

# Migration Plan for Child Placing Agencies

## Migration Plan

The outline below identifies the process for work during the migration time and the plan for CPAs to migrate into the Washington Caregiver Application Portal by Binti (WA CAP).

**Regional Licensors will “Go Live” with WA CAP on July 10<sup>th</sup>.**

**CPAs will “Go Live” with WA CAP on September 12<sup>th</sup>.**

### Between Now and May 12<sup>th</sup>

#### Private Agency Licensors will:

1. **Finish** all pending work and **submit** to your Regional Licensor by May 12<sup>th</sup>.
2. **Submit** complete certification packets for all new applications pending over 90 days.

Note: **New pending applications pending over 90 days** without a complete certification packet submitted **will automatically be withdrawn by your Regional Licensor on May 12<sup>th</sup>** (except pending Kinship applications where children are currently placed in the home).

#### Regional Licensing Program will:

1. **Prioritize** all pending work. **Continue** to use current processes.

### May 12<sup>th</sup> to June 11<sup>th</sup>

#### Private Agency Licensors will:

1. **Obtain** renewal application for all licenses expiring between June 5<sup>th</sup> and July 13<sup>th</sup>.
2. **Submit** renewal applications to your Regional Licensor by June 5<sup>th</sup>.
3. **Continue** your current process for all work (new/renewal licenses, modifications, amendments, and updated home studies).
4. **Submit** to Regional Licensor.

#### Regional Licensing Program will:

1. **Obtain** and **process** renewal applications from Private Agency Licensors by June 11<sup>th</sup> for any renewals/licenses expiring before July 10<sup>th</sup>.
2. **Approve** any pending licenses/modifications/amendments by June 11<sup>th</sup> for all work submitted by May 12<sup>th</sup>.
3. **Follow** current practices for updated home studies.

## Migration Starts/Approvals Freeze: June 12<sup>th</sup> to July 10<sup>th</sup>

### Private Agency Licensors will:

1. **Continue** your current process for all work and **submit** to Regional Licensors.

### Regional Licensing Program will:

1. **Receive** and **review** all work (new licenses/renewals/modifications/amendments).
  - a. Do not process applications during this time.
  - b. Do not approve licenses during this time except ICPC and Kinship Licenses.
2. **Follow** current practices for updated home studies.

## Migration Ends: July 10<sup>th</sup> Regional Licensors GO LIVE!

### Private Agency Licensors will:

1. **Continue** your current process for all work and **submit** to Regional Licensors.

### Regional Licensing Program will:

1. **Process** backlog of new and renewal applications.
  - a. **Approve** pending licenses.
2. **Intake** pending applications into the appropriate track in WA CAP (on behalf of the CPA).
3. For maintenance and renewal work (renewals/modifications/amendments/updated home studies):
  - a. **Upload** paper file into the Maintenance/Renewal track in WA CAP (on behalf of the CPA).
  - b. **Approve** maintenance work.

## September 12<sup>th</sup> CPAs GO LIVE! (CPAs will take over the Intake and Upload Process)

### Private Agency Supervisor will:

1. **Assign** each family to “Partner Agency Worker” within the first week.
  - a. **Click** “Edit Application”.
  - b. **Add** “Partner Agency Worker” (up to six private agency staff)
  - c. Private Agency Licensors Supervisor is automatically assigned.
  - d. **Click** “Update Application” at the bottom of this page to save the changes.

### Private Agency Licensors will:

1. Starting September 12<sup>th</sup>, **intake** all new applicants in WA CAP.
  - a. **Complete** the licensing process in WA CAP.
  - b. **Complete** home study in WA CAP.
2. Applications received prior to September 12<sup>th</sup>, CPA can **complete** the old home study template (outside of WA CAP) until December 10, 2023.
  - a. **Upload** in WA CAP all licensing documents completed outside of WA CAP.

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Licensing Division | Approved for distribution by Jeanine Tacchini, Foster Care Licensing Senior Administrator

- b. Either **complete** all documents in WA CAP or **complete** all documents outside of WA CAP and upload. Do not mix.
3. By December 11, 2023, ALL documents are to be completed in WA CAP, unless LEP or accommodations are needed for an applicant.
  - a. Even if applicants require LEP or other accommodations, CPAs must submit all documents through WA CAP to the Regional Licensor.

**Regional Licensing Program will:**

1. **Review** and **process** all work in WA CAP.