

Steps to Intake a Family (CPA)

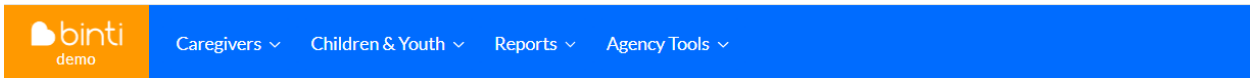
LICENSING DIVISION PRACTICE GUIDE Steps to Intake a Family (CPA)

PRACTICE TIP: Complete all fields unless otherwise indicated.

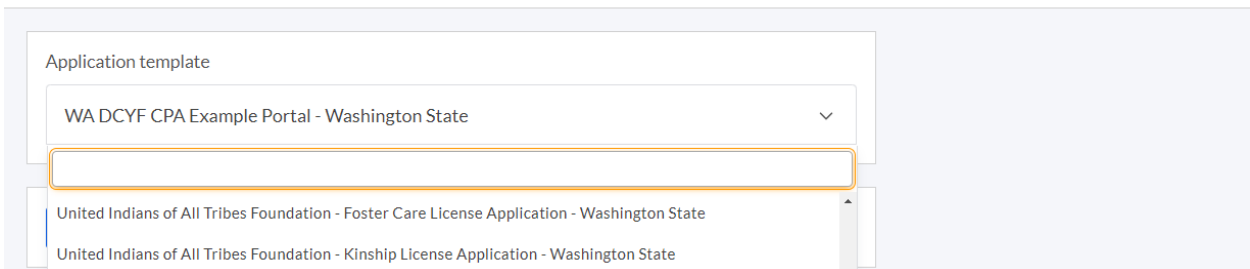
1. On the top blue ribbon **select** “Caregivers” and then select “Intake Caregiver”



2. **Select** the appropriate Application Template or “Track”



New Intake Form for WA DCYF CPA Example Portal - Washington State



- CPA Name- Foster Care License Application- Washington State
- CPA Name- Kinship License Application- Washington State
- CPA Name- Certified Respite Application- Washington State

For ICPC:

- Foster Home (if relative) = CPA Name- Kinship License Application Track
- Foster Home (if suitable other) = CPA Name- Foster Care License Application Track

- Adoption = CPA Name- Kinship License Track or CPA Name- Foster License Track depending on the relationship above (home study must contain adoption requirements)
3. **Application Data:** Complete all fields in Application Data. It is very important that you enter the applicant's email address. Do not enter work or school email addresses due to confidentiality.
- **Are they an approved ICWA home?** Only check if the applicant or co-applicant has indicated they have membership or are eligible for membership in a federally recognized tribe. Washington state recognized tribes do not apply.
 - **Family Tags:** CPA - **Do Not Use.**
 - **Applicant(s) should be considered confidential:** CPA - **Do Not Use.** Contact your Regional Licensor (RL) if this designation is needed (for example an employee or family member of the Department/CPA staff).
 - **Approvals worker assigned:** CPA - **Leave Blank** (CPA Workers will be assigned under the Partner Agency Workers refer to number 11. for guidance).
 - **Support worker assigned:** CPA - **Leave Blank** ((CPA Workers will be assigned under the Partner Agency Workers refer to number 11. for guidance).
 - **Status:** Select "Recruiting"
 - **Family Type:**
 - a. Select "Relative" for relative of specified degree.
 - b. Select "Fictive Kin" for suitable other.
 - c. Select "Community" only for general foster care (Foster License).
 - d. **Do not use** the "Guardian" option.
 - **Date of Inquiry:** CPA - Date is auto-populated. Leave date as is.
 - **Application External Identifier:** CPA - **Leave blank.** This is the license ID number and will not be applicable at this time.
4. **Physical Address:** Enter Applicant Address.
5. **Mailing Address:** Uncheck to enter the mailing address (if applicable).
6. **Out of County or ICPC:**

- **Referral Type:** Leave pre-selected “In County” for non ICPC. **For ICPC:** Select “Out of County or ICPC- Receiving”
- Do not use “Out of county or ICPC- sending.”
- Select referral state, referral county (if prompted), and date referred (date the ICPC is received).

7. **Click** Submit Intake Form

8. **Other Adults:** Enter all adults who live in the home or on the property here.

9. **Relationship for (applicant's name):** Is this caregiver associated with a child currently in care: always click “No.”

NOTE: The below question is directly related to placement and will not be used for our purposes.

Is this caregiver associated with a child currently in care (e.g. a relative, fictive kin, or other relationship)?

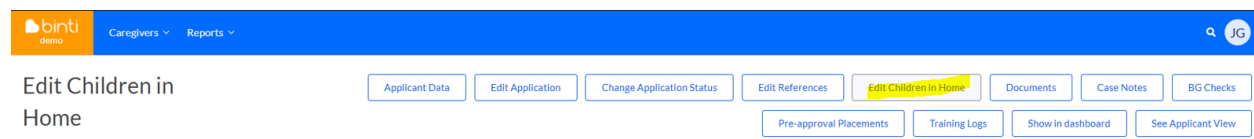
Yes

No

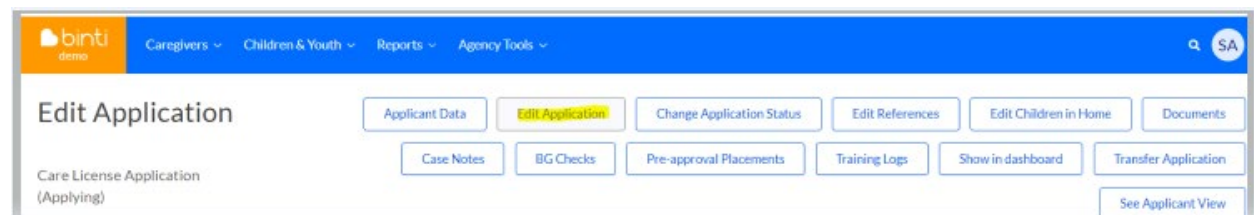
[Submit](#)

10. **Click** on the Recruiting tab to find the family.

11. **Enter** children in the home by selecting the “Edit Children in Home” tab.



12. **Enter CPA Worker Assignment(s)** by selecting the “Edit Application” tab and entering assigned workers under “Partner Agency Workers.”



Approvals workers assigned

Support workers assigned

Partner Agencies

 x

Partner Agency Workers