

CPA WA CAP Upload Naming Convention

The following resource was developed to provide a basic overview of the Naming Conventions for uploading documents in WA CAP.

Upload Naming Convention

- Name of Document (Individual Name First Last or Family Name) Date of Document
- MM-DD-YY (Date of Document, not the date uploaded which is tracked in the “Applicant Data” tab)

EXAMPLES:

- Drug & Alcohol Assessment (Jane Doe) 08-31-22
- Psychological Evaluation (Jane Doe) 07-05-22
- Swimming Pool Fence Photos (Doe) 06-01-22
- LEP Personal Information - Spanish (Jane Doe) 08-29-22
- LEP Personal Information - Translated English (Jane Doe) 08-29-22

File Upload Locations:

- **Verification of Tribal Membership/Eligibility for Membership**
- **Applicant Mental Health Report - Confidential DCYF 13-001B**
 - Upload under the individual’s Miscellaneous Documents, upload in Supporting Documents
- **Professional Evaluations**
 - Upload under the individual’s Miscellaneous Documents, upload in Supporting



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Original Date: May 09, 2023

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Documents

- If shared, upload under Other/Miscellaneous Document
- **General Correspondence**
- **Emails/Faxes/Texts**
 - Upload under Communication/Correspondence/Legal, worker upload only spot in Supporting Documents
- **Overcapacity documentation**
- **Photographs**
 - Upload under Other/Miscellaneous Document
- **CPA Foster Home Investigation and Supporting Documents (23-036) (CPA Homes Licensing Tracks ONLY)**
 - Upload under Other/Miscellaneous partner agency documents (No Child Specific Information should be uploaded here)
- **Training Log**
 - Upload under Training Log, worker upload only spot in Supporting Documents
- **Do not file in WA CAP**
 - Child Specific Information
 - ICPC Packet

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