



**CPA Division Meeting  
April 7, 2016  
11:00am to 1:00pm  
Lutheran Community Services  
4040 S. 188<sup>th</sup> Street, Seatac, Wa. 98188, 3<sup>rd</sup> Floor**

<p><b>Members Present:</b> Joanne Stimson, <i>CFSF</i>, Dave Jenkins, <i>CFSF</i>, Holly Bernard, <i>YFC</i>, Jeff Clare, <i>YFC</i>, Michael Yu, <i>Olive Crest</i>, Bethany McDonald, <i>Olive Crest</i>, Cindy Steele, <i>Catholic</i>, Linda Thomas, <i>Catholic</i>, Suzie Frey, <i>Catholic</i>, Scarlett Gentry, <i>Catholic</i>, Rachael Hill, <i>Catholic</i>, Kristen Zindky, <i>Catholic</i>, Todd McNeal, <i>Hand in Hand</i>, Sierrah Moody, <i>Bethany</i>, Heather Luu, <i>Bethany</i>, Erica Shutes, <i>Bethany</i>, Paulette Caswell, <i>Bethany</i>, Samantha, <i>Pierce County Alliance</i>, Tray Rebut, <i>Amara</i>, Julianne Bakey Petersen, <i>Amara</i>, Deidre Prince, <i>West Sound YFC</i>, Angela Youtsey, <i>West Sound YFC</i>, Susan Maney, <i>Children's Home Society</i>, Lynnette Jordan, <i>United Indians of All Tribes Foundations</i>, Zsuzsanna Balough, <i>YMCA</i></p>	<p><b>Conference Call:</b> 1-800-511-7985 access code 365-4506</p>
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Agenda Item	Discussion	Decisions
<b>1. Welcome &amp; Updates from Member Agencies</b>	<p>Welcome Michael Yu from Olive Crest Welcome Zsuzsanna Balough from Accelerator YMCA</p>	
<b>2. Minutes of the previous month's meeting</b>		
<b>3. Update from All Member meeting 3/15/16</b>	<p>CPA Foster Care and Licensing Survey results WACF/CA quarterly meetings: single agenda item from each division with more long term focus Training committee planning ethics course for the fall New website hosting with Web visuals</p>	

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<p><b>4. Streamlining Licensing Process</b>  ~ Data on current process  ~ time frames from Bill proposed in Senate  ~ Required Documents</p> <p>~ work group from WACF and DLR to develop training on process</p>	<p>Goal is to partner with CA on streamlining licensing process and partnering.</p> <p>Supervision Plans Consistency between Licensor and Region  Example: Alcohol</p> <p>When to submit packets—when packet/paperwork is due.</p> <p>Overall consistency between all regions and licensor.</p> <p>Is there a way to evaluate the individual regional licensor and team? Who do we hold accountable?</p> <p>Best practice with CPAs where do we work together towards a common goal? Then go to CA the things we, as CPA’s cannot control.</p> <p>Is there a live free for Licensors to post FAQ on licensing clarification? Recognizing licensors do not have time to answer the same question 20 times.</p> <p>Having access to the same information DLR does.</p> <p>Can we send backgrounds and all paperwork electronically?</p> <p>Concern: Backdating the license, even before the licensor asked for updates to home study or other stuff.</p> <p>Caregiver Core and Keep the Beat training frequency can be a Barrier-Not offered enough.</p> <p>Keep the beat will do a training for a group if there are 8 or more.</p> <p><b>What does work in the regions that are working?</b>  CPA can email paperwork in to Licensor  Emailed fingerprint numbers to family and CPA  Email results to licensor at CPA  Admin approvals are less than 2 weeks for backgrounds  Willing to answer questions of CPA  Once all paperwork is submitted to DLR, usually approved within 1 week  Certification is emailed to Licensor CPA</p> <p>Forum for communication between all CPA where we can learn from one another.</p>	<p><b>Request:</b>  License verification/approval-email notification of license approval and scan a copy of license to licensor (rather waiting for it to be mailed).</p> <p>Increase frequency of CCT or Keep the Beat. Also offering weekend classes in the Urban areas (King/Snohomish/Pierce County).</p> <p>Consider Offering: Online/Webinar with test to verify compliance with class offering.</p> <p>Document submission consistency.</p> <p><i>FYI: Keep the Beat will do a training for a group if there are 8 or more.</i></p> <p>WACF team research the ability to create a forum for all CPA licensors to communicate together.</p> <p>Regular CPA licensor lead meetings to lead to common practice.</p> <p>Follow up on investigation letter “valid” vs. “invalid” Finding Letters—can the invalid state, cleared. Can it be a little less “harsh”? Letter, needs to be sent within 7 days of finding (not 6 months or 18 months’ later). Can the private agency get a copy of the letter? DLR CPS include the CPA in the process—</p>

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	<p><i>Waiver is a "bad word"</i>  Minimum income, over capacity</p> <p>Include private agency in decision making process/staffing when looking at revocation/denial.</p> <p>Adopted child criminal history (former foster child).</p> <p>Legislators recognize the issues with retention issues of foster parents and the delay in families getting license.</p>	<p>This year will be used to gather data, try things, make changes, approach Children's to try and partner and use our Legislative partners if the needs is there.</p>
<p><b>5. Increasing Statewide Collaboration:</b>  ~ CPA meeting in Yakima?  ~ Licensing/Training issues</p>		<p>Table for next time/Ongoing</p>
<p><b>6. Coordinated Care and CPA contract: process and impact</b></p>		<p>Schedule a Case Management/Training Meeting with Coordinated Care.</p>
		<p>Schedule a meeting with DSHS on Respite Provider protocol.</p>

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