



Practice Tips

Child Information Referral Form

What is the Change?

The timeframes and process for completing and documenting the signed Child Information Placement Referral form (DSHS-[15-300](#)). This provides caregivers with known information about a child placed in their home.

What is Important to Remember?

A completed Child Information/Placement Referral form (DSHS 15-300) is provided to caregivers:

1. **No later than 24 hours after an urgent change in placement. Urgent is defined as one of the following:**
 - NEW** A court order has been entered requiring an immediate change in placement.
 - NEW** The child is unsafe.
2. At or before a planned change in placement.
3. No later than 72 hours after initial placement.
4. When new information is known about the child's needs.

Document and Upload in FamLink:

1. A completed, signed and dated Child Information/Placement Referral form provided to the caregiver, or
2. A copy of the emailed form to the caregiver.

FamLink Upload Instructions

Go to Case Work from the desktop.

Go to **File Upload** Page:

- **Date:** enter the date the form was signed by the caregiver or email sent
- **Category:** select - Case
- **Type:** select - Child Info Placement Ref Form DSHS15-300
- **Title:** name the form – Child Info/Ref Form15-300
- **Use** “browse” to find your scanned Child Information Placement Referral Form or email
- Click Save
- Click Close to return to the FamLink Desktop.

Resources:

Click on the link below for help:

[Documenting Braam Outcomes in FamLink](#)

If you have questions, please contact: **Brenda Villarreal**, Screening & Assessment Program Manger at 360-902-7956 or email at Brenda.Villarreal@dshs.wa.gov