>RCW 74.15.120 Initial licenses.</i>	No 110-145 WAC identified.

RCW requirement	WAC 110-145 Group care licensing requirements
<p>The secretary may, at his or her discretion, issue an initial license instead of a full license, to an agency or facility for a period not to exceed six months, renewable for a period not to exceed two years, to allow such agency or facility reasonable time to become eligible for full license. An initial license shall not be granted to any foster family home except as specified in this section. An initial license may be granted to a foster family home only if the following three conditions are met: (1) The license is limited so that the licensee is authorized to provide care only to a specific child or specific children; (2) the department has determined that the licensee has a relationship with the child, and the child is comfortable with the licensee, or that it would otherwise be in the child's best interest to remain or be placed in the licensee's home; and (3) the initial license is issued for a period not to exceed ninety days.</p>	<p>(Foster Home)</p>
<p><i>RCW 74.15.125 Probationary licenses—Child-specific licenses.</i> ... (7)(a) The department may issue a child-specific license to:</p> <ul style="list-style-type: none"> (i) A relative, as defined in RCW 13.36.020, or a suitable person, as defined in RCW 13.36.020, who opts to become licensed for placement of a specific child and that child's siblings or relatives in the department's care, custody, and control; or (ii) An Indian child's family or extended family member as defined in RCW 13.38.040 who opts to become licensed for placement of a specific Indian child and that child's siblings or relatives in the custody of an Indian tribe as defined in RCW 43.376.010 or the tribe's child placing agency. <p>(b) Such individuals must meet all minimum licensing requirements for foster family homes established pursuant to RCW 74.15.030 and are subject to child-specific license criteria, which the department is authorized to establish by rule.</p> <p>(c) For purposes of federal funding, a child-specific license is considered a full license with all of the rights and responsibilities of a foster family home license, except that at the discretion of the</p>	<p>Child-specific license – No 110-145 WAC identified (Foster Home)</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>department the licensee may only receive placement of specific children pursuant to (a) of this subsection.</p> <p>(d) A child-specific license does not confer upon the licensee a right to placement of a particular child, nor does it confer party status in any proceeding under chapter 13.34 RCW.</p> <p>(e) The department shall seek input from the following stakeholders during the development and adoption of rules necessary to implement this section: Representatives from the kinship care oversight committee, an organization that represents current and former foster youth, an organization that represents child placing agencies, and a statewide advisory group of foster youth and alumni of foster care. The department shall seek tribal input as outlined in the department's government-to-government policy, per RCW 43.376.020.</p>	
<p><i>RCW 74.15.127 Expedited foster licensing process.</i></p> <p>(1) The department shall design and implement an expedited foster licensing process.</p> <p>(2) The expedited foster licensing process described in this section shall be available to individuals who:</p> <ul style="list-style-type: none"> (a) Were licensed within the last five years; (b) Were not the subject of an adverse licensing action or a voluntary relinquishment; (c) Seek licensure for the same residence for which he or she was previously licensed provided that any changes to family constellation since the previous license is limited to individuals leaving the family constellation; and (d) Apply to the same agency for which he or she was previously licensed, with the understanding that the agency must be agreeable to supervise the home. <p>(3) The department shall make every effort to ensure that individuals qualifying for and seeking an expedited license are able to become licensed within forty days of the department receiving his or her application.</p> <p>(4) The department shall only issue a foster license pursuant to this section after receiving a completed</p>	<p>No 110-145 WAC identified. (Foster Home)</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>fingerprint-based background check, and may delay issuance of an expedited license solely based on awaiting the results of a background check.</p> <p>(5) The department may issue a provisional expedited license pursuant to this section before completing a home study, but shall complete the home study as soon as possible after issuing a provisional expedited license.</p> <p>(6) The department and its officers, agents, employees, and volunteers are not liable for injuries caused by the expedited foster licensing process.</p>	
<p><i>RCW 74.15.132 Adjudicative proceedings—Training for administrative law judges.</i> (1) The office of administrative hearings shall not assign nor allow an administrative law judge to preside over an adjudicative hearing regarding denial, modification, suspension, or revocation of any license to provide child care, including foster care, under this chapter, unless such judge has received training related to state and federal laws and department policies and procedures regarding:</p> <ul style="list-style-type: none"> (a) Child abuse, neglect, and maltreatment; (b) Child protective services investigations and standards; (c) Licensing activities and standards; (d) Child development; and (e) Parenting skills. <p>(2) The office of administrative hearings shall develop and implement a training program that carries out the requirements of this section. The office of administrative hearings shall consult and coordinate with the department in developing the training program. The department may assist the office of administrative hearings in developing and providing training to administrative law judges.</p>	No 110-145 WAC identified.
<p><i>RCW 74.15.134 License or certificate suspension—Noncompliance with support order--Reissuance.</i> The secretary shall immediately suspend the license or certificate of a person who has been certified pursuant to RCW 74.20A.320 by the department as a person who is not in compliance with a support order. If the person has continued to meet all other requirements for reinstatement during the</p>	No 110-145 WAC identified.

RCW requirement	WAC 110-145 Group care licensing requirements
suspension, reissuance of the license or certificate shall be automatic upon the secretary's receipt of a release issued by the department stating that the licensee is in compliance with the order.	
<p><i>RCW 74.15.140 Action against licensed or unlicensed agencies authorized.</i></p> <p>Notwithstanding the existence or pursuit of any other remedy, the secretary may, in the manner provided by law, upon the advice of the attorney general, who shall represent the department in the proceeding, maintain an action in the name of the state for injunction or such other relief as he or she may deem advisable against any agency subject to licensing under the provisions of chapter 74.15 RCW and RCW 74.13.031 or against any such agency not having a license as heretofore provided in chapter 74.15 RCW and RCW 74.13.031.</p>	No 110-145 WAC identified.
<p><i>RCW 74.15.150 Penalty operating without license.</i></p> <p>Any agency operating without a license shall be guilty of a misdemeanor. This section shall not be enforceable against an agency until sixty days after the effective date of new rules, applicable to such agency, have been adopted under chapter 74.15 RCW and RCW 74.13.031.</p>	No 110-145 WAC identified.
<p><i>RCW 74.15.160 Continuation of existing licensing rules.</i></p> <p>Existing rules for licensing adopted pursuant to *chapter 74.14 RCW, sections 74.14.010 through 74.14.150, chapter 26, Laws of 1959, shall remain in force and effect until new rules are adopted under chapter 74.15 RCW and RCW 74.13.031, but not thereafter.</p>	No 110-145 WAC identified.
<p><i>RCW 74.15.170 Agencies, homes conducted by religious organizations—Application of chapter.</i></p> <p>Nothing in this chapter or the rules and regulations adopted pursuant thereto shall be construed as authorizing the supervision, regulation, or control of the remedial care or treatment of residents of any agency, children's institution, child-placing agency, maternity home, day or hourly nursery, foster home or other related institution conducted for or by members of a recognized religious sect, denomination or organization which in accordance</p>	No 110-145 WAC identified.

RCW requirement	WAC 110-145 Group care licensing requirements
<p>with its creed, tenets, or principles depends for healing upon prayer in the practice of religion, nor shall the existence of any of the above conditions militate against the licensing of such a home or institution.</p>	
<p><i>RCW 74.15.125 Designating home or facility as semi-secure facility.</i> The department, pursuant to rules, may enable any licensed foster family home or group care facility to be designated as a semi-secure facility, as defined by RCW 13.32A.030</p> <p><i>RCW 13.32A.30 Definitions</i> (17) "Semi-secure facility" means any facility, including but not limited to crisis residential centers or specialized foster family homes, operated in a manner to reasonably assure that youth placed there will not run away. Pursuant to rules established by the department, the facility administrator shall establish reasonable hours for residents to come and go from the facility such that no residents are free to come and go at all hours of the day and night. To prevent residents from taking unreasonable actions, the facility administrator, where appropriate, may condition a resident's leaving the facility upon the resident being accompanied by the administrator or the administrator's designee and the resident may be required to notify the administrator or the administrator's designee of any intent to leave, his or her intended destination, and the probable time of his or her return to the center.</p>	<p><i>WAC 110-145-1305 What definitions do I need to know to understand this chapter?</i> "Semi-secure crisis residential center" means a licensed facility open 24 hours a day, seven days a week that provides temporary residential placement, assessment and services for runaway youth and youth in conflict with their family or in need of emergency placement.</p>
<p><i>RCW 74.15.190 Authority of Indian tribes to license agencies within reservations—Placement of children.</i> (1)(a) The state of Washington recognizes the authority of Indian tribes within the state to license agencies, located within the boundaries of a federally recognized Indian reservation, to receive children for control, care, and maintenance outside their own homes, or to place, receive, arrange the placement of, or assist in the placement of children for foster care or adoption.</p>	<p><i>WAC 110-145-1385 When may I be certified to provide care to children?</i> (1) When you meet the licensing requirements, you may apply to us through the licensing provider portal for certification of your facility, rather than a license, if the following conditions apply: (a) You are exempt from needing a license under chapter 74.15 RCW, and you wish to serve department-funded children; or</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(b) The state of Washington recognizes the ability of the Indian tribes within the state to enter into agreements with the state to license agencies located on or near the federally recognized Indian reservation or, for those federally recognized tribes that do not have a reservation, then on or near the federally designated service delivery area, to receive children for control, care, and maintenance outside their own homes, or to place, receive, arrange the placement of, or assist in the placement of children for foster care.</p> <p>(c) The department and state licensed child-placing agencies may place children in tribally licensed facilities if the requirements of</p> <p>*RCW 74.15.030 (2)(b) and (3) and supporting rules are satisfied before placing the children in such facilities by the department or any state licensed child-placing agency.</p> <p>(2) The department may enter into written agreements with Indian tribes within the state to define the terms under which the tribe may license agencies pursuant to subsection (1) of this section. The agreements shall include a definition of what are the geographic boundaries of the tribe for the purposes of licensing and may include locations on or near the federally recognized Indian reservation or, for those federally recognized tribes that do not have a reservation, then on or near the federally designated service delivery area.</p> <p>(3) The department and its employees are immune from civil liability for damages arising from the conduct of agencies licensed by a tribe.</p>	<p>(b) You are licensed by authority of an Indian tribe within the state under RCW 74.15.190.</p>
<p><i>RCW 74.15.200 Child abuse and neglect prevention training to parents and day care providers.</i></p> <p>The department shall have primary responsibility for providing child abuse and neglect prevention training to parents and licensed child day care providers of preschool age children participating in day care programs meeting the requirements of chapter 74.15 RCW. The department may limit training under this section to trainers' workshops and curriculum development using existing resources.</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p><i>RCW 74.15.210 Community facility—Service provider must report juvenile infractions or violations—Violations by service provider—Secretary’s duties—Rules.</i></p> <p>(1) Whenever the secretary contracts with a service provider to operate a community facility, the contract shall include a requirement that each service provider must report to the department any known infraction or violation of conditions committed by any juvenile under its supervision. The report must be made immediately upon learning of serious infractions or violations and within twenty-four hours for other infractions or violations.</p> <p>(2) The secretary shall adopt rules to implement and enforce the provisions of this section. The rules shall contain a schedule of monetary penalties not to exceed the total compensation set forth in the contract, and include provisions that allow the secretary to terminate all contracts with a service provider that has violations of this section and the rules adopted under this section.</p> <p>(3) The secretary shall document in writing all violations of this section and the rules adopted under this section, penalties, actions by the department to remove juveniles from a community facility, and contract terminations. The department shall give great weight to a service provider's record of violations, penalties, actions by the department to remove juveniles from a community facility, and contract terminations in determining to execute, renew, or renegotiate a contract with a service provider.</p>	<p>No 110-145 WAC identified. (Contracts)</p>
<p><i>RCW 74.15.230 Responsible living skills—Established—Requirements.</i></p> <p>The secretary shall establish responsible living skills programs that provide no more than seventy-five beds across the state and may establish responsible living skills programs by contract, within funds appropriated by the legislature specifically for this purpose. Responsible living skills programs shall have the following:</p> <p>(1) A license issued by the secretary;</p>	<p><i>WAC 110-145-1300 What is the purpose of this chapter?</i></p> <p>... (2) These separately licensed programs may provide specialized services such as day treatment services, services to pregnant and parenting youth (maternity services), HOPE beds, responsible living skills programs, and services to medically fragile children, and children with intellectual and developmental disabilities. You must hold a group care license</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(2) A professional with a master's degree in counseling, social work, or related field and at least one year of experience working with street youth available to serve residents or a bachelor of arts degree in social work or a related field and five years of experience working with street youth. The professional shall provide counseling services and interface with other relevant resources and systems to prepare the minor for adult living. Preference shall be given to those professionals cross-credentialed in mental health and chemical dependency;</p> <p>(3) Staff trained in development needs of older adolescents eligible to participate in responsible living skills programs as determined by the secretary;</p> <p>(4) Transitional living services and a therapeutic model of service delivery that provides necessary program supervision of residents and at the same time includes a philosophy, program structure, and treatment planning that emphasizes achievement of competency in independent living skills. Independent living skills include achieving basic educational requirements such as a high school equivalency certificate as provided in RCW 28B.50.536, enrollment in vocational and technical training programs offered at the community and vocational colleges, obtaining and maintaining employment; accomplishing basic life skills such as money management, nutrition, preparing meals, and cleaning house. A baseline skill level in ability to function productively and independently shall be determined at entry. Performance shall be measured and must demonstrate improvement from involvement in the program. Each resident shall have a plan for achieving independent living skills by the time the resident leaves the placement. The plan shall be written within the first thirty days of placement and reviewed every ninety days. A resident who fails to consistently adhere to the elements of the plan shall be subject to reassessment by the professional staff</p>	<p>to provide the specialized services outlined in this chapter. These services can be provided through your own program or by using community resources.</p> <p><i>WAC 110-145-1480 What are the general ratios of staff to children under care?</i></p> <p>... (8) Children must be supervised during sleeping hours by at least one awake staff when:</p> <p>(a) There are more than six children in care; and</p> <p>(b) The major focus of the program is behavioral rather than the development of independent living skills such as a teen parent program or responsible living skills program; or</p> <p>(c) The behavior of at least one of the youth poses a risk to self or others. ...</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>of the program and may be placed outside the program; and</p> <p>(5) A data collection system that measures outcomes for the population served, and enables research and evaluation that can be used for future program development and service delivery. Data collection systems must have confidentiality rules and protocols developed by the secretary.</p> <p>(6) The department shall not award contracts for the operation of responsible living skills programs until HOPE center beds are operational.</p> <p><i>RCW 74.15.240 Responsible living skills—Eligibility.</i> To be eligible for placement in a responsible living skills program, the minor must be dependent under chapter 13.34 RCW and must have lived in a HOPE center or in a secure crisis residential center. However, if the minor's caseworker determines that placement in a responsible living skills program would be the most appropriate placement given the minor's current circumstances, prior residence in a HOPE center or secure crisis residential center before placement in a responsible living program is not required. Responsible living skills [skill] centers are intended as a placement alternative for dependent youth that the department chooses for the youth because no other services or alternative placements have been successful. Responsible living skills [skill] centers are not for dependent youth whose permanency plan includes return to home or family reunification.</p>	
<p>HOPE centers. <i>74.15.250 HOPE centers—Responsible living skills programs—Licensing authority—Rules.</i> The secretary is authorized to license HOPE centers and responsible living skills programs that meet statutory and rule requirements created by the secretary. The secretary is authorized to develop rules necessary to carry out the provisions of sections 10 through 26, chapter 267, Laws of 1999. The secretary may rely upon existing licensing provisions in development of licensing requirements for HOPE centers and responsible living skills</p>	<p>HOPE centers. <i>WAC 110-145-1300 What is the purpose of this chapter?</i> ... (2) These separately licensed programs may provide specialized services such as day treatment services, services to pregnant and parenting youth (maternity services), HOPE beds, responsible living skills programs, and services to medically fragile children, and children with intellectual and developmental disabilities. You must hold a group care license to provide the specialized services outlined in</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>programs, as are appropriate to carry out the intent of sections 10 through 26, chapter 267, Laws of 1999. HOPE centers and responsible living skills programs shall be required to adhere to departmental regulations prohibiting the use of alcohol, tobacco, controlled substances, violence, and sexual activity between residents.</p> <p><i>RCW 43.185C.315 Youth services—HOPE centers—Establishment—Requirements.</i></p> <p>(1) The department shall establish HOPE centers across the state and may establish HOPE centers by contract, within funds appropriated by the legislature specifically for this purpose. HOPE centers shall be operated in a manner to reasonably assure that street youth placed there will not run away. Pursuant to rules established by the facility administrator, residents may come and go from the facility at reasonable hours such that no residents are free to come and go at all hours of the day and night. The facility administrator, where appropriate, may condition a resident's leaving the facility upon the resident being accompanied by the administrator or the administrator's designee and the resident may be required to notify the administrator or the administrator's designee of any intent to leave, his or her intended destination, and the probable time of his or her return to the HOPE center. Any street youth who runs away from a HOPE center shall not be readmitted unless specifically authorized by the street youth's placement and liaison specialist, and the placement and liaison specialist shall document with specific factual findings an appropriate basis for readmitting any street youth to a HOPE center. HOPE centers are required to have the following:</p> <p>(a) A license issued by the department of children, youth, and families, including staff who meet licensing qualifications;</p> <p>(b) A case manager who may be a contractual or a part-time employee, but must be available to work with street youth in a HOPE center at a ratio of one to every fifteen youth staying in a HOPE center. This</p>	<p>this chapter. These services can be provided through your own program or by using community resources.</p> <p><i>WAC 110-145-2025 May services I provide at my emergency respite center substitute for other types of care?</i></p> <p>(1) The services provided by an emergency respite center may not substitute for those provided by:</p> <p>(a) Crisis residential centers;</p> <p>(b) HOPE centers; or</p> <p>(c) Any other services required under chapter 13.32A (family reconciliation services) RCW or chapter 13.34 RCW (Juvenile court act).</p> <p><i>WAC 110-145-2025 May services I provide at my emergency respite center substitute for other types of care?</i></p> <p>(1) The purpose of the resource and assessment center is to provide short-term emergency and crisis care for children who are:</p> <p>(a) Removed from their parent's or guardian's care due to suspected abuse or neglect; and</p> <p>(b) In immediate need of health care or social services.</p> <p>(2) Services provided by a center may not substitute for a crisis residential center, Hope center, or any other services required under chapter 13.32A, Family reconciliation services, or 13.34 RCW, Child welfare.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>case manager shall be known as a placement and liaison specialist. Preference shall be given to those case managers who have experience working with adolescents and are cross-credentialed in mental health and chemical dependency. The placement and liaison specialist shall:</p> <ul style="list-style-type: none"> (i) Conduct an assessment of the street youth that includes a determination of the street youth's legal status regarding residential placement; (ii) Facilitate the street youth's return to his or her legally authorized residence at the earliest possible date or initiate processes to arrange legally authorized appropriate placement. Any street youth who may meet the definition of dependent child under RCW 13.34.030 must be referred to the department of children, youth, and families. The department of children, youth, and families shall determine whether a dependency petition should be filed under chapter 13.34 RCW. A shelter care hearing must be held within seventy-two hours to authorize out-of-home placement for any youth the department of children, youth, and families determines is appropriate for out-of-home placement under chapter 13.34 RCW. All of the provisions of chapter 13.32A RCW must be followed for children in need of services or at-risk youth; (iii) Interface with other relevant resources and system representatives to secure long-term residential placement and other needed services for the street youth; (iv) Be assigned immediately to each youth and meet with the youth within eight hours of the youth receiving HOPE center services; (v) Facilitate a physical examination of any street youth who has not seen a physician within one year prior to residence at a HOPE center and facilitate evaluation by a county-designated mental health professional, a chemical dependency specialist, or both if appropriate; and (vi) Arrange an educational assessment to measure the street youth's competency level in reading, writing, and basic mathematics, and that will measure learning disabilities or special needs; 	

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(c) Staff trained in development needs of street youth as determined by the department, including but not limited to an on-site program manager who must work with the placement and liaison specialist to provide appropriate services on-site;</p> <p>(d) A data collection system that measures outcomes for the population served, and enables research and evaluation that can be used for future program development and service delivery. Data collection systems must have confidentiality rules and protocols developed by the department;</p> <p>(e) Notification requirements that meet the notification requirements of chapter 13.32A RCW. The youth's arrival date and time must be logged at intake by HOPE center staff. The staff must immediately notify law enforcement and dependency caseworkers if a street youth runs away from a HOPE center. A child may be transferred to a secure facility as defined in RCW 13.32A.030 whenever the staff reasonably believes that a street youth is likely to leave the HOPE center and not return after full consideration of the factors set forth in RCW 43.185C.290(2)(a) (i) and (ii). The street youth's temporary placement in the HOPE center must be authorized by the court or the secretary of the department of children, youth, and families if the youth is a dependent of the state under chapter 13.34 RCW or the department of children, youth, and families is responsible for the youth under chapter 13.32A RCW, or by the youth's parent or legal custodian, until such time as the parent can retrieve the youth who is returning to home;</p> <p>(f) HOPE centers must identify to the department of children, youth, and families any street youth it serves who is not returning promptly to home. The department of children, youth, and families then must contact the missing children's clearinghouse identified in chapter 13.60 RCW and either report the youth's location or report that the youth is the subject of a dependency action and the parent should receive notice from the department of children, youth, and families; and</p>	

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(g) Services that provide counseling and education to the street youth.</p> <p>(2) The department shall award contracts for the operation of HOPE center beds with the goal of facilitating the coordination of services provided for youth by such programs and those services provided by secure and semi-secure crisis residential centers.</p> <p>(3) Subject to funds appropriated for this purpose, the department must incrementally increase the number of available HOPE beds by at least seventeen beds in fiscal year 2017, at least seventeen beds in fiscal year 2018, and at least seventeen beds in fiscal year 2019, such that by July 1, 2019, seventy-five HOPE beds are established and operated throughout the state as set forth in subsection (1) of this section.</p> <p>(4) Subject to funds appropriated for this purpose, the beds available in HOPE centers shall be increased incrementally. The additional capacity shall be distributed around the state based upon need and, to the extent feasible, shall be geographically situated so that HOPE beds are available across the state. In determining the need for increased numbers of HOPE beds in a particular county or counties, one of the considerations should be the volume of truancy petitions filed there.</p>	
<p><i>RCW 74.15.255 Secure or semi-secure crisis residential centers and HOPE centers— Collaboration—Colocation—Requirement for licensing.</i></p> <p>(1)(a) Within available funds appropriated for this purpose, the department shall contract for a continuum of short-term stabilization services pursuant to RCW 13.32A.030 and * 74.15.220. The department shall collaborate with service providers in a manner that allows secure and semi-secure crisis residential centers and HOPE centers to be located in a geographically representative manner and to facilitate the coordination of services provided for youth by such programs. To achieve efficiencies and increase utilization, the department</p>	

RCW requirement	WAC 110-145 Group care licensing requirements
<p>shall allow the colocation of these centers in the same building or structure, except that a youth may not be placed in a secure facility or the secure portion of a colocated facility except as specifically authorized by chapter 13.32A RCW. The department shall allow the colocation of these centers only if the entity operating the facility agrees to designate a particular number of beds to each type of center that is located within the building or structure. The beds so designated must be used only to serve the eligible youth in the program or center for which they are designated.</p> <p>(b) The department shall adopt rules to allow the licensing of colocated facilities that include any combination of secure or semi-secure crisis residential centers as defined in RCW 13.32A.030, or HOPE centers as defined in RCW 74.15.020. Such rules may provide for flexible payment structures, center specific licensing waivers, or other appropriate methods to increase utilization and provide flexibility, while continuing to meet the statutory goals of the programs. The rules shall provide that a condition of being licensed as a colocated facility is that the contracting entity must designate a particular number of beds in the colocated facility to each type of center that is located within the building or structure. The beds so designated must be used only to serve the eligible youth in the program or center for which they are designated.</p> <p>(2) The department shall require that to be licensed or continue to be licensed as a secure or semi-secure crisis residential center or HOPE center that the center has on staff, or otherwise has access to, a person who has been trained to work with the needs of sexually exploited children. For purposes of this subsection, "sexually exploited child" means that person as defined in **RCW 13.32A.030(17).</p>	
<p>Emergency respite centers <i>RCW 74.15.280 Emergency respite centers—Licensing—Rules.</i> The secretary is authorized to license emergency respite centers. The department may adopt rules to</p>	<p>Emergency respite centers <i>WAC 110-145-2000 Can my emergency respite center have more than one type of license?</i> If you are licensed by LD as an emergency respite center, you may also be licensed as a</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>specify licensing requirements for emergency respite centers.</p>	<p>child care center under the provisions of chapter 110-300 WAC. You must meet the requirements for both licenses and have written department approval to hold dual licenses.</p> <p><i>WAC 110-145-2005 What are the required ratios of staff to children in ERC?</i></p> <p>(1) At all times, emergency respite centers must have the following minimum staffing ratios:</p> <p>(a) At least two staff on duty when children are present; and</p> <p>(b) One direct care staff providing visual or auditory supervision for every four children in care.</p> <p>(2) The director, program manager, or case manager at an emergency respite center must normally be on the premises during daytime hours when children are in care.</p> <p>(3) If temporarily absent (for two hours or less) from the center, the director and program manager must leave a competent, designated staff person in charge. This person must meet the qualifications of a direct care staff person.</p> <p>(4) During evening, overnight, and weekend shifts, at least one of the staff on the premises must be a direct care worker when children are present. The other staff may be an assistant. The director, program manager, or case manager must be on-call and able to respond by telephone within fifteen minutes.</p> <p><i>WAC 110-145-2010 What are the residents served at my emergency respite center?</i></p> <p>(1) An emergency respite center may provide care for:</p> <p>(a) Children from birth through seventeen years; and</p> <p>(b) Persons eighteen through twenty years of age when the person has intellectual and developmental disabilities and admitted with a sibling who is under eighteen.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p><i>WAC 110-145-2015 Who may place children at my emergency respite center?</i> A parent or legal guardian of a child may voluntarily place a child in an emergency respite center to prevent abuse and neglect for up to seventy-two hours.</p> <p><i>WAC 110-145-2020 What information must I obtain before accepting a child for care at my emergency respite center?</i> (1) Before accepting a child for care at an emergency respite center you must obtain the following: (a) Permission from the child's parent or guardian authorizing placement and emergency medical care or surgery on behalf of the child; (b) Basic family information, including address, telephone numbers, and emergency contacts; and (c) Basic medical information, including current medication, known allergies, and at risk behaviors of the child.</p> <p><i>WAC 110-145-2025 May services I provide at my emergency respite center substitute for other types of care?</i> (1) The services provided by an emergency respite center may not substitute for those provided by: (a) Crisis residential centers; (b) HOPE centers; or (c) Any other services required under chapter 13.32A (family reconciliation services) RCW or chapter 13.34 RCW (Juvenile court act).</p> <p><i>WAC 110-145-2030 Are there additional bed requirements at my emergency respite center?</i> (1) If a cot is used as a bed you must ensure the child's cot is:</p>

RCW requirement	WAC 110-145 Group care licensing requirements
	<p>(a) Sufficient in length and width, constructed to provide adequate comfort for the child to sleep; and</p> <p>(b) Is made of material that can be cleaned with a detergent solution, disinfected, and allowed to dry.</p> <p><i>WAC 110-145-1460 What are the duties and qualifications for case management consultants?</i></p> <p>... (6) In addition to the requirements in this section, a case management consultant working in an emergency respite center must have training and experience in early childhood education.</p> <p><i>WAC 110-145-1480 What are the general ratios of staff to children under care?</i></p> <p>... (2) If you provide care as a ... emergency respite center..., you must have at least one case manager for every 15 children in care. ...</p> <p><i>WAC 110-145-1575 What are the requirements for outdoor recreation areas?</i></p> <p>... (2) If you are ... or an emergency respite center you must have an outdoor recreation area that is suitable for the number of children you are serving. If not all the children are using the outdoor recreation area at the same time, you may reduce the size to the number of children normally using the area at one time.</p> <p>...</p> <p><i>WAC 110-145-1880 When may children take their own medicine?</i></p> <p>... (3) In emergency respite centers, a parent or guardian may provide written approval. ...</p>
<p><i>RCW 74.15.315 Host home program registration.</i></p> <p>(1) A host home program must register with the secretary of state's office. This registration may occur when the secretary of state files articles of incorporation of the host home program under chapter 24.03A RCW.</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(2) The host home program registration must include a notarized statement by the host home program that it meets all of the requirements set out in RCW 74.15.020(2)(o).</p> <p>(3) The secretary of state has no duty to confirm that a host home program is meeting its statutory requirements. A filing under this section does not imply an endorsement by the secretary of state.</p> <p>(4) The secretary of state may adopt rules necessary to carry out its duties under this section.</p>	
<p><i>RCW 74.15.325 Residential private schools—Licensing—Rule making (effective July 1, 2025).</i></p> <p>(1)(a) The department shall license the living accommodations provided by residential private schools as defined in RCW 74.15.020. Accommodations include all areas and school operations that are intended to allow enrolled students to eat, sleep, bathe, recreate, or otherwise reside.</p> <p>(b) A residential private school is exempt from the licensing requirements of (a) of this subsection if:</p> <p>(i) The residential private school is accredited by an accrediting body approved by the state board of education in accordance with accreditation standards and procedures established by the state board of education under RCW 28A.305.130; and</p> <p>(ii) The accreditation covers the student living accommodations including examination of comparable criteria as listed in subsection (2) of this section as determined by the state board of education in consultation with the department.</p> <p>(2) The department shall engage in negotiated rule making pursuant to RCW 34.05.310(2)(a) with the state board of education and other affected interests to adopt minimum health and safety rules to implement this section. Rules must address the needs of children and youth during noninstructional hours, including but not limited to space allotted to each child or youth for sleeping, developmentally appropriate privacy requirements, personal storage, nutritional needs, cleanliness and hygiene of living quarters, social-emotional well-being during noninstructional hours, health and wellness</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
accommodations, compliance with the Americans with disabilities act, and physical safety.	

On the following pages, additional RCWs related to Crisis Residential Centers are listed in the left column. If there is an associated rule in chapter 110-145 WAC, that rule is listed in the column on the right. There may be room for negotiation in these WAC. (The red text is used only to make it easier to see where the language is similar between the RCW and the WAC.)

Crisis residential centers

Crisis residential centers

<p><i>RCW 74.15.255 Secure or semi-secure crisis residential centers and HOPE centers— Collaboration—Colocation—Requirement for licensing.</i></p> <p>(1)(a) Within available funds appropriated for this purpose, the department shall contract for a continuum of short-term stabilization services pursuant to RCW 13.32A.030 and * 74.15.220. The department shall collaborate with service providers in a manner that allows secure and semi-secure crisis residential centers and HOPE centers to be located in a geographically representative manner and to facilitate the coordination of services provided for youth by such programs. To achieve efficiencies and increase utilization, the department shall allow the colocation of these centers in the same building or structure, except that a youth may not be placed in a secure facility or the secure portion of a colocated facility except as specifically authorized by chapter 13.32A RCW. The department shall allow the colocation of these centers only if the entity operating the facility agrees to designate a particular number of beds to each type of center that is located within the building or structure. The beds so designated must be used only to serve the eligible youth in the program or center for which they are designated.</p> <p>(b) The department shall adopt rules to allow the licensing of colocated facilities that include any combination of secure or semi-secure crisis residential centers as defined in RCW 13.32A.030, or HOPE centers as defined in RCW 74.15.020. Such rules may provide for flexible payment structures,</p>	<p>No 110-145 WAC identified.</p>
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RCW requirement	WAC 110-145 Group care licensing requirements
<p>center specific licensing waivers, or other appropriate methods to increase utilization and provide flexibility, while continuing to meet the statutory goals of the programs. The rules shall provide that a condition of being licensed as a colocated facility is that the contracting entity must designate a particular number of beds in the colocated facility to each type of center that is located within the building or structure. The beds so designated must be used only to serve the eligible youth in the program or center for which they are designated.</p> <p>(2) The department shall require that to be licensed or continue to be licensed as a secure or semi-secure crisis residential center or HOPE center that the center has on staff, or otherwise has access to, a person who has been trained to work with the needs of sexually exploited children. For purposes of this subsection, "sexually exploited child" means that person as defined in **RCW 13.32A.030(17).</p>	
<p><i>RCW 43.185C.260 Youth services—Officer taking child into custody—Authorization—Duration of custody—Transporting—Report on suspected abuse of neglect.</i></p> <p>... (3) If a law enforcement officer takes a child into custody pursuant to either subsection (1)(a) or (b) of this section and transports the child to a crisis residential center, the officer shall, within twenty-four hours of delivering the child to the center, provide to the center a written report detailing the reasons the officer took the child into custody. The center shall provide the department of children, youth, and families with a copy of the officer's report if the youth is in the care of or receiving services from the department of children, youth, and families.</p> <p>(4) If the law enforcement officer who initially takes the juvenile into custody or the staff of the crisis residential center have reasonable cause to believe that the child is absent from home because he or she is abused or neglected, a report shall be made immediately to the department of children, youth, and families.</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(5) Nothing in this section affects the authority of any political subdivision to make regulations concerning the conduct of minors in public places by ordinance or other local law. ...</p>	
<p><i>RCW 43.185C.295 Youth services—Crisis residential centers—Establishment—Staff—Duties—Semi-secure facilities—Secure facilities.</i></p> <p>(1) The department shall establish, through performance-based contracts with private or public vendors, regional crisis residential centers with semi-secure facilities. These facilities shall be structured group care facilities licensed under rules adopted by the department of social and health services and shall have an average of at least four adult staff members and in no event less than three adult staff members to every eight children.</p> <p>(2) Crisis residential centers must record client information into a homeless management information system specified by the department.</p> <p>(3) Within available funds appropriated for this purpose, the department shall establish, through performance-based contracts with private or public vendors, regional crisis residential centers with secure facilities. These facilities shall be facilities licensed under rules adopted by the department of social and health services. These centers may also include semi-secure facilities and to such extent shall be subject to subsection (1) of this section.</p> <p>(4) The department shall, in addition to the facilities established under subsections (1) and (2) of this section, establish additional crisis residential centers pursuant to performance-based contracts with licensed private group care facilities.</p> <p>(5) The department is authorized to allow contracting entities to include a combination of secure or semi-secure crisis residential centers as defined in RCW 13.32A.030 and/or HOPE centers pursuant to RCW 43.185C.315 in the same building or structure. The department of social and health services shall permit the colocation of these centers only if the entity operating the facility agrees to designate a particular number of beds to each type</p>	<p><i>WAC 110-145-1890 What type of crisis residential center (CRC) facilities may be licensed?</i></p> <p>(1) You may be licensed as a semi-secure CRC or a secure CRC.</p> <p>(2) Semi-secure CRCs are not locked facilities, but are operated in a way that reasonably assures that youth placed there will not run away. Regular CRCs are also known as semi-secure CRCs, as referred to in RCW 13.32A.030(16).</p> <p>(3) A secure CRC is designed and operated to prevent a youth from leaving without permission of the staff, as referred to in RCW 13.32A.030(15).</p> <p><i>WAC 110-145-1910 What are the ratio requirements of staff to youth in crisis residential centers?</i></p> <p>(1) Semi-secure CRCs</p> <p>(a) At all times, you must have at least one direct care staff on duty and must maintain a staffing ratio of one staff for every four youth in care when youth are present.</p> <p>(b) During waking hours of youth, you must have at least two awake direct care staff on duty when youth are present.</p> <p>(c) During sleeping hours of youth, at least one of your staff must be awake. One or more additional (back-up) staff must be on the premises during sleeping hours to maintain staffing ratios. Under extraordinary circumstances, the DLR director may approve an alternative back-up plan.</p> <p>(2) Secure CRCs</p> <p>(a) At all times (including sleeping hours), you must have at least two staff on duty when youth are present.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>of center that is located within the building or structure.</p> <p>(6) The staff at the facilities established under this section shall be trained so that they may effectively counsel juveniles admitted to the centers, provide treatment, supervision, and structure to the juveniles that recognize the need for support and the varying circumstances that cause children to leave their families, and carry out the responsibilities stated in RCW 43.185C.280.</p> <p>(7) The secure facilities located within crisis residential centers shall be operated to conform with the definition in RCW 13.32A.030. The facilities shall have an average of no less than one adult staff member to every ten children. The staffing ratio shall continue to ensure the safety of the children.</p> <p>...</p>	<p>(b) At all times, secure crisis residential centers not colocated with a detention center must have at least one youth care staff on duty for every three youth in care.</p> <p>(c) At all times, secure crisis residential centers that are located in the same facility as a detention center must have at least one awake youth care staff on duty for every four youth in care.</p> <p>NOTE: The staff:child ratio in the RCW 43.185C.295 and WAC 110-145-1910 don't align.</p>
<p><i>RCW 43.185C.300 Youth services—Secure facilities—Limit on reimbursement or compensation.</i></p> <p>No contract may provide reimbursement or compensation to:</p> <p>(1) A secure facility located in a juvenile detention center for any service delivered or provided to a resident child after five consecutive days of residence; or</p> <p>(2) A secure facility not located in a juvenile detention center or a semi-secure crisis residential center facility for any service delivered or provided to a resident child after fifteen consecutive days of residence.</p>	<p>No 110-145 WAC identified. (Contracts)</p>
<p><i>RCW 43.185C.305 Youth services—Crisis residential centers—Removal from—Services available—Unauthorized leave.</i></p> <p>(1) If a resident of a crisis residential center becomes by his or her behavior disruptive to the facility's program, such resident may be immediately removed to a separate area within the facility and counseled on an individual basis until such time as the child regains his or her composure. The department may set rules and regulations establishing additional procedures for dealing with severely disruptive children on the premises.</p>	<p><i>WAC 110-145-1955 What intervention services must I provide or arrange for at a CRC?</i></p> <p>(1) You must provide a safe environment that supports the reduction of high risk behaviors and an increase of stable behaviors of the youth.</p> <p>(2) You must also provide or arrange, at a minimum, the following services:</p> <p>(a) Assessment of the family in order to develop a treatment plan for the youth;</p> <p>(b) Family counseling focused on communication skills development and problem solving;</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>(2) When the juvenile resides in this facility, all services deemed necessary to the juvenile's reentry to normal family life shall be made available to the juvenile as required by chapter 13.32A RCW. In assessing the child and providing these services, the facility staff shall:</p> <p>(a) Interview the juvenile as soon as possible;</p> <p>(b) Contact the juvenile's parents and arrange for a counseling interview with the juvenile and his or her parents as soon as possible;</p> <p>(c) Conduct counseling interviews with the juvenile and his or her parents, to the end that resolution of the child/parent conflict is attained and the child is returned home as soon as possible;</p> <p>(d) Provide additional crisis counseling as needed, to the end that placement of the child in the crisis residential center will be required for the shortest time possible, but not to exceed fifteen consecutive days; and</p> <p>(e) Convene, when appropriate, a multidisciplinary team.</p> <p>(3) Based on the assessments done under subsection (2) of this section the center staff may refer any child who, as the result of a mental or emotional disorder, or intoxication by alcohol or other drugs, is suicidal, seriously assaultive, or seriously destructive toward others, or otherwise similarly evidences an immediate need for emergency medical evaluation and possible care, for evaluation pursuant to chapter 71.34 RCW or to a designated crisis responder pursuant to chapter 71.05 RCW whenever such action is deemed appropriate and consistent with law. Provide additional crisis counseling as needed, to the end that placement of</p> <p>(4) A juvenile taking unauthorized leave from a facility shall be apprehended and returned to it by law enforcement officers or other persons designated as having this authority as provided in RCW 43.185C.260. If returned to the facility after having taken unauthorized leave for a period of more than twenty-four hours a juvenile shall be supervised by such a facility for a period, pursuant</p>	<p>(c) Individual and/or group counseling;</p> <p>(d) School participation;</p> <p>(e) Safety and transition plans to address the youth's high risk behaviors; and</p> <p>(f) Referrals to transition the family to community-based support services.</p> <p>(3) Intervention services must be documented, in writing, in the youth's case record.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>to this chapter, which, unless where otherwise provided, may not exceed fifteen consecutive days. Costs of housing juveniles admitted to crisis residential centers shall be assumed by the department for a period not to exceed fifteen consecutive days.</p>	
<p><i>RCW 43.185C.310 Youth services—Crisis residential centers—Removal to another center or secure facility—Placement in secure juvenile detention facility.</i></p> <p>(1) A child taken into custody and taken to a crisis residential center established pursuant to RCW 43.185C.295 may, if the center is unable to provide appropriate treatment, supervision, and structure to the child, be taken at department expense to another crisis residential center, the nearest regional secure crisis residential center, or a secure facility with which it is collocated under RCW 43.185C.295. Placement in both locations shall not exceed fifteen consecutive days from the point of intake as provided in RCW 43.185C.290.</p> <p>(2) A child taken into custody and taken to a crisis residential center established by this chapter may be placed physically by the department of social and health services' designee and, at their departmental expense and approval, in a secure juvenile detention facility operated by the county in which the center is located for a maximum of forty-eight hours, including Saturdays, Sundays, and holidays, if the child has taken unauthorized leave from the center and the person in charge of the center determines that the center cannot provide supervision and structure adequate to ensure that the child will not again take unauthorized leave. Juveniles placed in such a facility pursuant to this section may not, to the extent possible, come in contact with alleged or convicted juvenile or adult offenders.</p> <p>(3) Any child placed in secure detention pursuant to this section shall, during the period of confinement, be provided with appropriate treatment by the department of social and health services or the department's designee, which shall include the</p>	<p><i>WAC 110-145-1950 How is a youth transferred from one type of CRC to another CRC?</i></p> <p>(1) After deciding that a youth needs to be transferred from one type of CRC to another, you must take the following steps:</p> <ul style="list-style-type: none"> (a) Obtain the department's agreement with the transfer decision; (b) Communicate with the CRC where the youth is being relocated; (c) Make sure that space for the youth is available to support the transfer; (d) Assure mutual agreement with the transfer decision; and (e) Document all communication related to the transfer into the youth's file. <p>(2) You must also establish and maintain transfer procedures.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p>services defined in RCW 43.185C.305(2). If the child placed in secure detention is not returned home or if an alternative living arrangement agreeable to the parent and the child is not made within twenty-four hours after the child's admission, the child shall be taken at the department's expense to a crisis residential center. Placement in the crisis residential center or centers plus placement in juvenile detention shall not exceed five consecutive days from the point of intake as provided in RCW 43.185C.290.</p> <p>(4) Juvenile detention facilities used pursuant to this section shall first be certified by the department of social and health services to ensure that juveniles placed in the facility pursuant to this section are provided with living conditions suitable to the well-being of the child. Where space is available, juvenile courts, when certified by the department of social and health services to do so, shall provide secure placement for juveniles pursuant to this section, at department expense.</p>	
<p>No RCWs identified</p>	<p><i>WAC 110-145-1895 What hours must I be available to receive youth?</i> <i>WAC 110-145-1900 What residents are admitted to a semi-secure CRC?</i> <i>WAC 110-145-1905 What residents are admitted to a secure CRC?</i> <i>WAC 110-145-1915 What are the requirements for secure CRCs?</i> <i>WAC 110-145-1920 What are additional physical requirements for secure CRCs?</i> <i>WAC 110-145-1960 What additional recordkeeping is required for all CRCs?</i></p>
<p><i>RCW 43.185C. 320 Youth services—HOPE centers—Eligibility—Minors.</i> To be eligible for placement in a HOPE center, a minor must be either a street youth, as that term is defined in this chapter, or a youth who, without placement in a HOPE center, will continue to participate in increasingly risky behavior, including truancy. Youth may also self-refer to a HOPE center.</p>	<p>No 110-145 WAC identified.</p>

RCW requirement	WAC 110-145 Group care licensing requirements
<p><i>RCW 43.185C.325 Youth services—HOPE centers—Responsible living skills programs—Grant proposals—Technical assistance.</i></p> <p>The department shall provide technical assistance in preparation of grant proposals for HOPE centers and responsible living skills programs to nonprofit organizations unfamiliar with and inexperienced in submission of requests for proposals to the department.</p>	<p>No 110-145 WAC identified. (Contracts)</p>
<p><i>RCW 43.185C.330 Youth services—HOPE centers—Responsible living skills programs—Awarding contracts.</i></p> <p>The department shall consider prioritizing, on an ongoing basis, the awarding of contracts for HOPE centers and responsible living skills programs to providers who have not traditionally been awarded contracts with the department.</p>	<p>No 110-145 WAC identified. (Contracts)</p>

NRM Group Care Engagement

List of Group Care NRM Meetings	
Meeting	Frequency
Communications	Weekly
Lived Experience Youth	Bi-weekly
Lived Experience Parents	Bi-weekly
Group Care NRM Representatives	Bi-weekly
Research Policy Operations	Bi-weekly
Public Consulting Group (PCG) Check-ins	Bi-weekly
Training Development	Bi-weekly
Tribal Engagement	Monthly
Licensing Division Leadership	Monthly
Contracts	Monthly
Steering Committee	Bi-monthly
Fiscal	Quarterly

4.12 Referrals & Transitions

Referrals & Transitions Hospitals MOU Memo, WSHA



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

October 5, 2023

Washington State Hospital Association
999 Third Avenue
Suite 1400
Seattle, WA 98104
info@wsha.org

To: Washington State Hospital Association,

The purpose of this correspondence is to request that your agency inform all Washington state hospitals, that the Department of Children, Youth, and Families (DCYF) wants to partner with hospitals to address the safe and appropriate discharge of children and youth who are experiencing challenges with discharging. The vehicle for partnership is via a Memorandum of Understanding (MOU) (attached), with opportunities to negotiate hospital roles and responsibilities. Please, announce the information in your bulletin and on your website.

To request a MOU with DCYF, please reach out to the DCYF liaison in your area.

Region	Name	E-mail	Phone
1	Jessica Curry	jessica.curry@dcyf.wa.gov	(509) 953-1414
2	Kevin Sharp-Smith	kevin.sharp-smith@dcyf.wa.gov	(509) 578-9248
3	Debra Applin	debra.applin@dcyf.wa.gov	(425) 417-2057
4	Karen Rall	karen.rall@dcyf.wa.gov	(206) 348-4367
5	Laura Thompson Anita Teeter	laura.thompson@dcyf.wa.gov anita.teeter@dcyf.wa.gov	(360) 979-8851 (360) 999-0890
6	Mandy Huber	amanda.huber@dcyf.wa.gov	(360) 669-9776
HQ	Angela Pelfrey	angela.pelfrey@dcyf.wa.gov	(509) 818-7896

Should you have any questions or concerns please contact me, Angela Pelfrey via email, angela.pelfrey@DCYF.WA.GOV or by phone at 509-818-7896.

Practice-improvement/DS-settlement

Sincerely,
Angela Pelfrey, LICSW
Angela Pelfrey, LICSW
Mental Health Program Manager, HQ

By email
cc: Jessica Curry, Kevin Sharp-Smith, Debra Applin, Karen Rall, Laura Thompson, Anita Teeter, Mandy Huber

Referrals & Transitions Training Plan

System Improvement: 4.12 Referrals and Transitions

The D.S. Lawsuit Settlement Agreement identifies the need to improve processes for developing referrals that include youth voice and preference, a process for youth to review their referral information and systems that support wellbeing during placement moves.

The Social & Health Program Consultant will be required to complete the training listed below, which is grouped by area of focus.

- **Youth Narratives, Supports, & Pre-Placement Contact**
 - Motivational Interviewing
 - Provides 20 hours of training in Motivational Interviewing and Advanced Motivational Interviewing.
 - January and February 2024
 - Working with Dependent Adolescents
 - Provides 6 hours of training that covers the core principles of trauma informed care in working with dependent youth and young adults, engaging youth in their case planning and working with caregivers in supporting the youth's educational success, permanency, progress to independence and well-being.
 - Virtual webinar to be scheduled.
- **Culturally responsive**
 - Cultural Competence: Understanding Implicit Bias and the Impact of Racial Stereotyping
 - 6 hours of training aimed to challenge participants to examine implicit bias, stereotype threat and its effect on cross cultural relationships and ethnic/racial identity development.
 - Webinar January 26th 9-3pm and March 20th 9-3pm
- **Trauma and Healing Informed Care**
 - Trauma Informed Engagement
 - 6-hour course applying lessons from trauma studies to child welfare practice for children, youth, and adults. This training will provide strategies for understanding and identifying trauma-based needs. Participants will learn, practice, and commit to trauma informed

engagement strategies, utilizing themes of empowerment, advocacy, and building resilience in children, youth, and adults.

- Virtual webinar to be scheduled.

- **Facilitation**

- WA State Mediation Tools and Skills

- 16-hour course to teach mediation skills for child welfare practice for children, youth, and adults. This training will provide strategies for mediation. Participants will Explain the nature of conflict and styles of resolving conflict. Identify differences between mediation and negotiation and when to use either approach. Help disputants differentiate between issues and positions. Use meditation techniques like triple questioning, balance of power, etc. Use mediation as part of everyday management/coaching.

- Virtual webinar to be scheduled.

- DCYF Alliance De-escalation for Meeting Facilitators Part 1: Tools

- 1-hour and 30 min course to teach De-escalation skills for child welfare practice for children, youth, and adults. This training will teach a range of prevention behaviors that can keep tense situations from turning into crises. You'll learn about understanding where anger comes from and what it looks like, tools to help others stay calm and communicate what they need, helpful communication strategies for tense situations, acknowledging individual and cultural differences and how they affect communication, and understanding how to manage your own emotional responses to hard situations.

- Virtual webinar to be scheduled.

- DCYF Alliance De-Escalation for Meeting Facilitators Part 2: Managing Safety and Crisis (eLearning)

- 45 min course to teach De-escalation skills and managing safety and crisis for child welfare practice for children, youth, and adults. This training teaches how more effectively manage a situation that has become a crisis and may involve threats to someone's safety. The key insights in this course are identifying a crisis, verbal strategies to help de-escalate situations and managing your own reaction, as well as specific stay-safe strategies and considerations during and after a crisis.

- eLearning

- **LGBTQIA+ affirming**
 - [Supporting LGBTQ+ Children, Youth and Families](#)
 - 3 Hours of Training which focuses on providing information and engaging in conversation about LGBTQ+ children, youth, and families. You will learn about identifying and addressing systemic institutional and personal biases when serving LGBTQ+ children, youth, and families.
 - To be scheduled.

4.13 QRTP

QRTP Training Plan

System Improvement 4.13 Qualified Residential Treatment Program

The DS Lawsuit Settlement requires that qualified individuals be trained on interviewing children and youth, with a specific focus on capturing youth and family voice. The qualified individuals completing in-person QRTP assessments will have training that is culturally responsive, LGBTIA+ affirming, and trauma informed care.

All current and incoming Intensive Resources Program Consultants will be required to complete the training listed below, which is grouped by area of focus.

- **Gathering Youth and Family Voice**
 - Motivational Interviewing
 - Provides 20 hours of training in Motivational Interviewing and Advanced Motivational Interviewing.
 - January and February 2024
 - Working with Dependent Adolescents
 - Provides 6 hours of training that covers the core principles of trauma informed care in working with dependent youth and young adults, engaging youth in their case planning and working with caregivers in supporting the youth's educational success, permanency, progress to independence and well-being.
 - Virtual webinar to be scheduled.

- **Culturally responsive**
 - Racial Microaggressions: Developing Cross Cultural Communication Skills
 - 7 hours of training that will promote common language and understanding of what is meant by cultural competence and the work they need to do to grow their ability to effectively engage across cultures, an understanding of Racial Microaggressions and why they are problematic, and an increased ability to have courageous conversation about difference and to effectively engage racial tension.
 - Virtual webinar to be scheduled.
 - Cultural Competence: Understanding Implicit Bias and the Impact of Racial Stereotyping
 - 6 hours of training aimed to challenge participants to examine implicit bias, stereotype threat and its effect on cross cultural relationships and ethnic/racial identity development.
 - Webinar January 22, 2024, 9-3pm and March 20, 2024, 9-3pm

- **LGBTQIA+ Affirming**
 - Supporting LGBTQ+ Children, Youth and Families
 - 3 hours of training which focuses on providing information and engaging in conversation about LGBTQ+ children, youth, and families. You will learn about identifying and addressing systemic institutional and personal biases when serving LGBTQ+ children, youth, and families.
 - To be scheduled.

- **Trauma and Healing Informed Care**
 - Trauma Informed Engagement
 - 6-hour course applying lessons from trauma studies to child welfare practice for children, youth, and adults. This training will provide strategies for understanding and identifying trauma-based needs. Participants will learn, practice, and commit to trauma informed engagement strategies, utilizing themes of empowerment, advocacy, and building resilience in children, youth, and adults.
 - Virtual webinar to be scheduled.