

Binti continues to make updates to the WA CAP system to enhance the user experience.

[Binti - What's New](#)

While the steps in this process map have not changed, where to click to complete that step may have due to updates made by Binti. Use this [link](#) to review all updates if a step in this map cannot be identified in WA CAP.

Ensure you always use the [SharePoint](#) to access the most up-to-date process map.



CERTIFIED RESPITE PROVIDER PROCESS MAP FOR CHILD PLACING AGENCIES



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Step 1: Recruiting

“Recruiting” is when a potential applicant contacts a private agency with interest to provide respite care. Respite track will not be a public link and must be provided to a potential applicant by a private agency.

Action by:	Action:
Private Agency Staff	<ol style="list-style-type: none"> 1. Discuss respite interests with potential applicant. 2. Intake the family in WA CAP. <ol style="list-style-type: none"> a. To add children, click on “Edit Children in the Home” tab. b. Follow LEP/Paper Process Map if applicable. 3. Select the “Waive” option for all documents not required for the applicant or agency as outlined in the Required Documents for Child Placing Agency – Certified Respite Provider section. <ol style="list-style-type: none"> a. When waived, it shows applicant a green check mark and communicates it is not necessary for the type of license they are getting. <p>Note: Once the intake is complete, WA CAP will automatically send a welcome email containing a link to log in.</p>

Action by:	Action:
Applicant Process	<ol style="list-style-type: none"> 4. Applicant(s) will receive an automated email. A link will be provided to set a password and continue working on the application documents. 5. Complete Application for Certified Respite Provider (DCYF 14-512). 6. Complete Authorization and Consent to Share Records (CPA Home) (DCYF 115-824A). 7. Fill out Background Confirmation and Out of State Check (DCYF 15-460). Note: Applicant will click on “Background Check Central Unit (BCCU) link to complete their online background authorization form. Then applicant will enter confirmation code in WA CAP on the Background Confirmation and Out of State Check form. 8. Upload valid government ID.

Step 2: Applying

The applying phase is where the bulk of the licensing process will occur. For additional guidance on requirements needed during this phase, utilize the Required Documents for Child Placing Agencies.

Action by:	Action:
Private Agency Staff	<ol style="list-style-type: none"> 9. Verify applicant is on the correct track. 10. Move applicant from “Recruiting” to “Applying” once steps 6-12 have been completed at a minimum (CPAs may require additional paperwork). <ol style="list-style-type: none"> a. Click “Change Application Status”. b. Click “Update Status To”. c. Select “Applying”. d. Click “Update Status”. 11. Assign applicant to Partner Agency Worker. <ol style="list-style-type: none"> a. Click “Edit Application”. b. Add “Partner Agency Worker” (up to six). c. Private Agency Licensor Supervisor is automatically assigned. d. Click Update Application at the bottom of this page to save the changes. 12. Notify LD Administrative Support once family is ready to apply.
LD Administrative Support Team	<ol style="list-style-type: none"> 13. Assign applicant to Regional Licensor as “Approvals Worker Assigned”. 14. Receive and process certified respite application and background paperwork.

Action by:	Action:
Regional Licensors	15. Finalize background check. 16. Send results to private agency which will start 90 day timeline. 17. Change application status from “Applying” to “Recruiting”. 18. Provide technical assistance to private agency licensors, including responding to questions (can search for applicant by name).

Step 3: Approval

The approval phase is how to now review and approve a license. The approval assessment process has not changed from current practice. The only change is the system functionality of approving a license.

Action by:	Action:
Private Agency Staff	19. Complete certified respite requirements as outlined in the Required Documents for Child Placing Agencies – Certified Respite .
Private Agency Supervisor	20. Review all required documents. <ol style="list-style-type: none"> Click on Actions link associated with the family, then click on Documents. Click on PDF of Documents which will show all documents at once, Save, and add comments if warranted (the only documents it will show are the ones having a green check mark under Status).
Private Agency Staff	21. Move applicant from “Recruiting” to “Applying” when you are ready to submit complete packet. 22. Notify Regional Licensors when the family is ready to “Apply”.
Regional Licensors	23. Review all required documents. 24. Review recommendation for approval. 25. Review work within expected timelines. 26. Notify Regional Licensors Supervisor documents are ready for review. Indicate if additional information is needed.
Regional Licensors Supervisor	27. Review all required documents. 28. Review recommendation for approval. 29. Review work within expected timelines. 30. Notify Regional Licensors documents are ready to be updated by private agency staff. Indicate if additional information is needed.

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Action by:	Action:
Regional Licensor	31. Notify private agency staff if additional information is needed. 32. Change status from Applying to Recruiting.
Private Agency Staff	33. Update requested information. 34. Change status from Recruiting to Applying. 35. Notify Regional Licensor that forms have been updated.
Regional Licensor	36. Review updated/final paperwork. 37. Verify additional information was included, if applicable. 38. Enter provider note in FamLink verifying all requirements are met. 39. Complete and sign "Certified Respite Provider Approval Letter (DCYF 10-426)". 40. Notify Regional Licensor Supervisor that certified respite documents are ready for approval.
Regional Licensor Supervisor	41. Verify corrections were completed, if applicable. 42. Approve Certified Respite Provider: 43. Change application status from "Applying" to "Approved" in "Change Application Status" tab in WA CAP. 44. Notify Regional Licensor of approval.
Regional Licensor	45. Notify private agency staff of approval.

Step 4: Withdraw When No Application Has Been Submitted

This process is to be used when the private agency has intake an applicant into WA CAP but an application has not been submitted.

Action by:	Action:
Private Agency Licensor	46. Determine if agency is no longer working with the applicant. 47. Update status from "Recruiting" to "Recruiting Dropout/No Application Started". a. Click on the "Change Application Status" tab. b. Select "Recruiting Dropout/No Application Started". c. Select the reason that best applies to the specific circumstance. d. Provide a brief explanation in the explanation box. e. Select "Update Status". 48. Go to Edit Application, remove Partner Agency Worker.

Step 4: Withdraw

This process is to be used when a certified respite applicant withdraws or they disengage from the process prior to completion of a decision to approve or deny.

Action by:	Action:
Private Agency Licensor	49. Determine a respite application needs to be withdrawn 50. Notify Regional Licensor of a withdraw and include the reason.
Regional Licensor	51. Update status from “Applying” to “Withdrawn/Closed Preapproval”

Step 5: Denial

There is no appeal process for denial of a certified respite provider.

Action by:	Action:
Private Agency Staff	52. Submit documents for Certified Respite Provider.
Regional Licensor	53. Review all required documents. 54. Staff concerns with Regional Licensor Supervisor. 55. Communicate with Private Agency Staff the decision to not approve.

Step 6: Renewal

Action by:	Action:
Private Agency Staff	56. Provide the renewal passcode “cpa4respite” to the applicant to enter Stage 3 (Renewals, Amendments, Modifications, Change of Circumstance).
Applicant	57. Enter passcode and automatically be moved into Stage 4 to access renewal certified respite documents.