WASHINGTON STATE
Department of Children, Youth, and Families

Combined In-Home Contract

Practice Guide

This Practice Guide reflects the most current information for areas such as training, certification, process, documentation, and practice.

Contents

Adoption Support

Provider List

- Adoption families will be given a list of agencies, by county, and by age of children they are able to provide an EBP service for.

- A list of eligible agencies will be created by DCYF. This will be based on:
  - Agencies confirming their staff are trained to accept referrals from Post Adoption families.
    - If DCYF repeatedly hears from Post Adoption families that provider agencies are turning them away as the referral must come from the DCYF worker, we may remove the agency from the list, pending an approved remediation plan.
  - Those agencies able to offer one of the evidence based programs offered in the Combined In-Home contract.

Referrals for Post Adoption service *12-5-17 update*

- Adoption Support workers give families requesting help the service referral. This is the same service referral use by CPS, FVS, FRS, CFWS workers authorizing the delivery of an In-home Service
- Agencies will receive DCYF referrals for Combined In-Home services (except HomeBuilders) directly from families.
  - These referrals will be electronically authorized as is done with other DCYF child welfare referrals for In-Home services.
- The referral will **not** be specific to who deliver the service or type of service – instead it will say "service selected by Family".
- The referral will **not** identify the agency to deliver the service – instead it will say 'as identified by Family".
- Post Adoption Support families will not require CA prior approval on how concrete goods are used to support family goals and consistent with Concrete Goods Guide.

Documentation Variation

- Service Confirmation and weekly updates are **not** required.
- Only the Service Summary is sent to the referring worker, identified in the service referral.

CANS-F

Initial Certification

Initial certification requires, in order:

1. Attending and successfully completing the full day CANS-F training offered by DCYF.
2. Registering and successfully certifying at the CANS-F training site

Yearly Provider Certification Renewal

Within one year of initial certification and each year following, attend and successfully complete one half day CANS-F booster training offered by DCYF.

Google Admin

Google Admin account is used to link the CANS data uploaded to agencies. This is also how Chapin Hall sends out summary CANS-F data reports for each agencies, state example below.
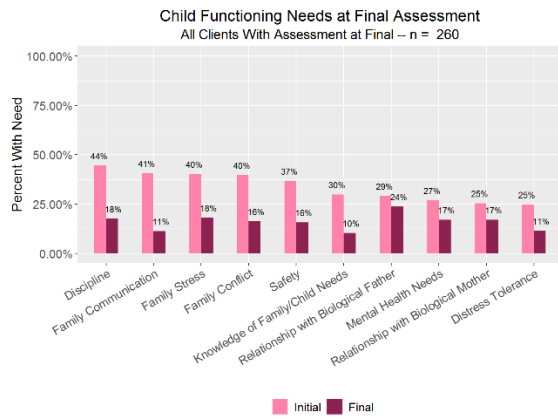
Creating a log-in

Agencies request log and password from DCYF In-Home Services HQ managers.

Linking Emails

Everything Agency Leads need to know in order to add or link emails to their groups can be found in steps 3-6 of the Agency Lead Tutorial.

The most frequently asked question I've gotten is how to add non-CHICatchapin.org emails, which is outlined step-by-step in Part 4 of the tutorial

Uploading

- Upload the CANS-F once, at the end of the intervention, whatever the end is.

email-uploads-remi
nder-simple.html

- Here is a link for uploading CANS-F   .

Monthly Summary

Standard Monthly
update Draft Simple