Chapter 110-147 WAC
LICENSING REQUIREMENTS FOR CHILD PLACING AGENCY AND ADOPTION SERVICES

(Formerly: Chapter 388-147 WAC)

Last Update: 5/30/25

WAC

PURPOSE AND DEFINITIONS

110-147-1300 What is the purpose of this chapter?
110-147-1305 What definitions do I need to know to understand this chapter?

LICENSING PROCESS

110-147-1310 Am I required to have a license to provide care to children?
110-147-1315 When will the department grant me a license?
110-147-1320 How old do I have to be to apply for a license to provide care to children?
110-147-1325 What is required to apply for a CPA license?
110-147-1330 How does the department determine my suitability to become a licensed provider?
110-147-1335 What additional steps must I complete prior to licensing?
110-147-1340 How long do I have to complete the licensing application process?
110-147-1345 What are the roles of the department and the CPA?
110-147-1350 How must I certify a foster home or kinship home for licensing by the department?
110-147-1355 How long is my license valid?
110-147-1360 Who shall have access to my agency?
110-147-1365 Am I required to comply with local ordinances?
110-147-1370 What happens when licensing requirements differ from contract requirements?
110-147-1375 May an agency be issued more than one type of license?
110-147-1380 What must be included in a home study completed by my agency?
110-147-1385 What children may I serve?
110-147-1390 How does the department decide which children will be placed in the homes I certify?
110-147-1395 Do I have to admit or retain all children?
110-147-1400 What do I need to consider in making foster care placements?
110-147-1405 May I share information about the child with the foster parents?

RULE VIOLATIONS AND CORRECTIVE ACTIONS

110-147-1410 Will you license or continue to license me if I violate licensing regulations?
110-147-1415 Are there exceptions made if I do not meet the licensing regulations?
110-147-1420 Can employees, volunteers, and subcontractors be disqualified from having access to the children in my agency?
110-147-1425 What may I do if I disagree with your decision to modify, deny, suspend or revoke my license, or to disqualify my background check?
110-147-1430 How do I appeal the decision of the office of administrative hearings' administrative law judge?
110-147-1435 Can I be issued a probationary license?

STAFF QUALIFICATIONS AND REQUIREMENTS

110-147-1440 Who must I employ at my agency?
110-147-1443 Am I required to follow each child's case plan?
110-147-1445 What are the qualifications of an executive director or administrator?
110-147-1450 What are the qualifications of a program manager?
110-147-1455 What are the requirements of case management staff?
110-147-1460 What are the qualifications for case aide staff?
110-147-1465 If I have health care staff, what are their qualifications?
110-147-1470 Do I need to employ consultants at my agency?
110-147-1475 What are the qualifications for the foster home licensor?
110-147-1480 What additional support do I need for my child-placing agency?
110-147-1485 Can one staff person have different responsibilities?
110-147-1490 What are the requirements for volunteers working directly with children?
110-147-1495 What are the required ratios of case manager staff to children under care?

TRAINING AND PROFESSIONAL DEVELOPMENT

110-147-1500 What are the preservice training requirements for staff, interns, and volunteers who directly care for children?
110-147-1505 What is the requirement for staff in-service training?
110-147-1510 What first-aid and cardiopulmonary resuscitation (CPR) training is required?
110-147-1515 What bloodborne pathogens training is required?

MANAGING RECORDS AND REPORTING

110-147-1520 What personnel records must I keep at my agency?
110-147-1525 What are the requirements for children's records?
110-147-1530 How long should my agency keep the child records?
110-147-1535 What information can be shared about a child or a child's family?
110-147-1540 What incidents involving children must I report?
110-147-1545 What are my reporting responsibilities when a child is missing from care?
110-147-1550 What changes must I report to my licensor?

ENVIRONMENT, SPACE AND EQUIPMENT

110-147-1555 What does the department require for my buildings and property?
110-147-1560 What are the requirements for the prevention of the spread of infections and communicable disease?
110-147-1565 Are alcoholic beverages, marijuana or illegal drugs allowed at my agency?
110-147-1570 Is smoking permitted around children?
110-147-1575 Are guns allowed on a licensed facility's property?

FIRE SAFETY AND EMERGENCY PRACTICES

110-147-1580 What fire safety requirements am I required to meet?
110-147-1585 Do I need a written emergency plan?

SERVICE PLANNING

110-147-1590 How does my agency meet the religious needs of children in care?
110-147-1595 What are the requirements about nondiscrimination?
110-147-1600 Do I need a social summary for children under my care?
110-147-1605 Do I need a treatment plan for children under my care?
110-147-1610 How often should the case manager contact the foster child and family?
110-147-1615 Can children in my care receive services through the extended foster care program?

DAILY CARE, BEHAVIOR MANAGEMENT

110-147-1620 What are the requirements for supervising children?
110-147-1625 What requirements must I follow when I transport children?

MEDICAL SAFETY

110-147-1630 Where may I obtain a child's health history?
110-147-1635 Am I required to assess a child's need for immediate medical attention?
110-147-1640 When must I get an early and periodic screening, diagnosis, and treatment (EPSDT) exam for a child?
110-147-1645 What are the requirements for obtaining consent for emergent and routine medical care?
110-147-1650 Can I accept medication from a child's parent or guardian?
110-147-1655 What nursing services must I provide?

ADOPTION SERVICES

110-147-1660 What qualifications must adoption services staff meet?
110-147-1665 What staff training must I provide?
110-147-1670 What are the requirements for providing adoptive services?
110-147-1675 Do I need to provide potential adoptive families with a program description?
110-147-1680 What information regarding fees must I share with my applicants?
110-147-1685 What are the requirements regarding contacts with each adoptive placement prior to adoption?
110-147-1690 What steps must I take prior to entering into a contract with an adoptive applicant?
110-147-1695 What must I include in an adoption home study?
110-147-1700 What steps must I take to place a child for adoption?
110-147-1705 What requirements must I meet to provide specialized adoption services?
110-147-1710 How will the department process a complaint against my agency?
110-147-1715 Are there additional requirements for international adoptions?
110-147-1720 How do I maintain children's records?
110-147-1725 What training must I provide prospective adoptive parents?
110-147-1730 What must I include in a post placement report?

PURPOSE AND DEFINITIONS

WAC 110-147-1300 What is the purpose of this chapter? (1) This chapter contains licensing requirements for all child placing agencies and the people who operate these programs. This chapter also includes regulations for adoption services provided by child placing agencies. These licensing regulations are designed to ensure children who are in care 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.

(2) If you are a child placing agency (CPA) that certifies foster homes or kinship homes, the homes you certify must meet the full licensing requirements outlined in:

(a) Chapter 110-148 WAC, Licensing requirements for child foster homes; and

(b) Chapter 110-149 WAC, Licensing requirements for kinship homes.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1300, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1300, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1300, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145,

74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1300, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1305 What definitions do I need to know to understand this chapter? The following words and terms are for the purpose of this chapter and are important to understanding these requirements:

"Abuse or neglect" means the same as defined in RCW 26.44.020.

"Adult" means a person 18 years old or older, not in the care of the department.

"Agency" is defined in RCW 74.15.020.

"Asexual" means the lack of a sexual attraction or desire for other individuals.

"Assessment" means the appraisal or evaluation of a child's physical, mental, social or emotional condition.

"Bisexual" means individuals who have an emotional or physical attraction to individuals of the same and different genders.

"Business hours" means hours during the day in which business is commonly conducted. Typically, the hours between 9 a.m. and 5 p.m. on weekdays are considered to be standard business hours.

"Capacity" means the age range and maximum number of children on your current license.

"Care provider" means any person who is licensed or authorized to provide care for children and cleared to have unsupervised access to children under the authority of a license.

"Case manager" means the private agency employee who coordinates the planning efforts of all the individuals working on behalf of a child or youth.

"Case plan" means a written document followed by the child's or youth's parents, kinship caregivers, foster parents, and all other caregivers.

"Caseworker" means the primary agency worker assigned to children or youth through the department or another government agency including tribal governments.

"Certification" means:

(a) Kinship or foster homes supervised by a CPA that meet the licensing requirements; or

(b) Individuals approved by the department as certified respite providers.

"Chapter" means chapter 110-147 WAC.

"Child placing agency (CPA)" means agencies or tribes licensed to place children or youth for foster care, kinship care, or adoption and may be contracted by the department to provide professional therapeutic foster care (PTFC) services.

"Children" or "youth" means individuals who are one of the following:

(a) Younger than 18 years of age;

(b) Kindergarten to 18 years of age residing in a residential private school;

(c) Up to 21 years of age and enrolled in services through the department of social and health services, developmental disabilities administration (DDA) the day prior to their 18th birthday and pursuing either a:

(i) High school or equivalency course of study; or

(ii) Vocational program;

(d) Up to 21 years of age and participating in the extended foster care (EFC) program;

(e) Up to 21 years of age with intellectual and developmental disabilities; or

(f) Up to 25 years of age and in the custody of the juvenile rehabilitation division.

"Compliance agreement" means a written improvement plan to address the changes needed to meet licensing requirements.

"Developmental disabilities administration (DDA)" means the department of social and health services, developmental disabilities administration.

"Department" means the Washington state department of children, youth, and families.

"Developmental disability" is a disability as defined in RCW 71A.10.020.

"FBI" means the Federal Bureau of Investigation.

"Foster home" or "foster parents" means individuals licensed through chapter 110-148 WAC to regularly provide 24-hour care in their home to children or youth.

"Gay" means a sexual orientation to describe individuals who are emotionally or physically attracted to someone of the same gender. Gay is sometimes an umbrella term for the LGBTQIA+ community.

"Gender" or "gender identity" means an individual's inner sense of being a female, male, a blend of both or neither, or another gender. This may or may not correspond with an individual's sex assigned at birth.

"Gender expression" means individuals' outward communication of their gender through behavior or appearance. This may or may not conform to their sex assigned at birth or socially defined behaviors and characteristics typically associated with being either masculine or feminine.

"Gender fluid" means individuals whose gender identities are flexible, not permanent.

"Guardians" means the same as legal guardian defined in RCW 26.33.020.

"Guns or weapons" means any device intended to shoot projectiles under pressure or that can be used to attack. These include, but are not limited to, BB guns, pellet guns, air rifles, stun guns, antique guns, handguns, rifles, shotguns and archery equipment.

"Health care staff" means anyone providing qualified medical consultation to your staff or medical care to the children in your care.

"Hearing" means the same as defined in WAC 110-03-0020.

"I," "my," "you," and "your" refer to an applicant for a license issued under this chapter, and to any party holding a license under this chapter.

"Infants" means a child from birth to one year old.

"Intellectual and developmental disability" means children with deficits in general mental abilities and impairment in everyday adaptive functioning.

"Intersex" is an umbrella term used to describe a wide range of natural bodily variations when the body is born with a combination of chromosomes, internal organs, or external genitalia that do not develop as expected.

"Kinship licenses" means child-specific licenses as defined in RCW 74.15.125.

"Lesbians" means females or women who have an emotional or physical attraction for other females or women.

"LGBTQIA+" means lesbian, gay, bisexual, transgender, queer or questioning, intersex, and asexual. The "+" represents identities not

specifically named in the LGBTQIA acronym, e.g., pansexual, gender nonbinary, and Two-Spirit.

"License" means a permit issued by the department when a foster parent or licensed kinship caregiver meets the licensing standards established in this chapter.

"Licensed health care provider" means a medical doctor, doctor of osteopathy, doctor of naturopathy, physician's assistant, or an advanced registered nurse practitioner.

"Licensed kinship care" or "licensed kinship caregivers" means the full-time care of children or youth by licensed relatives, suitable persons, or relatives defined by tribal code or custom.

"Licensing division (LD)" means the division within the department that licenses and monitors foster homes, licensed kinship homes, residential private schools, CPAs, and licensed group care facilities.

"Licensing provider portal" means the internet-connected provider application system used by the department and agencies to securely store digital employment and licensing documents and data.

"Licensor" means either:

(a) LD employees who recommend approvals for or monitor licenses or certifications for foster homes, licensed kinship homes, residential private schools, facilities, and agencies established under this chapter; or

(b) CPA employees who certify or monitor foster homes, kinship homes, that are supervised by the CPA.

"Maternity service" as defined in RCW 74.15.020. These are also referred to as pregnant and parenting youth programs.

"Medically fragile" means the condition of a child or youth who requires the availability of 24-hour skilled care from a health care professional or specially trained family or foster or kinship family member. If the technology, support, and services being received by the medically fragile children or youth are interrupted or denied, they may, without immediate health care intervention, experience death. These conditions may be present all the time or frequently occurring.

"Missing children" means any child or youth under the placement, care, and authority of the department whose whereabouts are unknown or who have left care without the permission of their caregiver or the department. This does not include children in dependency guardianship or youth in the EFC program.

"Nonambulatory" means not able to walk or exit to safety without the physical assistance of another individual.

"Nonbinary" is a term of self-identification for individuals who do not identify within the limited and binary terms that have described gender identity, e.g., female and male. Nonbinary is also an umbrella term for many identities such as gender expansive, gender fluid, and genderqueer.

"Out-of-home placement" means the same as defined in RCW 13.34.030.

"Parents" means the same as defined in RCW 26.26A.010.

"Probationary license" means the same as defined in RCW 74.15.020.

"Property or premises" means homes, buildings, and grounds, including those adjacent to the residential property, that are owned, rented, and managed by applicants or licensees.

"Queer" means LGBTQIA+ identities and orientations. The term is sometimes used as an umbrella term for all LGBTQIA+ individuals.

"Questioning" means individuals who are exploring their sexual orientation, gender identity, or gender expression at any age.

"Relatives" means the same as defined in RCW 13.36.020(5), described in RCW 74.15.020(2) and 11.130.010(32), or caregivers of Indian children or youth who are defined by their tribal code or custom as relatives or extended family.

"Respite" means the same as defined in RCW 74.13.270 including, but not limited to, appropriate, temporary short-term care provided by an in-home or out-of-home provider paid by the department.

"Sexual orientation" means an individual's emotional or physical attraction to other individuals.

"Sexual orientation, gender identity, and expression (SOGIE)" means distinct identifiers everyone has. LGBTQIA+ is a subdistinction within SOGIE self-identifiers. SOGIE includes LGBTQIA+ as well as heterosexual, cisgender, and nonquestioning individuals.

"Transgender" is an umbrella term for individuals whose gender identity or expression is different from cultural expectations based on the sex they were assigned at birth. Gender-affirming medical care is not a prerequisite to identify as transgender. Being transgender does not imply any specific sexual orientation.

"Treatment plan" means individual plans that identify the service needs of the child or youth, including their parents or guardians, and the treatment goals and strategies for achieving those goals.

"Two-Spirit" means a modern umbrella term used by some Native Americans to describe Native American individuals in their communities who fulfill a traditional third-gender or other gender-variant, ceremonial, and social role in their cultures. Being Two-Spirit does not imply any specific sexual orientation.

"Volunteer" means a person who provides services without compensation, for your agency.

"Washington state patrol fire protection bureau (WSP/FPB)" means the state fire marshal.

"We," "our," and "us" refer to DCYF, including LD and child welfare staff.

"Young child" refers to a child age 12 months through eight years old.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1305, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 34.05.020. WSR 24-19-056, s 110-147-1305, filed 9/13/24, effective 10/14/24. Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1305, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1305, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, 74.39A.056, 43.43.832. WSR 18-11-138, § 388-147-1305, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1305, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1305, filed 12/11/14, effective 1/11/15.]

LICENSING PROCESS

WAC 110-147-1310 Am I required to have a license to provide care to children? 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 chapters 26.10 RCW or RCW 13.34.065.

[WSR 18-14-078, recodified as § 110-147-1310, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1310, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1315 When will the department grant me a license? (1) We issue you a CPA license when you, your staff and volunteers, property and premises meet the 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.

(2) If you are providing adoption services, you must meet the additional requirements in WAC 110-147-1660 through 110-147-1730.

(3) If your licensed program is providing specialized services for medically fragile children, day treatment services, or maternity services for pregnant and parenting youth, you must meet additional requirements in chapter 110-145 WAC.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1315, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1315, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1315, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1320 How old do I have to be to apply for a license to provide care to children? You must be at least twenty-one years old to apply for a license to provide care to children.

[WSR 18-14-078, recodified as § 110-147-1320, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1320, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1325 What is required to apply for a CPA license? (1) You must submit an application using the department's licensing provider portal; and

(2) You, your executive director, agency staff, consultants, interns, volunteers, and anyone who may have unsupervised access to children per chapter 110-04 WAC are required to:

(a) Submit a completed background authorization form;

(b) Complete an FBI fingerprint check if the individual over 18 years of age has lived out-of-state during any portion of the previous three years; and

(c) Ensure that no employee, volunteer, or subcontractor has unsupervised access to children until a full and satisfactory background check is completed and documentation qualifying the individual for un-

supervised access, has been returned to you. Your employees are allowed to work while awaiting fingerprint results, under the provisions of chapter 110-05 WAC.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1325, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1325, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031. WSR 16-06-041, § 388-147-1325, filed 2/24/16, effective 3/26/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1325, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1330 How does the department determine my suitability to become a licensed provider? (1) The department determines your suitability as a licensed provider after receiving:

(a) Your application through the licensing provider portal;

(b) Background authorizations for persons listed in WAC 110-147-1325(2); and

(c) All documentation required under this chapter.

(2) You, your employees, interns, and volunteers must not have had a license or contract denied or revoked from an agency that regulates the care of children or vulnerable adults, unless the department determines that you do not pose a risk to a child's safety, well-being, and long-term stability.

(3) You, your employees, interns, and volunteers must not have been found to have committed abuse or neglect of a child or vulnerable adult, unless the department determines that you do not pose a risk to a child's safety, well-being, and long-term stability.

(4) You must demonstrate that you, your employees, interns, and volunteers have:

(a) The understanding, ability, physical health, emotional stability, and personality suited to meet the physical, mental, emotional, cultural, and social needs of the children under your care; and

(b) The ability to furnish children with a nurturing, respectful, and supportive environment.

(5) At any time, we may require you, your employees, interns, and volunteers to give additional information. We may also require an evaluation of your facility or property, or of a staff working for your agency, by an evaluator recommended by us. Any evaluation requested by the department will be at your expense. You must give the evaluator written permission to share information with us prior to and throughout the evaluation process.

(6) Any employee, intern, or volunteer who is found to have misrepresented or provided fraudulent information may be disqualified.

(7) Before granting or renewing a license, your licensor will:

(a) Assess your ability to provide a safe environment for children and to provide the quality of care needed by children placed in your care; and

(b) Determine that you, your employees, interns, and volunteers meet training requirements.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1330, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1330, filed 6/29/18, effective 7/1/18. Statutory Authority:

Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1330, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1335 What additional steps must I complete prior to licensing? (1) You must submit through the licensing provider portal a detailed written program description for LD approval. This description must outline:

(a) Your mission and goals;

(b) A description of the services you will provide to children and their families;

(c) Your written policies covering qualifications, duties, and on-going training for developing and upgrading staff skills; and

(d) A description of your agency's policies and procedures.

(2) You must have a site inspection by your LD licensor or someone designated by LD who can verify that your Washington state premises have:

(a) Adequate storage for staff and client files;

(b) A working telephone;

(c) Adequate space for privacy when interviewing parents or guardians and children;

(d) Room or area used for administrative purposes;

(e) Adequate space for visitation, if needed; and

(f) Your license must be clearly posted, if the inspection is for a renewal license.

(3) You and your staff are required to submit through the licensing provider portal a negative tuberculosis (TB) test or an X-ray, unless you have had a negative TB test in the previous 12 months. If there is a positive TB test, then the individual must submit a physician's statement identifying that there is no active TB or risk of contagion to children in care.

(a) We may grant an exception to the TB test, in consultation with a licensed health care provider.

(b) This exception would require a statement from a licensed health care provider (MD, DO, ND, PA or ARNP) indicating that a valid medical reason exists for not having a TB test.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1335, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1335, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1335, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1335, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1340 How long do I have to complete the licensing application process? (1) You must submit a complete licensing application and background authorization forms for your CPA license, and for licensed foster families or kinship caregivers certified by your CPA, to LD through the licensing provider portal.

(2) For your CPA license:

(a) Once you receive background clearance notifications for the staff identified on your application, you must submit all required documents within 90 days.

(b) If you do not meet the 90-day deadline, your licensor may withdraw your application.

(c) As a courtesy, a renewal notification and renewal materials will be sent 120 days prior to your license expiration date. If you do not receive this renewal notice it is your responsibility to contact your licensor.

(3) For licensed foster families or kinship caregivers certified by your CPA:

(a) Once you receive background clearance notifications for all identified household members, you must submit all LD required documents within 90 days.

(b) If you do not meet this 90-day deadline, you may withdraw your application rather than be denied a license.

(c) As a courtesy, a renewal notification will be sent 90 days prior to the foster home license expiration date.

(d) You must send the foster home or kinship home license renewal application and all required background authorization forms to your licensor 90 days prior to the expiration of the current license; you must send the foster home or kinship home license renewal application and all required background authorization forms to your licensor by the expiration of the current license.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1340, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1340, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1340, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1340, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1345 What are the roles of the department and the CPA? (1) We license CPAs, including tribal CPAs, to supervise foster homes and kinship homes. You are authorized to certify to the department that a:

(a) Foster home meets the licensing regulations contained in chapter 110-148 WAC; or

(b) Kinship home meets the licensing regulations contained in chapter 110-149 WAC.

(2) You have the discretion to certify or not to certify a foster home or kinship home.

(3) You may, at your discretion, have additional regulations for a:

(a) Foster home to become and remain a licensed foster home under your supervision; or

(b) Kinship home to become and remain a licensed kinship home.

(4) The department has the final approval for licensing a foster home or kinship home that you have certified.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1345, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 74.15.030. WSR 22-11-091, §

110-147-1345, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1345, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1345, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1350 How must I certify a foster home or kinship home for licensing by the department? (1) You must use applications, home study forms, and procedures that are approved by the department.

(2) A foster home must be certified by your CPA as meeting the licensing requirements in chapter 110-148 WAC in order to be licensed by the department.

(3) A kinship home must be certified by your CPA as meeting the licensing requirements in chapter 110-149 WAC in order to be licensed by the department.

(4) A CPA social service staff person must review and sign approval for the foster home or kinship home licensing application packet before the application is submitted to LD.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1350, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1350, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1350, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1350, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1355 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.

(3) Your CPA license must be posted where the public can easily view it.

[WSR 18-14-078, recodified as § 110-147-1355, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1355, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1360 Who shall have access to my agency? The department must have access to your agency, staff, foster homes, kinship homes, 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 also have access to the documents related to your program.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1360, filed 5/30/25, effective 6/30/25. WSR 18-14-078, recodified as § 110-147-1360, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and

74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1360, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1365 Am I required to comply with local ordinances? You are responsible for following all local and state regulations such as zoning regulations, community covenants, local building codes and fire codes. The department may require you to provide proof that you are complying with these regulations.

[WSR 18-14-078, recodified as § 110-147-1365, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1365, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1370 What happens when licensing requirements differ from contract requirements? You may hold a contract with the state in order to provide services, but if you provide services as a child placing agency you must also meet the licensing requirements outlined in this chapter. When contract or other statutory requirements differ from licensing, you must meet the highest standard.

[WSR 18-14-078, recodified as § 110-147-1370, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1370, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1375 May an agency be issued more than one type of license? (1) An agency may not be licensed by LD for more than one type of license in the same building (a group care facility and a CPA for example), unless the department determines that care of one type of client does not interfere with the care of another type of client, and you have approval from the LD administrator. We may require separation of client populations between the programs. You must meet the requirements for both licenses.

(2) If you have multiple licenses issued by different DCYF licensing agencies in the same location, you must obtain approval from LD prior to providing services and accepting placements.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1375, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1375, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1375, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1380 What must be included in a home study completed by my agency? (1) The home study must include the following information:

(a) The applicant's motivation to foster or adopt;
(b) The family's plan for honoring the child's ethnic and cultural heritage;
(c) The education or training needs for the special needs of children;
(d) The applicant's need for support and description of current support system;
(e) The applicant's life experiences and challenges;
(f) The applicant's parenting skills, child discipline practices, and beliefs and attitudes on education;
(g) The family life of the applicant(s);
(h) The health of all family members;
(i) The applicant's religious or spiritual beliefs;
(j) The physical facility and premises of the property; and
(k) The resources and financial history of the applicant(s).

[WSR 18-14-078, recodified as § 110-147-1380, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1380, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1385 What children may I serve? (1) Foster homes that you certify as meeting our licensing requirements may accept children only from:
(a) Your child placing agency; or
(b) A different child placing agency or the department if there is an agreement written in advance between your child placing agency and the other child placing agency/department specifying the criteria and conditions for placement of the children. The written agreements must specify roles and responsibilities of each agency.

[WSR 18-14-078, recodified as § 110-147-1385, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1385, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1390 How does the department decide which children will be placed in the homes I certify? (1) We are responsible for the safety and well-being of the children placed in our custody by parents or the court and will place children where we believe is in their best interest.
(2) We specify the maximum number, age range, and gender of children in each home you certify. We will base this on the skills and number of caretakers, the physical accommodations of the foster home, and the needs of children placed in a foster home. Based on this evaluation, we may license a foster home for the care of fewer than the maximum number of children.

[WSR 18-14-078, recodified as § 110-147-1390, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1390, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1395 Do I have to admit or retain all children? (1) You have the right to refuse to admit or retain a child in your program. The exceptions to this requirement are individual programs that have contracts that specify a child cannot be denied admission.

(2) A joint decision may be made by the provider, the placement agency and us to serve the child elsewhere, for the health and safety of the child or others.

[WSR 18-14-078, recodified as § 110-147-1395, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1395, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1400 What do I need to consider in making foster care placements? (1) In planning a foster care placement for a child, you must consider:

(a) The child's basic right to their own home and family;

(b) Proximity to the child's birth parents, extended family and other supports;

(c) Each child's individual needs, including cultural, spiritual and religious background and family situation; and

(d) The wishes and participation of each child's parent(s).

(2) Every foster care placement that you facilitate must be based on well-planned, individual preparation of the child and the child's family. In emergency situations, you may place a child in a foster home prior to preparing the child and the child's family.

(3) A child may be placed in foster care only with the written consent of the child's parent(s), or a protective custody order, or under another court order. This consent or order must include approval for emergency medical care or surgery.

[WSR 18-14-078, recodified as § 110-147-1400, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1400, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1405 May I share information about the child with the foster parents? (1) You must give foster parents any information that may be shared about the child and the child's family. Sharing information about behavioral and emotional challenges is especially important. This helps foster parents make an informed decision about whether or not to accept a child in their home and provides for safety and supervision of the child(ren).

(2) You must inform the foster parents that this information is confidential and cannot be shared with persons who are not involved with the care of the child.

(3) You must document in the child's file that you have shared this information at the time of placement.

[WSR 18-14-078, recodified as § 110-147-1405, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020,

13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1405, filed 12/11/14, effective 1/11/15.]

RULE VIOLATIONS AND CORRECTIVE ACTIONS

WAC 110-147-1410 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 been cleared for unsupervised access to children;

(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) Tried to get a license by deceitful means, such as making false statements or omitting critical information on the application;

(f) Knowingly allowed employees or volunteers who made false statements or omitted critical information on their applications to work at your agency;

(g) Are unable to manage your property and financial responsibilities;

(h) Cannot provide for the safety, health and well-being of the child(ren) in your care; or

(i) Do not meet the health and safety requirements of the department of health and/or the Washington state patrol fire protection bureau (WSPFP), if required.

(2) We may suspend or revoke your license if you have children in your certified homes for whom you are not licensed, without approval of your DLR licensor. This includes having more children, or children of different ages or gender than the license allows.

(3) We will send you a certified letter telling 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.

[WSR 18-14-078, recodified as § 110-147-1410, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1410, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1410, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1415 Are there exceptions made if I do not meet the licensing regulations? (1) We may make exceptions and license or continue to license you if you do not meet the minimum licensing regulations if we find that you can provide for the safety, health and well-being of children in your care.

(2) In addition, we may limit or restrict your license and/or require you to enter into a compliance agreement to ensure the safety and well-being of the children in your care.

(3) You must keep a copy of the approved exception to the licensing regulations for your files.

(4) You do not have appeal rights if the department denies your request for an exception to the licensing regulations.

[WSR 18-14-078, recodified as § 110-147-1415, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1415, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1420 Can employees, volunteers, and subcontractors be disqualified from having access to the children in my agency? (1) The department must disqualify employees, volunteers, or subcontractors if they do not meet the regulations of chapter 110-147 WAC or cannot have unsupervised access to children because of their background check as outlined in chapter 110-04 WAC.

(2) We will notify you if a person in your agency is disqualified from having unsupervised access to children. This could also lead to denial, suspension, or revocation of your license.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1420, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1420, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031. WSR 16-06-041, § 388-147-1420, filed 2/24/16, effective 3/26/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1420, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1425 What may I do if I disagree with your decision to modify, deny, suspend or revoke my license, or to disqualify my background check? You have the right to request an administrative hearing if you disagree with any of these actions. You must request this hearing within twenty-eight calendar days of receiving a certified letter with our decision (see chapter 34.05 RCW). To request a hearing you must send a letter to the Office of Administrative Hearings, P.O. Box 42489, Olympia, Washington 98504-2489, 1-800-583-8271. The letter must have the following:

(1) A specific statement why you disagree with our decision and any laws you believe are related to your claim; and

(2) A copy of the certified letter we sent to modify, revoke, suspend, or deny your license or to disqualify your background check.

[WSR 18-14-078, recodified as § 110-147-1425, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, 74.39A.056, 43.43.832. WSR 18-11-138, § 388-147-1425, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145,

74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1425, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1430 How do I appeal the decision of the office of administrative hearings' administrative law judge? (1) The decision of the administrative law judge is the final decision of the department unless you or the department files a petition for review with the DCYF board of appeals within 21 calendar days after the administrative law judge's decision is mailed to the parties.

(2) The procedure for requesting or responding to a petition for review with the board of appeals is described in chapter 110-03 WAC.

(3) We will not appeal decisions made by the board of appeals.

(4) If you disagree with the board of appeals, you may file a petition in superior court and ask for further review as described in RCW 34.05.510 to 34.05.598.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1430, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1430, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1430, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1435 Can I be issued a probationary license? (1) We may issue a probationary license as part of a corrective action plan with you.

(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 not to issue a probationary license.

[WSR 18-14-078, recodified as § 110-147-1435, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1435, filed 12/11/14, effective 1/11/15.]

STAFF QUALIFICATIONS AND REQUIREMENTS

WAC 110-147-1440 Who must I employ at my agency? (1) You must employ sufficient numbers of qualified staff to meet the physical, safety, health, and emotional needs of the children placed in your care, appropriate for their age and developmental level. Requirements for specific staff are detailed below.

(2) Employees and caregivers must:

(a) Demonstrate competency, good judgment, and self-control in the presence of children and when performing duties;

(b) Report suspected abuse, neglect, and exploitation to DCYF intake and to the designated administrator or supervisor;

(c) Know and comply with rules established in this chapter, as well as all other applicable laws; and

(d) Comply with federal and state antidiscrimination laws related to personnel policies and procedures.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1440, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1440, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1440, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1443 Am I required to follow each child's case plan? You and all employees, staff members, and volunteers must adhere to, follow, and comply with the case plan for each of the children in your care.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1443, filed 5/18/22, effective 6/18/22.]

WAC 110-147-1445 What are the qualifications of an executive director or administrator? (1) You must have an executive director or administrator who is available telephonically during business hours and meets the qualification to:

(a) Manage the financial and administrative operations of the program;

(b) Comply with the licensing rules contained in this chapter providing for the health and safety of the children in your agency's care;

(c) Effectively communicate to the department the roles, expectations, and purposes of the program;

(d) Assume responsibility for safety of children in your agency; and

(e) Work with representatives of other agencies.

(2) An executive director or administrator must have:

(a) Appropriate education relevant to the specific program; and

(b) Four years of successful experience with similar duties and responsibilities for the administrative oversight, program and fiscal management of an agency.

[WSR 18-14-078, recodified as § 110-147-1445, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1445, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1450 What are the qualifications of a program manager? (1) You must have a program manager available during business hours who meets the qualifications to:

(a) Coordinate the day-to-day operations of the program;

(b) Supervise the case management and direct care staff; and

(c) Have the responsibility to ensure the completion of each child's plan of care and treatment, if applicable.

(2) A program manager must have education and experience as follows:

(a) A master's degree in social services or a closely related field from an accredited school and one year of experience working with children or youth; or

(b) A bachelor's degree in social services or a closely related field from an accredited school and two years of experience working with children or youth; or

(c) Five years of successful full-time experience working with youth in a relevant field.

(3) A program manager must also have supervisory abilities that promote effective staff performance, and relevant experience, training and demonstrated skills in each area that he or she will be supervising or managing.

[WSR 18-14-078, recodified as § 110-147-1450, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, 74.39A.056, 43.43.832. WSR 18-11-138, § 388-147-1450, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1450, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1455 What are the requirements of case management staff? (1) Case management staff will provide individualized case management and coordination of services.

(2) Case management staff hired before January 10, 2015, must have five years of experience or a bachelor's degree in social services or closely related field from an accredited school.

(3) Case management staff hired after January 10, 2015, must have a master's or bachelor's degree in social services or a closely related field from an accredited school.

(4) Case management staff with a bachelor's degree must consult with a person with a master's degree in social services or closely related field for one hour for every 20 hours the case management employee works.

(5) Case managers must maintain:

(a) Training, experience, knowledge, and demonstrated skills in each area they will be supervising;

(b) Skills and understanding needed to effectively manage cases; and

(c) The ability to monitor staff development and training.

(6) You may use case management staff provided by another agency if these staff meet the educational qualifications and you have a written agreement with the agency describing the scope of services to be provided.

[Statutory Authority: RCW 34.05.020. WSR 24-19-056, s 110-147-1455, filed 9/13/24, effective 10/14/24. WSR 18-14-078, recodified as § 110-147-1455, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1455, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1455, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1460 What are the qualifications for case aide staff? (1) If you employ case aides to provide direct care, such as transporting, providing supervision, or performing other services in certified foster homes and kinship homes, these staff must:

(a) Be at least 21 years of age;

(b) Have a high school diploma or high school or equivalency course of study (GED/HSEC);

(c) Have one year of experience working directly with children or two years of social services education;

(d) Have the skill and ability to work successfully with the special needs of children in care; and

(e) Have effective communication and problem solving skills.

(2) Case aide staff may be between 18 and 21 years of age if enrolled in a social service internship or practicum program with an accredited college or university and can provide sufficient documentation.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1460, filed 5/30/25, effective 6/30/25. WSR 18-14-078, recodified as § 110-147-1460, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1460, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1465 If I have health care staff, what are their qualifications? (1) If your program requires health care staff, they must:

(a) Meet the full professional competency requirements in their respective field; and

(b) Maintain their certification or licensure as required by the department of health.

(2) Applicants with current and active medical licenses or certificates (nurses, physicians and EMS personnel) may submit their licenses or certificates to satisfy the first aid and CPR requirement.

[WSR 18-14-078, recodified as § 110-147-1465, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1465, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and

2013 c 105. WSR 15-01-069, § 388-147-1465, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1470 Do I need to employ consultants at my agency? (1) You must have a consultant available as needed to work with your staff, the children you serve, and the children's families. Consultants may be used for case management or program support.

(2) A case management consultant is responsible to:

(a) Review treatment, case plans, or adoption home studies as appropriate;

(b) Provide one hour of consultation/clinical supervision to case management staff without a master's degree in social services or a closely related field for every 20 hours that person works. Staff consultations shall be documented and available to staff on an as needed basis; and

(c) Monitor the staff skill development in order to effectively manage their cases.

(3) Each case management consultant must have:

(a) A master's degree in social services or a closely related field from an accredited school;

(b) The training, experience, knowledge and demonstrated skills for each area in which they will be supervising or advising;

(c) The ability to ensure staff develop their skills and understanding needed to effectively manage cases;

(d) The ability to monitor staff development and training; and

(e) Knowledge of mandatory child abuse and neglect reporting requirements.

[Statutory Authority: RCW 34.05.020. WSR 24-19-056, s 110-147-1470, filed 9/13/24, effective 10/14/24. WSR 18-14-078, recodified as § 110-147-1470, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1470, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1475 What are the qualifications for the foster home licensor? (1) Your foster home licensor must:

(a) Be at least twenty-one years old; and

(b) Have a bachelor's degree in social services or related field; or

(c) Four years of relevant full-time experience serving children may be substituted for the bachelor's degree with DLR administrative approval.

[WSR 18-14-078, recodified as § 110-147-1475, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1475, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1480 What additional support do I need for my child-placing agency? You must have sufficient clerical, accounting, administrative and maintenance services to carry out your program.

[WSR 18-14-078, recodified as § 110-147-1480, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1480, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1485 Can one staff person have different responsibilities? The same person may have multiple staff roles and responsibilities as long as they meet the staff qualifications for each position.

[WSR 18-14-078, recodified as § 110-147-1485, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1485, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1490 What are the requirements for volunteers working directly with children? These volunteers must meet the licensing requirements listed in this chapter, including meeting the qualifications for case aide staff, and must:

(1) Be at least 21 years of age, unless they are between 18 and 21 years of age with an internship or practicum program as per WAC 110-147-1460(2);

(2) Be supervised at all times by at least one paid staff member or a designated volunteer meeting the qualifications of a program manager, working on-site. Volunteers meeting program manager qualifications may provide direct care unsupervised; and

(3) Receive preservice training that addresses the needs of the population of children in care.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1490, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1490, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1490, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1495 What are the required ratios of case manager staff to children under care? (1) You must have at least one full-time case manager providing case management services for every twenty-five children in care.

(2) If you have both a license and a contract for services, you must adhere to the most stringent caseload size requirements for case managers.

[WSR 18-14-078, recodified as § 110-147-1495, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1495, filed 12/11/14, effective 1/11/15.]

TRAINING AND PROFESSIONAL DEVELOPMENT

WAC 110-147-1500 What are the preservice training requirements for staff, interns, and volunteers who directly care for children? (1) Prior to having responsibility for direct care, staff, interns, and volunteers must have a minimum of 16 hours of the following preservice training, including policies and procedures, job responsibilities and facility administration. This is in addition to the first aid and cardiopulmonary resuscitation training (CPR) in WAC 110-147-1510 and the bloodborne pathogen requirements in WAC 110-147-1515. Preservice training must be relevant to the type of children and families and the program services you provide. Preservice training may include, but is not limited to:

(a) Child abuse and neglect identification and reporting requirements;
(b) Incident reporting;
(c) Accessing community resources;
(d) Client confidentiality;
(e) Family dynamics and family intervention techniques;
(f) Child development;
(g) Grief and loss;
(h) Cultural needs of children in care;
(i) Sexually exploited youth;
(j) Behavior management and crisis intervention techniques;
(k) Conflict resolution or problem-solving skills;
(l) Substance abuse;
(m) Sexually aggressive and physically assaultive training;
(n) Effects of trauma on children;
(o) Youth supervision requirements; and
(p) Foundational LGBTQIA+ culture.

(2) If your agency is providing international adoption services, you must also provide training that covers the Hague Convention Articles and the Hague Council on Accreditation (COA) requirements.

(3) New staff, interns, and volunteers must work shifts with fully trained staff until they have completed all required training.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1500, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1500, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1500, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1505 What is the requirement for staff in-service training? (1) If you have employees in your agency, you must offer in-service training programs for developing and upgrading staff skills. Your training plan must be in writing.

(2) You must submit an in-service training plan for staff for approval by the department, with a minimum of 12 hours of annual training for applicable case management, case aide and foster home licensing staff. This training plan must be relevant to the type of children and families you serve, and the program services you provide. You must

provide information relevant to the problems experienced by the children you serve, which may include suicide prevention, substance abuse, child abuse and neglect, mental health issues, cultural sensitivity, foundational LGBTQIA+ culture, and predatory behavior.

(3) You must discuss with your staff updated policies and procedures, as well as the rules contained in this chapter, including the Hague Council on Accreditation if you are providing international adoption services.

(4) Your training on behavioral management must be approved by LD and must include nonphysical age-appropriate methods of redirecting and controlling behavior, as described in the department's behavior management guide.

(5) You must document all training including a description of the training provided and the date of the training. This information must be kept in each employee's file or in a separate training file.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1505, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1505, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1505, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1510 What first-aid and cardiopulmonary resuscitation (CPR) training is required? If you or any of your staff provide supervision or direct care to children, basic standard first aid and age-appropriate cardiopulmonary resuscitation (CPR) training is required. The CPR training is not required for staff/volunteers with a statement from their physician that the training is not advised for medical reasons as long as another on-site staff person meets this training requirement. Training must be department approved and accredited with nationally recognized standards.

[WSR 18-14-078, recodified as § 110-147-1510, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1510, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1515 What bloodborne pathogens training is required? (1) If you or any of your staff provide supervision or direct care to children, bloodborne pathogens training is required. This training should include infection control standards.

(2) You must use infection control requirements and educational material consistent with the current approved curriculum published by the department of health.

(3) Staff providing direct care to children must use universal precautions when coming in contact with the bodily fluids of a child.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1515, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1515, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145,

74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1515, filed 12/11/14, effective 1/11/15.]

MANAGING RECORDS AND REPORTING

WAC 110-147-1520 What personnel records must I keep at my agency? (1) You must both submit to the department through the licensing provider portal and keep on file personnel records for each person who is employed or volunteers at your agency.

(2) For staff who will not have unsupervised access to children you must keep the following:

(a) An employment application, including work and education history;

(b) Education documentation;

(c) Job description of the position at your agency;

(d) Signed mandated reporter statement;

(e) A record of participation in the program's orientation; and

(f) A record of participation in ongoing staff development training.

(3) In addition, you must keep the following for staff who have unsupervised access to children:

(a) A log with background check information, containing dates of request and completion of the checks on all staff, interns, volunteers, and service contractors;

(b) A record of a negative Mantoux, tuberculin skin tests results, X-ray, or a medical exemption to the skin test or X-ray per WAC 110-147-1335(3);

(c) First aid, CPR, and bloodborne pathogens training documentation;

(d) A copy of government-issued photo ID;

(e) A copy of a valid driver's license for staff transporting clients or employees; and

(f) A copy of current auto insurance, if using private vehicle to transport.

(4) You must maintain a written record of case consultation by a master's level consultant as defined in WAC 110-145-1470 for case managers with a bachelor's degree.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1520, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1520, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1520, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1525 What are the requirements for children's records? (1) You must retain a record of each child placed by your agency. This record must contain all identifying legal, medical, and social information.

(2) Any identifying and personal information about a child and the child's family must be kept confidential as required by chapter 26.33 RCW. These records must be kept in a secure place inaccessible to clients, unauthorized staff, and the public. Children's records

must never be submitted to the department through the licensing provider portal.

(3) During a child's placement, the child's record must be maintained and you must attempt to obtain the following information for the child's record, as appropriate to your program:

(a) The child's name, birth date, and legal status;

(b) Name and telephone number of the child's DCYF caseworker for each child in care;

(c) Written consent, if any, for providing medical care and emergency surgery, unless that care is authorized by a court order;

(d) A copy of the current legal authority to place;

(e) Current case plans;

(f) Social summary;

(g) Documentation of a child's therapy treatment provided by your staff with the signature of the person making the entry to the therapy or progress notes;

(h) Log of the child's placement history with your agency; and

(i) Information related to suspected child abuse and/or neglect referrals made to children's administration, including the concern, date and person taking the report.

(4) In addition, your records must contain the following information if available:

(a) Names, addresses, and telephone numbers of parents or persons to be contacted in case of emergency;

(b) Information on specific cultural needs of the child;

(c) Medical history including any medical problems, name of doctor, type of medical coverage and provider, date of any illnesses or accidents while placed in your agency's care;

(d) Mental health history and any current mental health, chemical dependency, and behavioral issues, including medical and psychological reports when available;

(e) Other pertinent information related to the child's health, including basic medical information, such as current prescription medications, immunizations, allergies, dental records, or eye exams;

(f) Immunization records, if a child's placement extends beyond 30 days. If the child is not current with immunization, they must be updated as soon as medically possible. Immunization records are not required to be current for children placed in a foster home licensed by a CPA to provide emergency respite services on a voluntary placement agreement;

(g) Child's school records, report cards, school pictures, and individual education plans (IEP);

(h) Special instructions including supervision requirements and suggestions for managing problem behavior;

(i) Inventory of the child's personal belongings at the time of placement;

(j) Approved list of individuals with whom the child may have contact;

(k) The child's visitation plan; and

(l) For pregnant and parenting youth, information on the other parent of the youth's child, if available.

(5) If you are unable to obtain this information from the department, you must document your attempt to obtain the requested information in the child's file.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1525, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as §

110-147-1525, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1525, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1530 How long should my agency keep the child records? (1) If you have child files with information not returned to the department, you must keep them for six years following the termination or expiration of any license or contract you have with the department. Children's records must never be submitted to the department through the licensing provider portal.

(2) If your agency closes, you must return all child file information to the department for any child who is or was in the custody of the department and whose records were not previously destroyed according to subsection (1) of this section.

(3) Adoption records should be maintained according to WAC 110-147-1720(2).

(4) You must inform your LD regional licensor about the closure of your agency and where the child files will be kept.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1530, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1530, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1530, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1535 What information can be shared about a child or a child's family? (1) Information about a child or the child's family is confidential and must only be shared with people directly involved in the case plan for a child.

(2) 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 child welfare, LD, and DDA;

(b) A representative of the department of health, the office of the state fire marshal, and the office of the family and children's ombuds;

(c) An agency program staff;

(d) The child's attorney;

(e) The child's assigned guardian ad litem or court-appointed special advocate; or

(f) Others designated by the child's DCYF caseworker.

(3) You may check with your child's DCYF caseworker for guidance about sharing information with the child's teacher, counselor, doctor, respite care provider, any other professional, or others involved in the case plan.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1535, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1535, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145,

74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1535, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1540 What incidents involving children must I report? (1) You must report the following incidents immediately and in no instance later than 48 hours after the incident to your local DCYF intake staff and the child's DCYF caseworker and tribal Indian child welfare (ICW) case manager as applicable:

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

(b) Any time you suspect physical or sexual abuse, neglect, or exploitation of a child as required under chapter 26.44 RCW;

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

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

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

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

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

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

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

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

(2) You must report the following incidents related to a child in care as soon as possible or in no instance later than 48 hours after the incident, to the child's DCYF caseworker and tribal ICW case manager as applicable:

(a) Suicidal or homicidal thoughts, gestures, or attempts that do not require professional medical treatment;

(b) Unexpected health problems outside the usual range of reactions caused by medications that do not require professional medical attention;

(c) Any incident of medication incorrectly administered or consumed;

(d) Any professional treatment for emergency medical or emergency psychiatric care;

(e) Physical assault between two or more children that results in injury but does not require professional medical treatment;

(f) Physical assault of a foster parent, employee, volunteer, or others by a child that results in injury but does not require professional medical treatment;

(g) Drug or alcohol use by a child in your care;

(h) Any inappropriate sexual behavior by or toward a foster child; or

(i) Use of prohibited physical restraints for behavior management.

(3) Programs that provide care to medically fragile children who have nursing care staff on duty may document the incidents described in subsection (2)(b) and (c) of this section in the facility daily

logs, rather than contacting the child's DCYF caseworker or case manager, if agreed to in the child's case plan.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1540, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1540, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1540, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1540, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1545 What are my reporting responsibilities when a child is missing from care? (1) As soon as you or your staff have reason to believe a child in your care is missing as defined in WAC 110-147-1305 or 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 contact local law enforcement within six hours if the child is missing. However, if one or more of the following factors are 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 13 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 the 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 themself;

(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 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) The 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 child's DCYF caseworker or staff.

(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.

(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 run.

(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 110-147-1540.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1545, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1545, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1545, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1545, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1550 What changes must I report to my licensor? (1) You must immediately report through the licensing provider portal changes in the original licensing application. You must report changes in:

(a) Your location or designated space, including address;

(b) Your phone number;

(c) Your program description or population served;

(d) Structure of your facility or premises from events causing damage, such as a fire, or from remodeling;

(e) Addition of any new staff person, employee, intern, contractor, or volunteer, who might have unsupervised contact with the children in care;

(f) Medical illness or incapacity that may affect the ability of any of your program staff to complete their duties;

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

(h) Any staff changes including the executive director, program manager or supervisor, or master's level consultants;
(i) Death, retirement, or incapacity of the person who holds the license;
(j) Name of licensed corporation, or the name by which your facility is commonly known; and
(k) Your articles of incorporation and bylaws.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1550, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1550, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1550, filed 12/11/14, effective 1/11/15.]

ENVIRONMENT, SPACE AND EQUIPMENT

WAC 110-147-1555 What does the department require for my buildings and property? (1) You must maintain your buildings, premises, and equipment in a clean and sanitary condition, free of hazards, and in good repair. You must have a working telephone at your agency at all times.
(2) All homes certified by your agency must meet the health and safety requirements outlined in:
(a) Chapter 110-148 WAC for foster homes; and
(b) Chapter 110-149 WAC for kinship homes.

[Statutory Authority: Chapters 13.34, 74.13, 74.15 RCW, and 45 C.F.R. ss 1355 and 1356. WSR 25-12-071, s 110-147-1555, filed 5/30/25, effective 6/30/25. Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1555, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1555, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1555, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1560 What are the requirements for the prevention of the spread of infections and communicable disease? (1) You must notify your DLR licensor if you or any adults having access to children in your care, have been exposed to someone with tuberculosis, or if a health care provider recommends testing.
(2) Retesting for license renewals is not required unless the above conditions apply.
(3) Staff with a reportable communicable disease or notifiable disease condition in an infectious stage, as defined by the department of health in chapter 246-101 WAC, must not be on duty until they have a physician's approval for returning to work.

[WSR 18-14-078, recodified as § 110-147-1560, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020,

13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1560, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1565 Are alcoholic beverages, marijuana or illegal drugs allowed at my agency? (1) You must not have or consume alcohol, marijuana, or illegal drugs on the premises of your agency.

(2) You must not allow staff members who are under the influence of alcohol, marijuana, or illegal drugs to have contact with children in care.

[WSR 18-14-078, recodified as § 110-147-1565, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, 74.39A.056, 43.43.832. WSR 18-11-138, § 388-147-1565, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1565, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1570 Is smoking permitted around children? (1) You must not allow your staff to smoke in your agency, in the living spaces of the homes you certify, or while transporting children.

(2) You may permit adults to smoke outdoors away from children in accordance with RCW 70.160.075.

(3) You must not provide tobacco to children.

(4) These rules do not apply to traditional or spiritual Native American or religious ceremonies involving the use of tobacco.

[WSR 18-14-078, recodified as § 110-147-1570, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1570, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1575 Are guns allowed on a licensed facility's property? You must not permit guns, ammunition and other weapons on the premises of your agency.

[WSR 18-14-078, recodified as § 110-147-1575, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1575, filed 12/11/14, effective 1/11/15.]

FIRE SAFETY AND EMERGENCY PRACTICES

WAC 110-147-1580 What fire safety requirements am I required to meet? (1) Child placing agency staff providing supervision to your certified homes must be knowledgeable about each home's emergency and evacuation plan and be able to:

(a) Operate fire extinguishers;

(b) Test smoke detectors (single station types); and

(c) Conduct inspections to identify fire hazards and take action to correct any hazards noted during the inspection.

(2) If your agency does not have a sprinkler system, you must have at least one approved 2A10BC-rated 5lb or larger all-purpose (ABC) fire extinguisher readily available at your agency. You must maintain and service fire extinguishers according to manufacturer's specifications.

[WSR 18-14-078, recodified as § 110-147-1580, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1580, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1585 Do I need a written emergency plan? (1) You must have a written plan on how you will assist the homes you certify in case of fire or other emergencies such as natural disasters or unforeseen events. Emergency plans may change based on the developmental level and behaviors of children you serve. To ensure that medically fragile or nonambulatory children can exit safely, you can develop a plan for simulated fire drills with your licensor as per chapter 212-12 WAC.

(2) You must be prepared for emergencies such as violent or threatening persons on the premises, fires, earthquake, or power failure by having a written plan prepared that identifies how you will:

(a) Contact and assist your homes when an emergency occurs; and

(b) How you will notify the department regarding the plan, if implemented.

(3) You must inform your staff of your emergency plan and review your emergency plans with your staff quarterly.

[WSR 18-14-078, recodified as § 110-147-1585, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1585, filed 12/11/14, effective 1/11/15.]

SERVICE PLANNING

WAC 110-147-1590 How does my agency meet the religious needs of children in care? (1) You must assure an environment of tolerance and sensitivity to a child's spiritual and religious beliefs. This includes providing adequate opportunity for spiritual and religious training and participation appropriate to the child's beliefs, and not requiring any child to participate in spiritual or religious practices contrary to the child's beliefs.

(2) You must not impose consequences if a child chooses not to participate in any or specific spiritual or religious practices.

[WSR 18-14-078, recodified as § 110-147-1590, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1590, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1595 What are the requirements about nondiscrimination? (1) You must follow all state and federal laws regarding nondiscrimination while providing services to children in your care.

(2) You must support and engage foster children in your care with dignity and respect regardless of actual or perceived race, ethnicity, religion, culture, or SOGIE. You must connect a child with resources that supports and affirms their needs regarding race, ethnicity, religion, culture, and SOGIE.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1595, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1595, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1595, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1600 Do I need a social summary for children under my care? (1) You must develop a written diagnostic social summary for each child accepted for care. The social summary must serve as the basis of the child's admission to your care.

(2) The social summary must be completed as soon as possible or no later than 30 days from the date of placement.

(3) The summary must contain the following information for the child:

(a) Available copies of psychological or psychiatric evaluations, if any, on the child under care;

(b) A narrative description of the child's background and family that identifies the immediate and extended family resources;

(c) Exploration of the child's relationships and the problems and behaviors that have required care away from their own home;

(d) The child's primary and alternate permanency plan;

(e) Previous placement history, if any; and

(f) An evaluation of the child's need for the particular services and type of care you provide.

[Statutory Authority: RCW 34.05.020. WSR 24-19-056, s 110-147-1600, filed 9/13/24, effective 10/14/24. WSR 18-14-078, recodified as § 110-147-1600, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1600, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1605 Do I need a treatment plan for children under my care? (1) If you care for children under the care and authority of the department, with contracts or agreements to provide treatment or therapeutic services, you must assist in developing and implementing a written treatment plan for each child by the thirtieth day in care.

(2) The treatment plan must:

(a) Identify the service needs of the child, parent or guardian;

(b) Describe the treatment goals and strategies for achieving those goals;

(c) Include an ongoing account of the treatment received by the child and others involved in the treatment plan, such as any group treatment or individual counseling; and

(d) Be updated at least quarterly to show the progress toward meeting goals and list barriers to the permanent plan.

(3) A master's level case management staff person or consultant must review and sign approving the child's treatment plan.

[WSR 18-14-078, recodified as § 110-147-1605, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1605, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1610 How often should the case manager contact the foster child and family? The case manager must contact a foster child and the foster child's foster family according to a case plan that reflects the child's needs. Case managers must make in home health and safety visits as required by the department's policy. Each foster child and one or both foster parents must be seen at each visit.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1610, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1610, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1610, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1615 Can children in my care receive services through the extended foster care program? Foster parents can serve youth enrolled in the extended foster care program. You must adhere to chapter 110-50 WAC.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1615, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1615, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1615, filed 12/11/14, effective 1/11/15.]

DAILY CARE, BEHAVIOR MANAGEMENT

WAC 110-147-1620 What are the requirements for supervising children? (1) Your agency is responsible to provide adequate supervision at all times. You should arrange and maintain supervision of children during times of crisis when one or more family members or staff members may be unavailable to provide the necessary supervision or coverage for other children in care.

(2) When special supervision is required and agreed upon between the department and the agency, the agency must ensure the necessary

supervision is being provided. This supervision may require auditory or visual supervision at all times.

(3) Prior to placement, you must inquire if a child poses a risk to the other children or has special supervision needs by obtaining information from the parent, guardian, the child's DCYF caseworker, therapist, or previous placements. You must:

(a) Develop a plan to address those needs;

(b) Obtain approval from the child's DCYF caseworker if the child is under the care and authority of the department; and

(c) Inform the foster parent who will be caring for the child.

(4) All high-risk activities, including the use of power driven machines or other hazardous equipment, must be properly supervised by an adult. When participating in high-risk activities, children must:

(a) Be instructed how to use and required to use appropriate safety equipment, such as helmets and life vests; and

(b) Be in continuous visual or auditory range at all times, unless approved by the child's DCYF caseworker.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1620, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1620, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1620, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1625 What requirements must I follow when I transport children? (1) Transportation you provide must be safe, reliable, and in compliance with law and contract requirements.

(2) The driver of the vehicle must:

(a) Have a valid driver's license; and

(b) Be covered under an automobile liability insurance policy.

(3) The vehicle must:

(a) Be kept in safe operating condition;

(b) Be equipped with seat belts, car seats and booster seats, and/or other appropriate safety devices for all passengers as required by law. All persons in the vehicle must use the restraint system when the vehicle is in motion; and

(c) Contain first aid supplies.

(4) There must be at least one adult other than the driver in a vehicle when:

(a) There are more than five preschool age children in the vehicle;

(b) Staffing requirements or your contract requires a second staff person; or

(c) The child's specific need requires a second adult.

(5) Buses approved by the state patrol are not required to have seat belts.

[WSR 18-14-078, recodified as § 110-147-1625, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1625, filed 12/11/14, effective 1/11/15.]

MEDICAL SAFETY

WAC 110-147-1630 Where may I obtain a child's health history? You may obtain the health history from the child's DCYF caseworker, parent, or guardian making the placement for all children placed in your facility.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1630, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1630, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1630, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1635 Am I required to assess a child's need for immediate medical attention? (1) When a child first enters out-of-home care, an initial health screen is required as soon as possible, but no later than five days after entering your program.

(2) You must also make reasonable attempts to obtain the following health history:

(a) Allergies;

(b) All currently prescribed medications; and

(c) Any special physical or mental health issues.

(3) If the child remains in placement beyond 72 hours, you must contact the child's DCYF caseworker, parent, or guardian to obtain the following information:

(a) The date of the child's last physical and dental exams;

(b) Their history of immunizations; and

(c) Clinical and medical diagnoses and treatment plans.

(4) When a child leaves your care, the health history of the child must be retained by your agency or returned to the department.

(5) You should refer to the department of health's dental care brochure, Publication Nos. 920-923 through 920-928, as guides for maintaining proper dental care for children.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1635, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1635, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1635, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1635, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1640 When must I get an early and periodic screening, diagnosis, and treatment (EPSDT) exam for a child? (1) Children who enter out-of-home care, except for children placed by DDA through a voluntary placement agreement, must receive an EPSDT exam within 30 days, unless they have had an EPSDT exam in the previous 30 days. DCYF caseworkers will notify you when subsequent EPSDT exams are required.

(2) For children placed by DDA through a voluntary placement agreement, follow the direction of DDA regarding the need for an EPSDT exam after placement.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1640, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1640, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1640, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1645 What are the requirements for obtaining consent for emergent and routine medical care? (1) The department is the legal custodian for children it places in care. We have the authority to consent to emergent and routine medical services on behalf of a child under the age of 18. Youth in care over the age of 18 must consent to their own medical care or have an identified person who has been granted the legal authority to consent on their behalf. We delegate some of the authority to providers. You must contact the child's DCYF caseworker or DCYF intake for specific information for each child.

(2) If you care for children in the custody of another agency, tribal court or other court, you must follow the direction of that agency or court regarding permission to provide consent for medical care.

(3) In case of medical emergency, contact the child's DCYF caseworker or DCYF intake as soon as possible.

(4) It is your responsibility to ensure that a child receives the necessary medical attention if injured or harmed. In the event of a life threatening medical emergency, you must contact 911 prior to transporting the child to a medical facility.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1645, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1645, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1645, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1650 Can I accept medication from a child's parent or guardian? (1) The only medicine you may accept from the child's parent, guardian, or responsible relative is medicine in the original container labeled with:

(a) The child's first and last name;

(b) The date the prescription was filled;

(c) The medication's expiration date; and

(d) Dosage instructions for the medication that are either the manufacturer's instructions or included on the prescription label.

(2) You must notify the child's DCYF caseworker if you have any concerns about medication being provided to you by the child's parent or guardian.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1650, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as §

110-147-1650, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1650, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1655 What nursing services must I provide? (1) If you certify a foster home caring for chronically ill children or medically fragile children, you must arrange for regular nursing visits.

(2) These must include at least monthly visits unless a different agreement is specified in the individual child's treatment plan.

(3) The nurse must be registered and currently licensed in the state of Washington.

(4) The nurse's name, address and telephone number must be readily available to the foster parents and/or staff at the home where services are provided.

(5) The nurse must assist your agency in setting up a program that provides for regular medical check-ups and follow-up for special health care needs specified by the child's physician or your staff.

(6) The nurse must advise and assist nonmedical staff in maintaining child health records, meeting daily health needs and caring for children with minor illnesses and injuries.

[WSR 18-14-078, recodified as § 110-147-1655, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1655, filed 12/11/14, effective 1/11/15.]

ADOPTION SERVICES

WAC 110-147-1660 What qualifications must adoption services staff meet? (1) Your agency must have staff serving in the roles of executive director, program manager, and case managers as identified in WAC 110-147-1440 through 110-148-1490.

(2) Staff may serve in multiple roles, but must meet the qualifications of each program role.

(3) Agencies providing intercountry adoptions must also have an individual on staff with experience in providing intercountry adoptions.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1660, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1660, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1660, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1665 What staff training must I provide? (1) You must have a preservice training plan of at least sixteen hours for new staff that includes:

(a) Relevant state law;

(b) Agency goals, ethical and professional guidelines, organizational lines of accountability, policies and procedures;

(c) The cultural diversity of the populations(s) you serve;

(d) Potential short and long term effects of prenatal exposure to alcohol, drugs and poor nutrition;

(e) The potential effects of separation and loss by the child in respect to their family of origin;

(f) The process of developing emotional ties to an adoptive family;

(g) Attachment and post-traumatic stress disorders;

(h) Normal child and adolescent development;

(i) The potential effects of abuse, neglect and institutionalization on child development;

(j) The potential issues of race and culture;

(k) The emotional adjustment of adopted children and their families;

(l) Open adoption, benefits of continued relations with siblings;

(m) Adoption support;

(n) The most frequent medical and psychological problems experienced by children from the countries of origin you serve;

(o) Acculturation and assimilation issues, including those that arise from race, ethnicity, religion, and culture; and

(p) Child, adolescent and adult development as affected by adoption.

(2) If you provide intercountry adoption services, there is additional training required. Preservice training must also include:

(a) The requirements of the Hague Convention on the Protection of Children and Co-Operation in Respect of Intercountry Adoption, the federal Intercountry Adoption Act of 2000, Public Law 106-279, Immigration and Nationality Act and the applicable Code of Federal Regulations;

(b) The adoption laws of any country where your agency provides adoption services;

(c) Ethical considerations in intercountry adoption and prohibitions on child buying;

(d) The effects of having been adopted internationally;

(e) Factors in the countries of origin that lead to children needing adoptive families; and

(f) Outcomes for children placed for adoption internationally.

(3) Employees may be exempt from elements of the intercountry adoption services training requirements when the employee has demonstrated experience with intercountry adoption and knowledge of the Hague Convention and the Intercountry Adoption Act of 2000.

(4) You must have a written in-service training program of at least fifteen hours annually that includes current and emerging adoption practice issues. If you provide specialized adoption services, such as interstate adoption services or adoption services for children with special needs, you must have a written in-service training program for staff for the specialized adoption services you provide.

[WSR 18-14-078, recodified as § 110-147-1665, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1665, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1670 What are the requirements for providing adoptive services? (1) If you plan to provide adoption services you must meet the requirements for a child placing agency outlined in this chapter.

(2) You must comply with federal and state adoption and adoption support laws and policies.

(3) You must provide adoptive applicants with the following:

(a) Information about the adoption process as outlined in this chapter, as well as your agency's policies, practices and legal procedures;

(b) The needs and characteristics of children available for adoption and the challenges and parenting practices that best meet those needs;

(c) Information on available adoption support programs and post-adoption services; and

(d) Information about the adoptive applicant's right to have legal counsel that is not associated with, and independent of, your agency.

(4) You must document that you provided this information to the adoptive applicant(s) in their file.

(5) You must prepare the potential adoptive family for placement of a specific child by locating and providing information about the child and the birth family to the prospective adoptive family provided under federal and state statute.

(6) You must accept or deny an adoption application and give the applicant(s) an explanation for your decision.

[WSR 18-14-078, recodified as § 110-147-1670, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1670, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1675 Do I need to provide potential adoptive families with a program description? (1) You must provide a written program description to families that includes the following:

(a) Services you provide prior to and after placement and/or adoption;

(b) Your application and training requirements;

(c) How your agency will identify children needing adoptive placements, the diverse needs of those children (behavioral challenges, disabilities, medical needs, etc.), and how children will be matched to families.

(d) Post-adoption supports available, including financial support;

(e) The process of adoption from beginning to end;

(f) The expected waiting period prior to adoption;

(g) Your medical history disclosure procedures; and

(h) A copy of your contract.

(2) You must provide each applicant in writing with federal adoption tax credit information.

(3) You must provide written grievance procedures to the adoptive applicant(s). These must include grievance procedures in the event that the home study is denied or a particular child is not placed.

[WSR 18-14-078, recodified as § 110-147-1675, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1675, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1680 What information regarding fees must I share with my applicants? You must advise each applicant in writing about your agency fees including:

(1) All fees and charges associated with the cost of adoption;

(2) A description of each fee including in-state, out-of-state and international expenses and fees;

(3) All other miscellaneous expenses associated with the adoption process such as:

(a) Home study fees;

(b) Childcare expenses prior to adoption;

(c) Post placement and post adoption reports;

(d) Third-party fees;

(e) Estimated travel and accommodation expenses; and

(f) Nonrefundable fees.

[WSR 18-14-078, recodified as § 110-147-1680, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1680, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1685 What are the requirements regarding contacts with each adoptive placement prior to adoption? You must have face-to-face post placement contact with each child and adoptive parents at least once every thirty days until the adoption is finalized. Contact may include a home or office visit, and must be in person.

[WSR 18-14-078, recodified as § 110-147-1685, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1685, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1690 What steps must I take prior to entering into a contract with an adoptive applicant? (1) The applicant must submit an application to your agency.

(2) You must complete an adoption home study as outlined in WAC 110-147-1695.

(3) Once you have approved an application, but before you sign a contract for services, you must give the applicants a written statement about:

(a) The adoption agency's fixed fees and fixed charges to be paid by the applicant per WAC 110-147-1680;

(b) An estimate of fixed fees or additional itemized expenses to be paid by applicant; and

(c) Specific services covered by fees that you offer for child placement or adoption.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1690, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1690, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1690, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1695 What must I include in an adoption home study? (1) Your staff must complete an adoptive home study (preplacement report) with the participation of the applicant(s). Contact with the applicant must include a minimum of three in-person contacts that include:

(a) An individual interview with each applicant parent and with each member of the applicant's household, including children;

(b) A joint interview with the couple, if the family is a two parent household; and

(c) An on-site evaluation of the applicant's home and property.

(2) For the study, your staff must gather information about and assess the following:

(a) The suitability and fitness of the applicant(s) to be adoptive parent(s), including completed background checks of the applicant(s); and

(b) Identification of child characteristics for which the applicant or applicants are best suited.

(3) As required in RCW 26.33.190(2), you must document that your agency discussed with the applicant(s) the following:

(a) The concept of adoption as a lifelong developmental process and commitment;

(b) Relevance of the child's relationship with siblings and the potential benefit to the child for providing for continuing relationship and contact between the child and known siblings;

(c) Disclosure of the fact of the adoption to the child;

(d) The child's possible questions about birth parents and relatives;

(e) Potential for the child to have feelings of identity confusion and loss regarding separation from the birth parents; and

(f) The relevance of a child's racial, ethnic and cultural heritage.

(4) The home study must identify the sources for the information gathered, and include the elements in subsection (1) through (3) in this section as well as the following:

(a) A background check as required in RCW 26.33.190(3) that includes the examination of state and federal criminal history check(s) and child abuse and neglect check(s);

(b) Whether the applicant previously applied for an adoption home study from any entity, review of the completed home studies and the outcome of the application(s); and

(c) References gathered throughout the assessment process, including references from each of the applicant's adult children or documentation of your diligent efforts to contact the adult children. A minimum of three references, with no more than one relative, are required.

(5) A supervisor must sign for approval and denial of the adoption home study.

(6) Your staff must reevaluate the applicant(s) suitability for adopting a child each time an adoptive placement is considered.

[WSR 18-14-078, recodified as § 110-147-1695, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1695, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1695, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1700 What steps must I take to place a child for adoption? (1) Your staff must prepare the adoptive parent(s) for placement of a specific child by:

(a) Locating and providing information about the child and the birth family to the prospective adoptive family provided under the federal and state statute; and

(b) Developing a transition plan for the child into the family, including preparing for adjustment issues, given the child's background.

(2) You must file preplacement (home study) reports with the court as required by RCW 26.33.180 through 26.33.190.

[WSR 18-14-078, recodified as § 110-147-1700, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1700, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1705 What requirements must I meet to provide specialized adoption services? (1) Specialized adoptive services are intercountry adoption, interstate adoption and adoptions for children with special needs such as intellectual and developmental disabilities or emotional disabilities.

(2) If your agency is providing specialized adoptive services, you must have supervisory staff with specialized training in the particular area of adoption that you want to provide.

(3) If you are facilitating the adoptive placement of children who have special needs, you must have adoptive families who are able to meet the children's special needs, such as behavioral disturbance, medical problems or intellectual and developmental disabilities.

[WSR 18-14-078, recodified as § 110-147-1705, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1705, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1710 How will the department process a complaint against my agency? (1) If there is a complaint filed against you or your agency we will investigate to determine if you have violated the Washington Administrative Code and whether you have complied with your approved program description.

(2) Families adopting internationally may file complaints with the Hague Convention Complaint Registry with the federal government.

[WSR 18-14-078, recodified as § 110-147-1710, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1710, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1715 Are there additional requirements for international adoptions? If you provide international adoption services to countries party to the Hague Convention, you must also be accredited by a federal Department of State accrediting entity and supply a copy of the accreditation certificate to your licensor.

[WSR 18-14-078, recodified as § 110-147-1715, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1715, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1720 How do I maintain children's records? (1) Your CPA must retain a record of each child you place in permanent custody. This record must contain all available identifying legal, medical, and social information and must be kept confidential, as required by chapter 26.33 RCW. Children's records must never be submitted to the department through the licensing provider portal.

(2) If your agency closes, you must make arrangements for a period of 99 years for the retention of adopted children's records who were not in the custody of the department. You must inform your LD regional licensor about the closure of your agency and where these children's records will be kept.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1720, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1720, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1720, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1725 What training must I provide prospective adoptive parents? (1) You must provide a minimum of ten hours of training before approval of a home study that includes at least the following:

(a) The rights and responsibilities of adoptive parents and the adoption agency;

(b) The potential risks and challenges inherent in adoption;

(c) The needs and characteristics of children available for adoption;

(d) Attachment, separation and loss issues for children and families, including attachment disorders and other emotional problems that institutionalized or traumatized children may experience;

(e) The importance of cultural and ethnic identity to the child and ways to foster these identities;

(f) The long term implications for a family that has become multicultural through adoption; and

(g) The effects of adoption on the child and family.

(2) Training to prepare the adoptive family for a particular child must also be provided. This training must include the child's:

(a) Cultural, racial, religious, ethnic and linguistic background;

(b) Medical, social, birth and developmental history; and

(c) Educational data.

[WSR 18-14-078, recodified as § 110-147-1725, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1725, filed 12/11/14, effective 1/11/15.]

WAC 110-147-1730 What must I include in a post placement report? (1) You must include at a minimum, the following information in the post placement report:

(a) All reasonably available information about the child's:

(i) Physical and mental condition;

(ii) Home environment;

(iii) Family life, health, and family constellation; and

(iv) Facilities where the child has resided.

(b) If relevant, information on the child's special cultural heritage, including membership in any Indian tribe or band;

(c) Collateral contacts with professionals involved with the family or child;

(d) Follow up contacts with personal references for the adoptive parents;

(e) A review of the family's discipline practices, done independently with the family and the child, if the child is age appropriate for an interview; and

(f) Documentation of your home visits, including one within the first thirty days following placement.

(2) If the placement appears likely to disrupt, you must document your efforts to provide necessary services to preserve the placement if appropriate. If disruption occurs, you must document your efforts to provide a new placement for the child.

[WSR 18-14-078, recodified as § 110-147-1730, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1730, filed 12/11/14, effective 1/11/15.]