

# Decision Making Matrix

Please Note: The Authorized Decision Maker is the person who has the authority to make the final decision or their designee. Information from the licensor, or whoever initially receives the information, needs to be shared up the organizational chain prior to submitting to the Authorized Decision Maker.

Child Safety/Placement Issues in Foster Homes, Group Care Facilities or Unlicensed Home	Authorized Decision Maker	Applicable Policies/Procedures
Child Welfare Field Operations staff want to leave the victim child in the foster home after a Founded finding of CA/N.	Joint staffing with all involved, moving quickly up the organizational chain until the situation has been resolved. These issues should be resolved at the lowest possible level. If an agreement cannot be reached, the final decision-making authority rests with the Child Welfare Field Operations Assistant Secretary.	<a href="#">4260 Placement Moves</a>
Child Welfare Field Operations staff seeking to allow children to remain in a home with a pending revocation or denial.	Joint staffing with all involved, moving quickly up the organizational chain until the situation has been resolved. These issues should be resolved at the lowest possible level. If an agreement cannot be reached, the final decision-making authority rests with the Child Welfare Field Operations Assistant Secretary.	
Removal Recommendations		
LD staff has concerns or is made aware of immediate safety concerns or physical hazards in a licensed home or facility that could put a child at immediate risk. Removal recommendations for children in DCYF custody	LD/CPS Supervisor, SAM Supervisor or Licensing Supervisor makes removal recommendations to the Field Operations Supervisor assigned to the child's case. If there is a disagreement about the removal of DCYF children, this should be resolved at the lowest possible level. If an agreement cannot be reached, the final decision-making authority rests with the Assistant Secretaries.	<a href="#">1120 Safety Assessment</a> <a href="#">2200 Intake Process</a>
Licensing Waivers for WAC	Authorized Decision Maker	Applicable



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

Original Date: November 30, 2020 | Revised Date: February 8, 2022

Licensing Division | Approved for distribution by Ruben Reeves, Policy, Quality and Data Systems Administrator

		<b>Policies/Procedures</b>
Waivers are required when there is a prohibition in the WAC, but the LD worker supports an exception to the MLR. Waivers are completed for foster homes, group care facilities or CPAs.	LD Senior Administrator or designee and Field Operations RA or designee for waivers that preclude federal funds.	<a href="#">5120 Licensing State Foster Homes</a>  See LD Administrative Approval, Waiver, Overcapacity Tip Sheet.  Licensing Waiver/Administrative Approval DCYF 15-411
<b>Overcapacity Administrative Approvals</b>		
Over-capacity (age, gender, and/or capacity) during regular business hours.	All over-capacity requests during regular business hours, including placement of sibling groups: <ul style="list-style-type: none"> <li>LD Supervisor can approve up to 2.</li> <li>LD Area Administrator must approve 3 and above.</li> </ul>	<a href="#">WAC 110-148-1390</a>  Overcapacity/Age/Gender Administrative Approval DCYF 15-349
Over-capacity (age, gender and/or capacity) during after-hours when LD is not available and on an emergent basis.	The after-hours Child Welfare Field Operations Area Administrator or designee has the authority to authorize over-capacities until the next business day. An over-capacity request must be submitted the following business day to the LD Supervisor for post-placement authorizations in the event of a "short term" crisis. A "short term crisis" is assessed by the LD Supervisor on the next business day. If LD Supervisor denies the over-capacity request, children must be removed. If there is a disagreement over removal, the Licensing Division Assistant Secretary has final approval.	
<b>No Referrals</b>		
Initiating no referrals for licensed foster homes	Child Placing Agencies can voluntarily put a no referral on their agency foster homes. If the child-placing agency disagrees with LD's recommendation, the Regional Licensing Program Administrator will follow local protocol to initiate the no referral.  LD Senior Administrator(s) or designee makes final decisions no referrals and LD staff notifies Child Welfare Field Operations Placement Desk.	<a href="#">5120 Licensing State Foster Homes</a>  <a href="#">5130 Regional Licensing</a>

Lifting no referrals for licensed foster homes.	LD Staff makes decision and notifies Child Welfare Field Operations Placement Desk.	
Initiate no referrals for group care facilities or child-placing agencies.	LD Senior Licensing Administrator or designee in consultation with the Field Operations RA or designee in that region. If there is a disagreement, the Licensing Division Assistant Secretary has final approval.	
Lifting no referrals for group care facilities or child-placing agencies	LD Senior Licensing Administrator or designee in consultation with the Field Operations RA or designee in that region. If there is a disagreement, the Licensing Division Assistant Secretary has final approval.	