

# DCYF Licensing Division – CPA Portal Learning & Listening Sessions

## Webinar

December 12, 2022

Licensing Division | Approved for distribution by Debbie O'Neil, Workforce Development Sr. Administrator

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)

# Introduction and Welcome

*Webinar is being recorded*

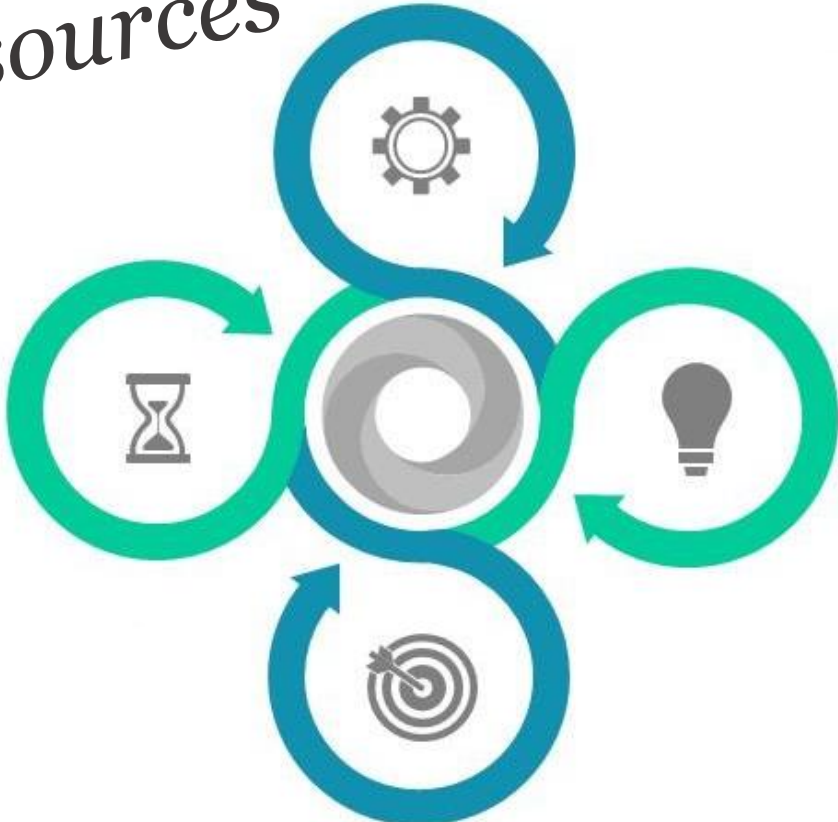


Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

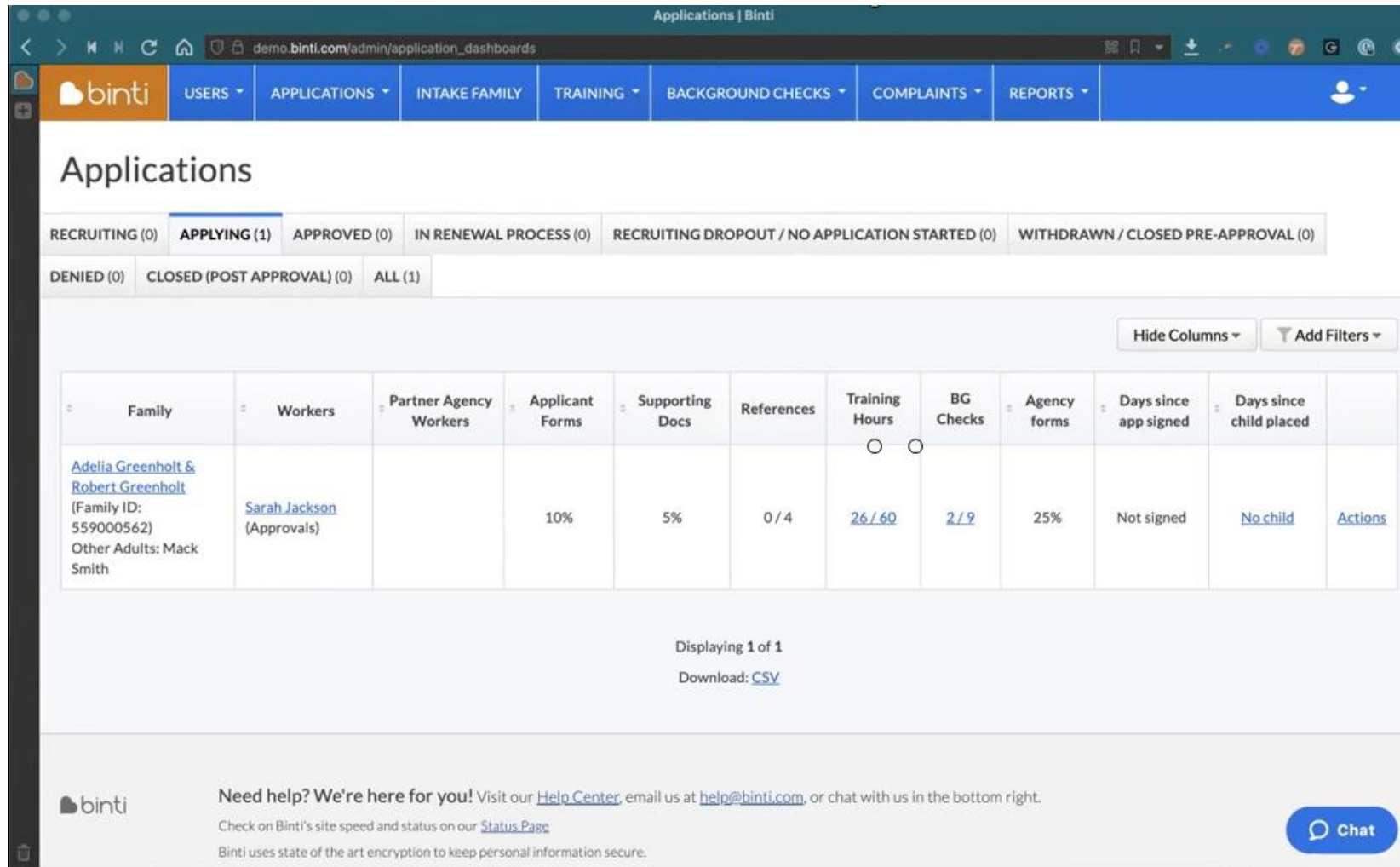


# Overview of Process Map Resources

## Process Map Resources



# WA CAP by Binti Demo and Learning Lab



The screenshot shows the Binti Applications dashboard. The top navigation bar includes 'binti' logo and menu items: USERS, APPLICATIONS, INTAKE FAMILY, TRAINING, BACKGROUND CHECKS, COMPLAINTS, and REPORTS. The main content area is titled 'Applications' and features a filter bar with categories: RECRUITING (0), APPLYING (1), APPROVED (0), IN RENEWAL PROCESS (0), RECRUITING DROPOUT / NO APPLICATION STARTED (0), WITHDRAWN / CLOSED PRE-APPROVAL (0), DENIED (0), CLOSED (POST APPROVAL) (0), and ALL (1). Below the filter bar are 'Hide Columns' and 'Add Filters' buttons. The main table displays application data for a family, with columns for Family, Workers, Partner Agency Workers, Applicant Forms, Supporting Docs, References, Training Hours, BG Checks, Agency forms, Days since app signed, and Days since child placed. The data row shows: Adelia Greenholt & Robert Greenholt (Family ID: 559000562, Other Adults: Mack Smith), Sarah Jackson (Approvals), 10%, 5%, 0/4, 26/60, 2/2, 25%, Not signed, and No child. An 'Actions' link is present in the final column. Below the table, it says 'Displaying 1 of 1' and 'Download: CSV'. The footer contains the Binti logo, a help message, a status page link, a security notice, and a chat button.

Family	Workers	Partner Agency Workers	Applicant Forms	Supporting Docs	References	Training Hours	BG Checks	Agency forms	Days since app signed	Days since child placed	
<a href="#">Adelia Greenholt &amp; Robert Greenholt</a> (Family ID: 559000562) Other Adults: Mack Smith	<a href="#">Sarah Jackson</a> (Approvals)		10%	5%	0 / 4	<a href="#">26 / 60</a>	<a href="#">2 / 2</a>	25%	Not signed	<a href="#">No child</a>	<a href="#">Actions</a>

Displaying 1 of 1  
Download: [CSV](#)

**binti** Need help? We're here for you! Visit our [Help Center](#), email us at [help@binti.com](mailto:help@binti.com), or chat with us in the bottom right.  
Check on Binti's site speed and status on our [Status Page](#).  
Binti uses state of the art encryption to keep personal information secure.

[Chat](#)

# Listening – Discussion Time



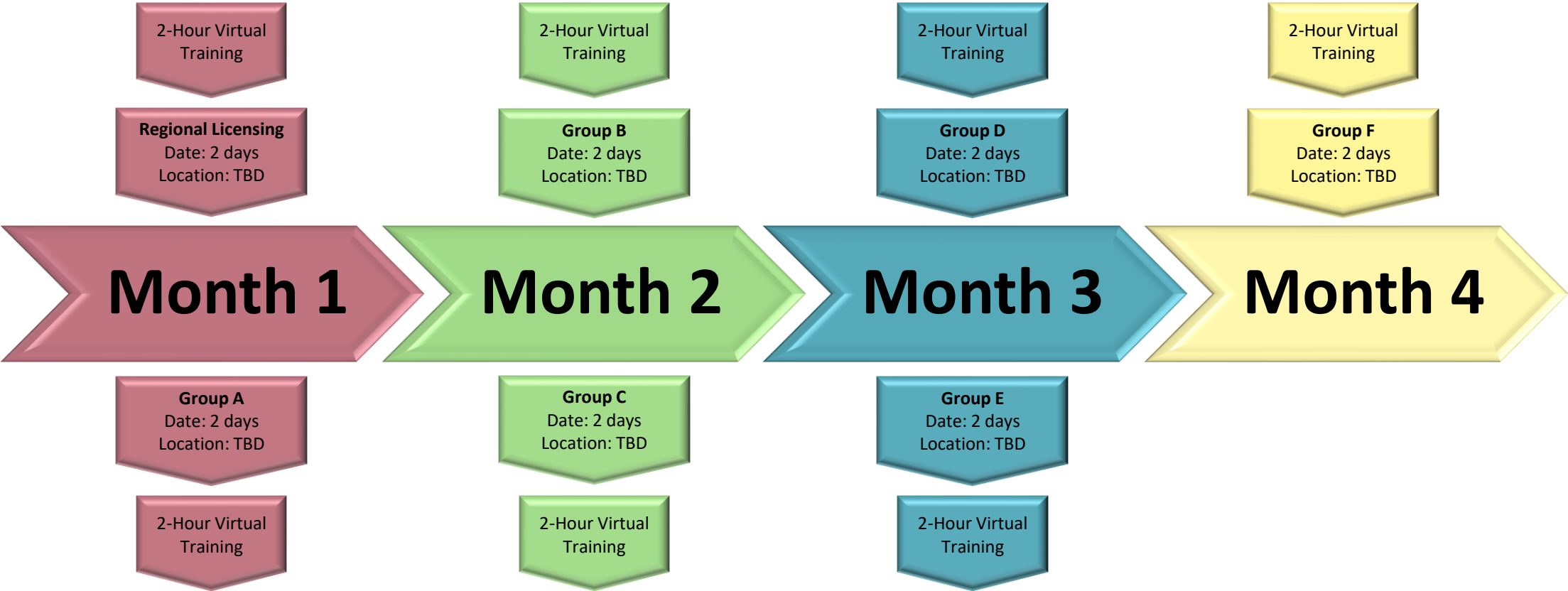
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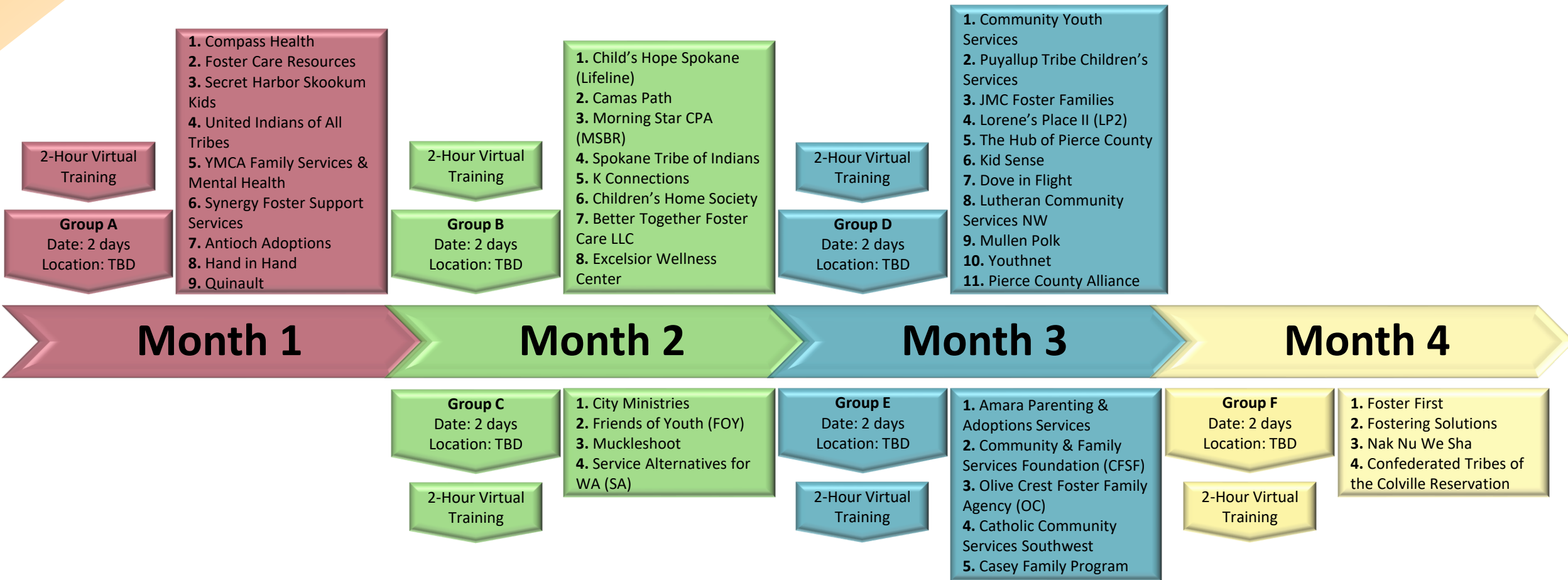
# Updates on WA CAP Training Schedule and Roll Out



# 2023 Home Study & WA CAP, RL and CPA Training



# 2023 Home Study & WA CAP, RL and CPA Training





# Forms Updates

## New and Updated Forms

- Accessible on the DCYF website <https://www.dcyf.wa.gov/forms>
- Resource document titled, “**Requirements Documents for Child Placing Agency**” provides guidance on forms
- Refer to the most recent DCYF communication for additional details

Contact your Regional Licensor for Technical Assistance as needed

# Final Updates and Closing

**FEEDBACK**

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