

Guiding Document for CPA, Group Homes and Foster Care – DCYF Licensing Division

This is intended to be a guide to assist regional licensors and our provider community in meeting the WAC/Policy requirements amid COVID-19 restrictions. Below is a list of commonly requested requirements LD has been issuing Waivers/Administrative Approvals for with some regularity; note, this is not an exhaustive list.

If a Waiver/Administrative Approval is necessary, providers will provide the required information to their regional licensor and the regional licensor will complete form 15-411. Once the regional licensor obtains all the appropriate signatures, he/she will return to the provider for filing. Please be aware that although there may be multiple items within the same Waiver/Administrative Approval, for group care there must be a separate form for each applicant and for foster care there must be a form for each applicant/s based on the name/s that will appear on the license.

If there is a WAC/Policy requirement not on this list that you are unable to meet due to COVID-19 restrictions, please make a request to your regional licensor and be prepared to provide the following information:

- WAC/Policy number
- Specific request
- Plan for ensuring the safety & well-being of residents
- Plan for returning to compliance once COVID-19 emergency ends

Group Care Administrative Approvals

- Online CPR/First Aid
 - WAC 110-145-1500
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 30 days of COVID-19 restrictions being lifted.

Group Care Waivers

- Background clearances (Completed by group care clearance team)
 - WAC 110-145-1325
- Ratios for BRS providers/most stringent (Completed by contracts)
 - WAC 110-145-1480
- Preservice training
 - WAC 110-145-1490
 - To: 30 days from date of request
 - Specifics About the Request:
 - Ensure to include language indicating plan to obtain required hours within 30 days.

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- Core training
 - WAC 110-145-1490
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Preferred: Ensure to include language indicating at least one staff will be on shift at all times with full core training certification.
 - Acceptable: Ensure to include language indicating plan for when manual restraint is necessary for safety (without full certification staff cannot perform manual restraints).
 - Ensure to include language indicating in-person training must be completed within 30 days of COVID-19 restrictions being lifted.
- TB test
 - WAC 110-145-1335
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that he/she has never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.

CPA Administrative Approvals

- Online CPR/First Aid
 - WAC 110-147-1510
 - To: Within 60 days of COVID-19 restrictions being lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.

CPA Waivers

- Background clearances
 - WAC 110-147-1325
 - To: 30 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating applicant has passed a WSP background clearance as well as a CA/N check.
 - Ensure to include language indicating applicant must submit fingerprints within 30 days of COVID-19 restrictions being lifted.

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- Preservice training
 - WAC 110-147-1500
 - To: 30 days from date of request
 - Specifics About the Request:
 - Ensure to include language indicating plan to obtain required hours within 30 days.

- TB test
 - WAC 110-147-1335
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that he/she has never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.

- Virtual post-placement contact for adoption agency homes
 - WAC 110-147-1685 & WAC 110-147-1730
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.

- Virtual monthly H&S visits
 - WAC 110-147-1610
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.

CPA Foster Home Administrative Approvals

- Virtual foster home inspection
 - Policy 5110
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure to include language that in-person foster home inspection will be completed within 30 days of COVID-19 restrictions being lifted.

- Virtual applicant interviews
 - Policy 5110
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.

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- Online CPR/First Aid for renewal cards after initial license
 - WAC 110-148-1320
 - To: Within 60 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.
- Medical (case-by-case/use critical thinking)
 - Policy 5110
 - To: 60 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating how it was determined the applicant is physically able to care for children placed in out of home care.
 - Ensure to include list of prescribed medications and indicate if this may impact their ability to care for children; if so, identify the plan for ensuring safety.
 - Ensure to include language indicating applicant must submit a completed Applicant Medical Report (13-001) within 60 days of COVID-19 restrictions being lifted.

CPA Foster Home Waivers

- On line CPR/First Aid for **NEW** licenses
 - WAC 110-148-1375
 - To: 60 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating the online training must be accredited with nationally recognized standards.
 - Ensure to include language indicating in-person training must be completed within 60 days of COVID-19 restrictions being lifted.
- Virtual interviews for adoption agency home studies
 - WAC 110-147-1695
 - This requirement will be waived without a signed Waiver/AA form during COVID-19 restrictions.
 - Ensure to clearly indicate in your records that the contact was virtual.
- Virtual foster home inspection for adoption agency home studies
 - WAC 110-147-1695
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure to include language that in-person foster home inspection will be completed within 30 days of COVID-19 restrictions being lifted.

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- TB test
 - WAC 110-148-1320
 - To: Within 30 days of COVID-19 restrictions being lifted.
 - Specifics About the Request:
 - Ensure the agency verified with the applicant that he/she has never been diagnosed with TB; this language needs to be included in the waiver.
 - Ensure to include language indicating negative TB test results must be obtained within 30 days of COVID-19 restrictions being lifted.

- Background clearances
 - WAC 110-148-1320
 - To: 30 days after COVID-19 restrictions are lifted
 - Specifics About the Request:
 - Ensure to include language indicating applicant has passed a WSP background clearance as well as a CA/N check.
 - Ensure to include language indicating applicant must submit fingerprints within 30 days of COVID-19 restrictions being lifted.