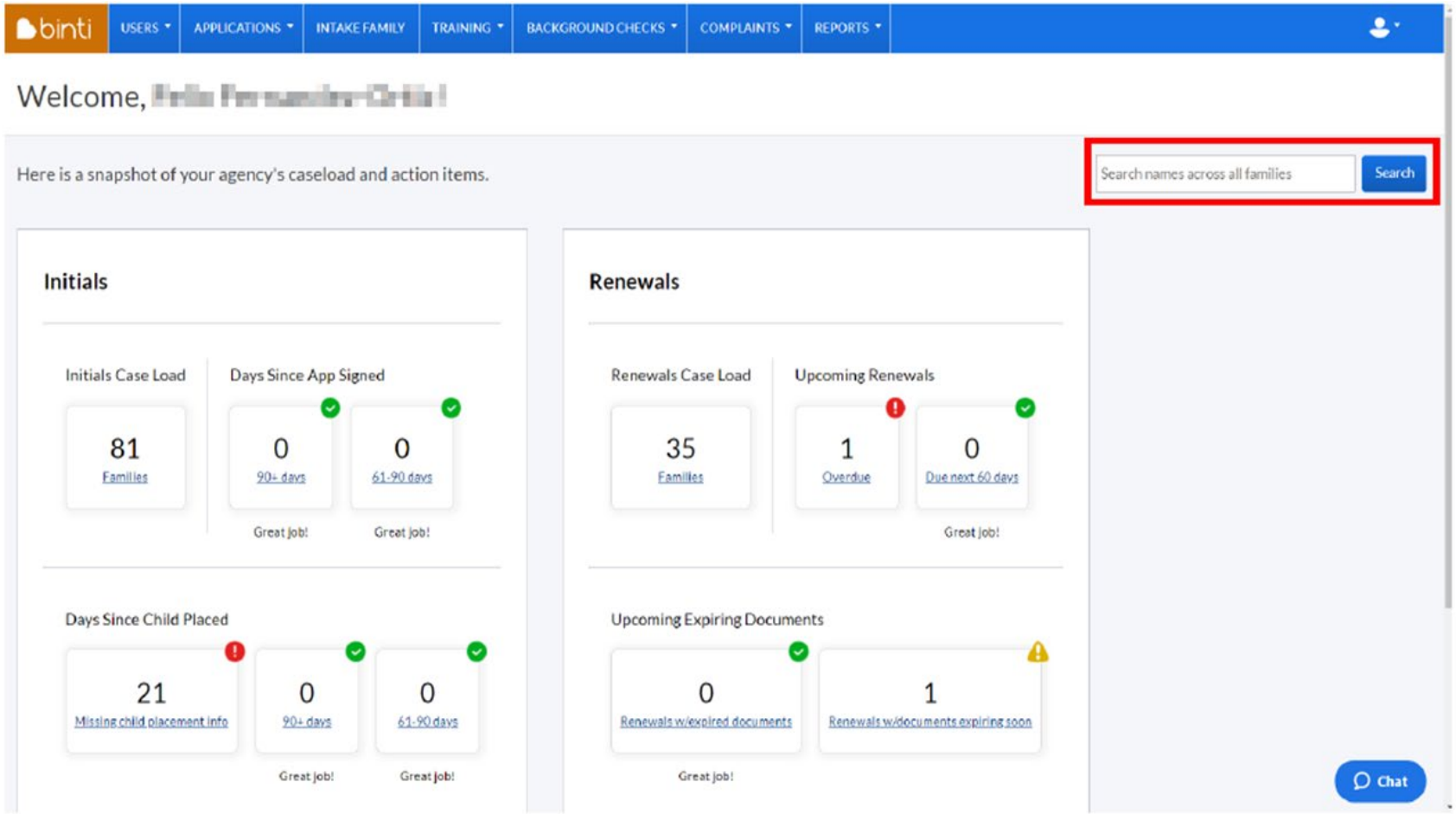
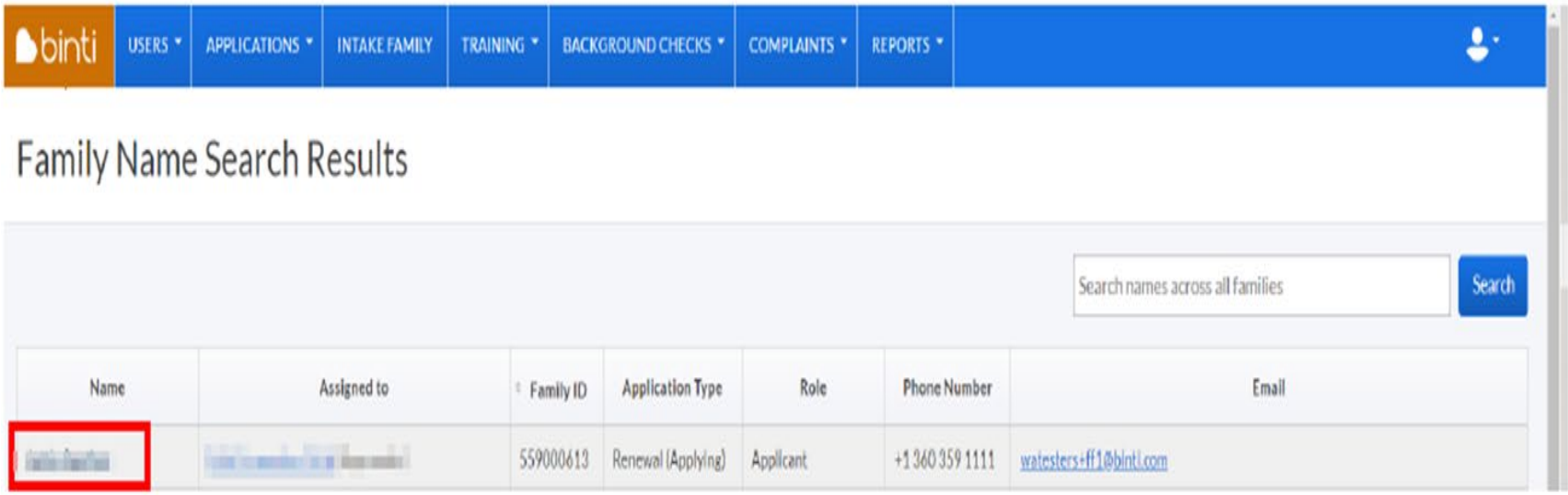
WA CAP Guide: Compliance Agreements for Child Placing Agencies

1. Search Provider

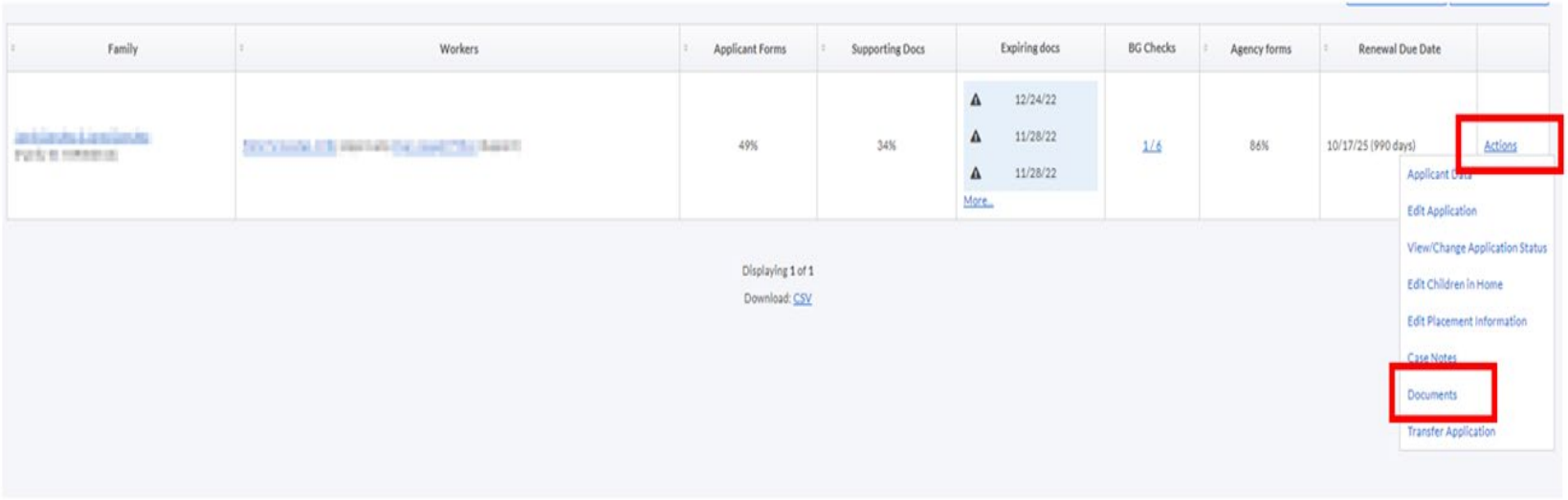


Original Date: May 9, 2023
Revised Date: Month XX, 20XX
Licensing Division
Approved for distribution by Pamela McKeown
LD Foster System Senior Administrator

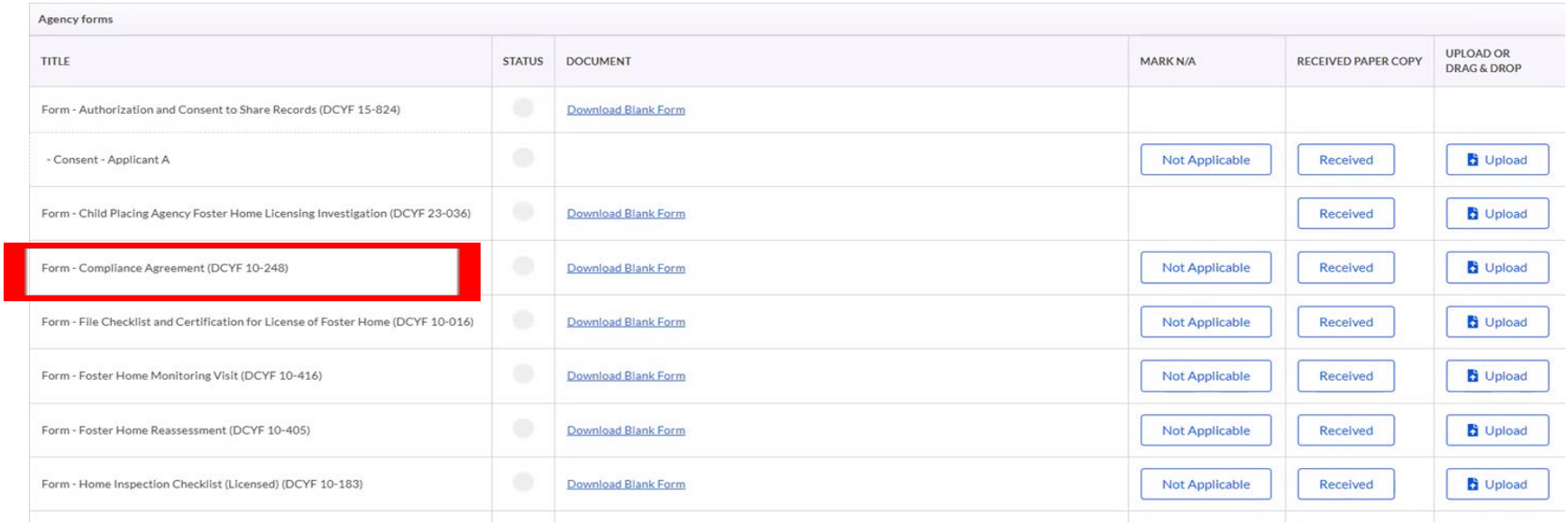
2. Click on Provider's Name



3. Click “Actions”, Then Click “Edit Application” From Options That Appear



4. Once in Documents Section, Scroll and Click on Compliance Agreement Hyperlink Under Agency Forms (DCYF Forms)

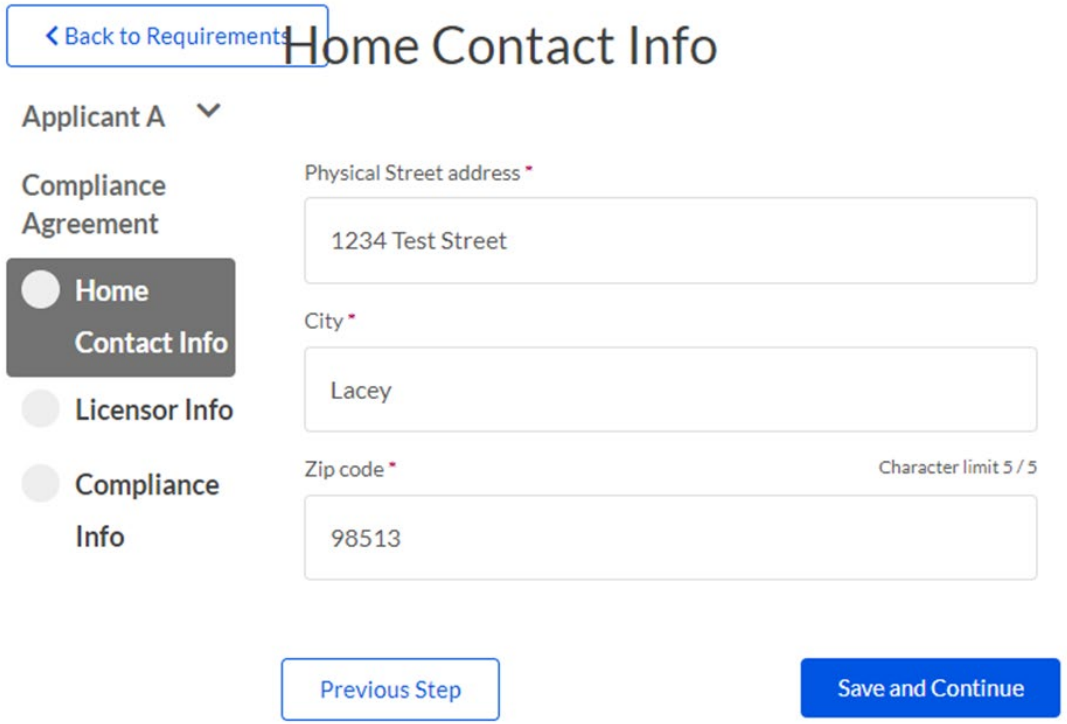


Agency forms

TITLE	STATUS	DOCUMENT	MARK N/A	RECEIVED PAPER COPY	UPLOAD OR DRAG & DROP
Form - Authorization and Consent to Share Records (DCYF 15-824)		Download Blank Form			
- Consent - Applicant A			Not Applicable	Received	Upload
Form - Child Placing Agency Foster Home Licensing Investigation (DCYF 23-036)		Download Blank Form		Received	Upload
Form - Compliance Agreement (DCYF 10-248)		Download Blank Form	Not Applicable	Received	Upload
Form - File Checklist and Certification for License of Foster Home (DCYF 10-016)		Download Blank Form	Not Applicable	Received	Upload
Form - Foster Home Monitoring Visit (DCYF 10-416)		Download Blank Form	Not Applicable	Received	Upload
Form - Foster Home Reassessment (DCYF 10-405)		Download Blank Form	Not Applicable	Received	Upload
Form - Home Inspection Checklist (Licensed) (DCYF 10-183)		Download Blank Form	Not Applicable	Received	Upload

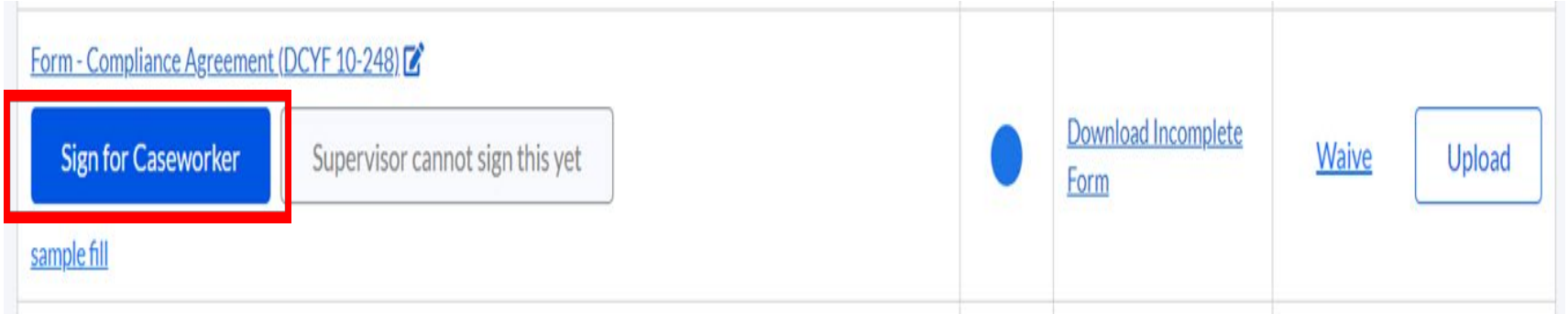
5. Complete Form by Entering Home Contact Info, CPA Licensor's Info, and Compliance Agreement Info

Note: Ensure you are clicking Save and Continue button after each step.



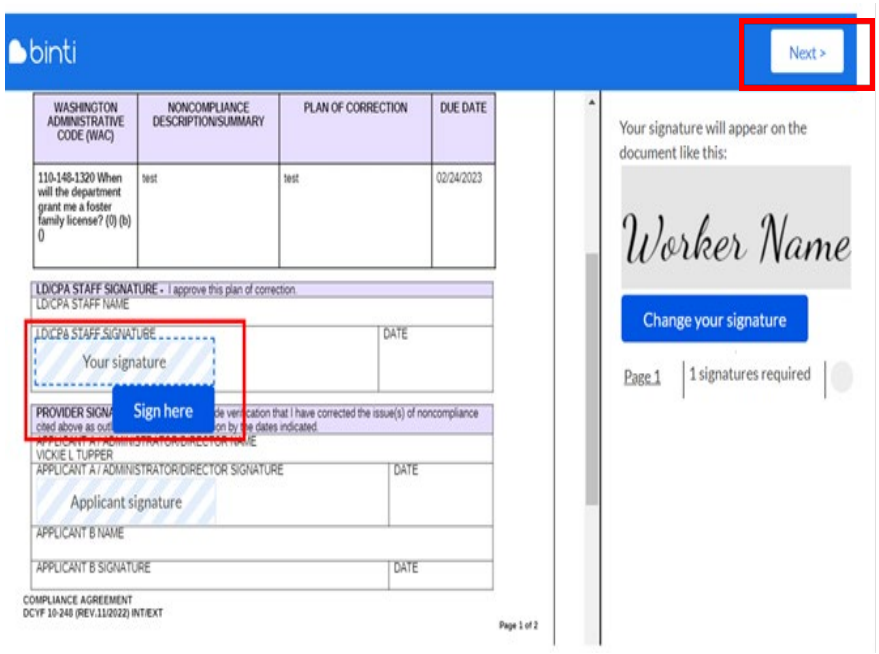
6. CPA Licensor Clicks on Sign for Caseworker Button

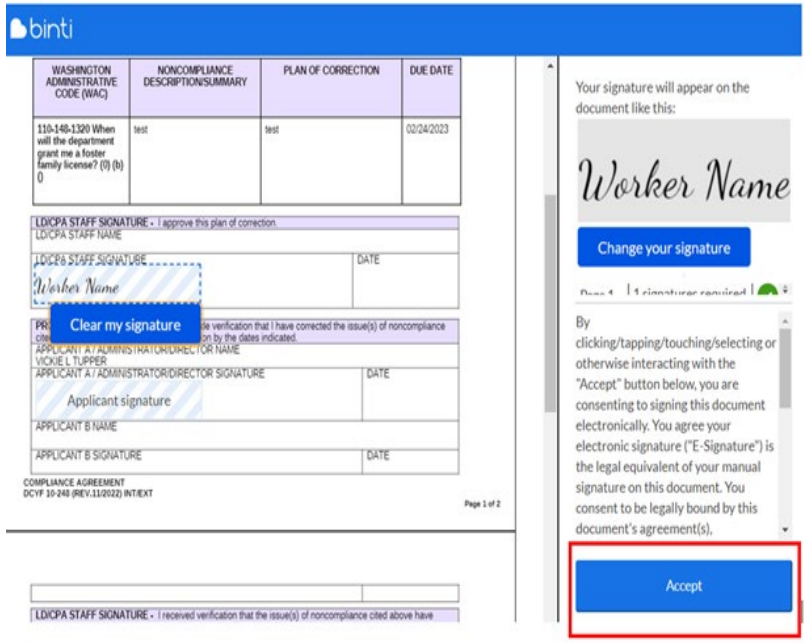
Note: Once you fill out Agreement form you will be redirected back to Documents section, and a Sign for CComplianceaseworker will appear under form name in Documents section



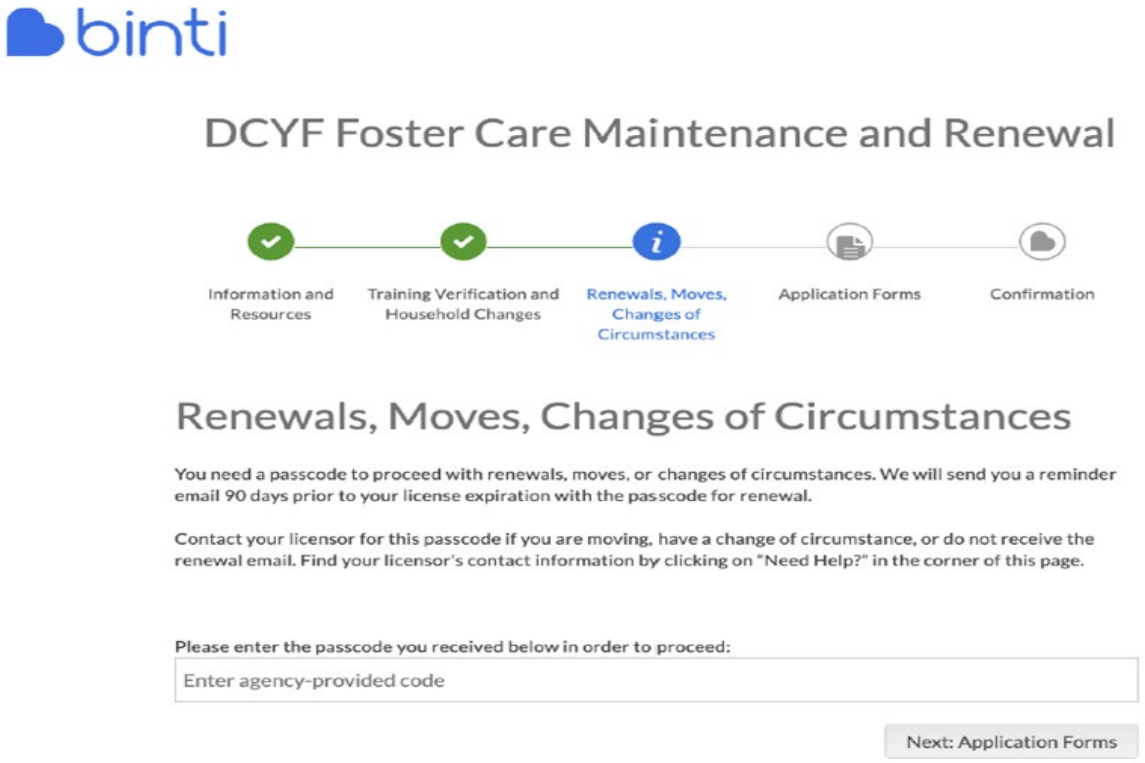
7. CPA Licensor Will Sign the Form

Note: CPA Licensor will see a preview page of document. Sign the form by using your signature. Click on Next to find signature spot, Click on Sign Here, then Click on Accept.



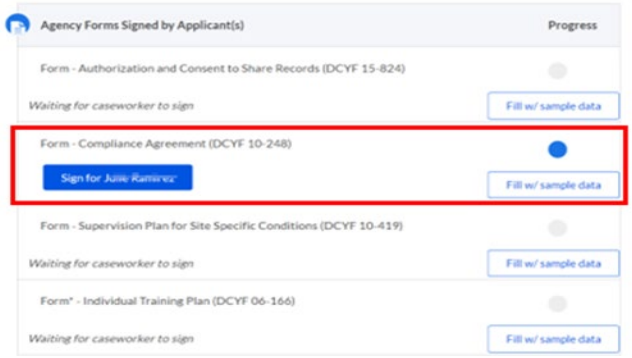


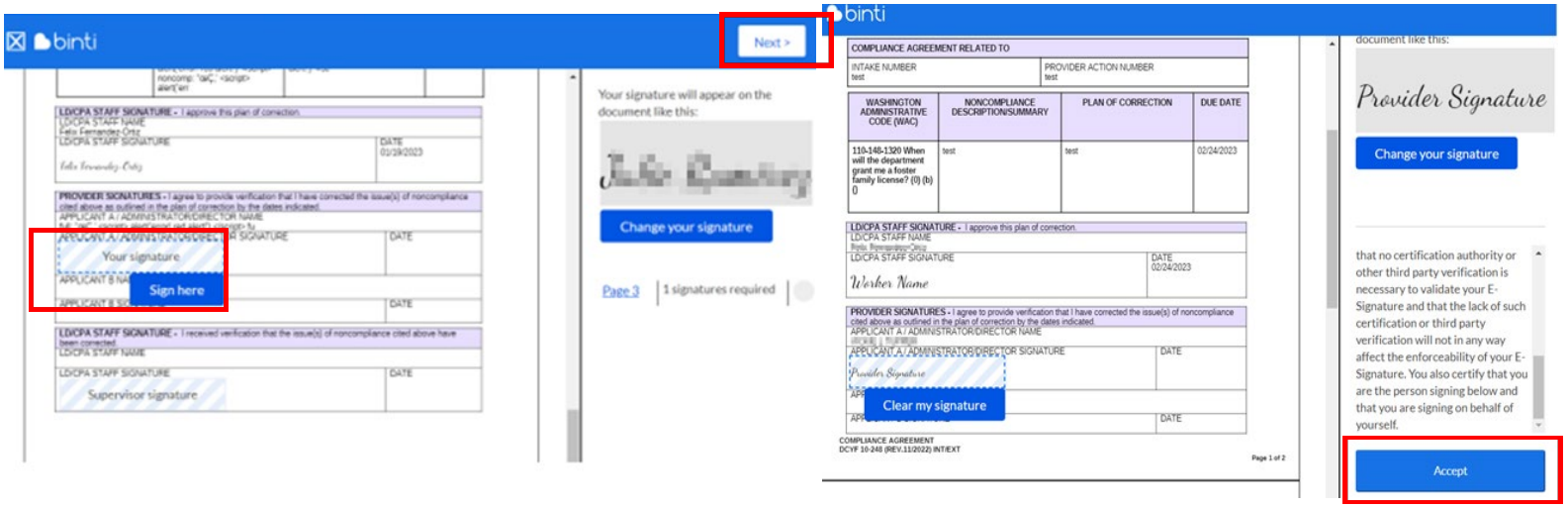
8. The Provider Will Need the Passcode of “kids4Washington” from CPA Licensor to Get Past Lock Screen in Order to View Form.



9. Once Past Lock Screen, the Compliance Agreement is Ready to be Reviewed and Signed by Provider.

Note: The provider can only review and sign; they cannot edit this document.



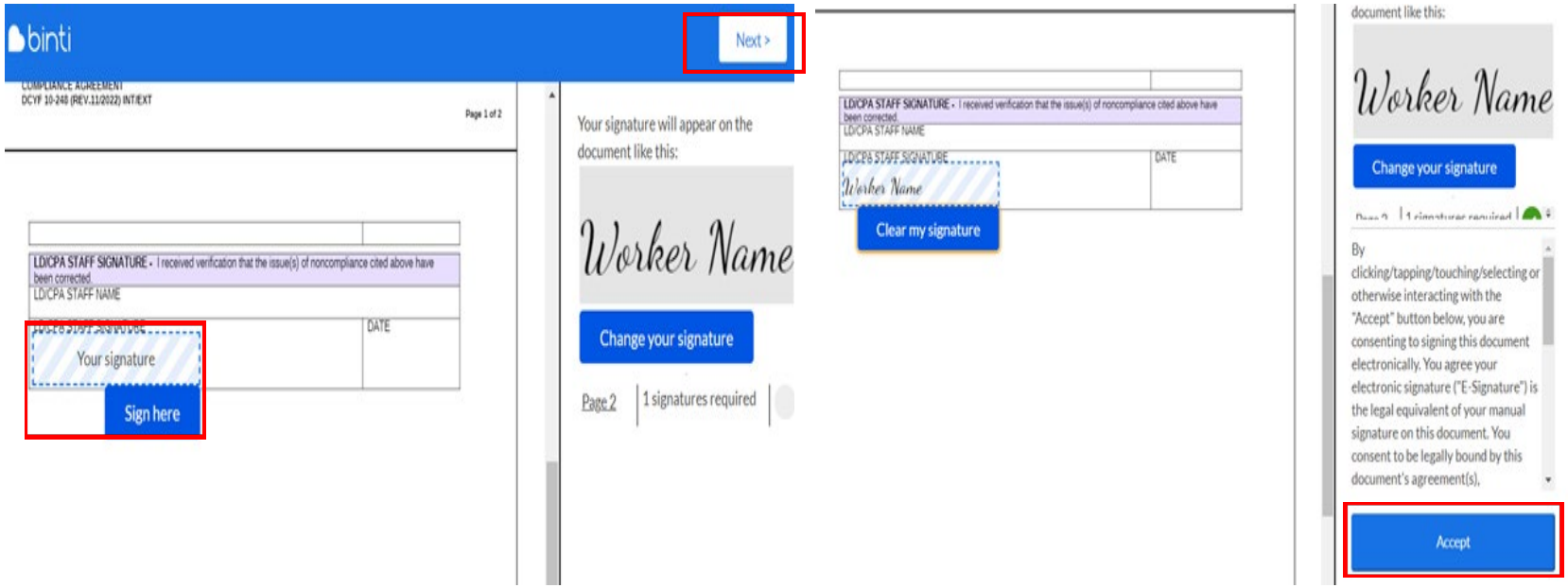


10. Once the Provider Signs the Form, a Sign for Supervisor Button Will Appear

Note: The provider can only review and sign; they cannot edit this document.

11. You Will Then See a Preview Page of the Document. Sign the Form by Using Your Signature.

Click on Next to find signature spot, Click on Sign Here, then Click on Accept
Note: Before CPA Licensor signs a 2nd signature, CPA Licensor needs to verify that compliance issue has been resolved.



12. Once Compliance Agreement is Complete, a Green Check Mark Will Appear in the Status Column. To Access Completed Form, Click on Completed Form Hyperlink.