

Non-CPS intakes are requests for services for a family or child. The caregiver, child, community member, or agent of another state may make a service request.

These include:

- **Family Voluntary Services (FVS)** - Requests for FVS usually come from a child's family as a request for services from CA. Services can be provided in the family home or out-of-home placement. Services provided by FVS are voluntary, and the family has no current or anticipated court involvement. CA and the family develop a time-limited agreement based on the family's needs that outlines the services offered.

Examples of cases that screen in for FVS include requests for:

- Temporary placement of a child while the caregiver is hospitalized for medical, mental health, or substance abuse treatment and the family has no other supports
 - Family preservation services
 - Respite care for a child with high needs
 - Temporary placement of a child who lacks housing when the caregiver has exhausted all community resources and the family has no other supports
 - Children's Hospitalization Alternative Program (CHAPS)
- **Family Reconciliation Services (FRS)** - CA offers this service to preserve, strengthen, and reconcile families in conflict. The goal is to help families find solutions to their conflicts by developing skills and supports to maintain the family unit. Services are voluntary; family focused, and depend upon family participation. CA provides two types of FRS services:

Assessment & Brief Intervention	Contracted Counseling
<ul style="list-style-type: none">○ Short-term interactions between CA staff and the family requesting services○ Services are directed toward deescalating the immediate crisis, defining the identified problem(s), and exploring options	<ul style="list-style-type: none">○ May be offered when additional services beyond Phase I are needed○ Focuses on addressing the current crisis and connecting with community

Questions below may help determine if an intake is appropriate for FRS.

- ✓ Is the youth between ages 12-17?
- ✓ Is the youth, caregiver (biological, custodial, and non-custodial parents, guardians, and informal relative placements), law enforcement, CA staff, HOPE center staff, crisis residential center staff, or a Tribal social worker requesting an At-Risk Youth (ARY) petition?
- ✓ Are any of the parties listed above requesting
 - A family assessment for a Child in Need of Services (CHINS)?
 - Assistance for a family in conflict, or a youth exhibiting high-risk behaviors, such as substance abuse, running away, choosing to live in an unsafe environment or engaging in criminal activity? (List is not exhaustive)

If there is an allegation of CA/N that minimally meets the WAC definition of CA/N the intake

must be screened for a CPS response.

- **Child and Family Welfare Services (CFWS)** - Intake must first determine if requests from parents or children for Child and Family Welfare Services are appropriate for CA services or referred to another agency or resource, including other family members. [Practices and Procedures Guide 4121 and 4131](#). CFWS intakes may have a 24 or 72 hour response.

Requests from parents or children for child placement services are received by Intake per [4307 Voluntary Placement Agreement \(VPA\) policy](#) when the placement request is not a direct result of a need for child protection due to abuse or neglect or the family's needs are beyond the scope of Family Reconciliation Services (FRS).

- Requests from youth for [Extended Foster Care Services](#). Youth must have previously "aged out" of foster care at age 18 and not yet reached their 19th birthday to request services.
- Requests from parents or caretaker relatives are received by Intake when the service requested is for Medicaid Personal Care Services. Medicaid Personal Care Services may be authorized for a child who has a physically disabling condition; such services are not authorized based on child protection concerns.

Intake may, with the permission of the family, gather collateral information from schools, doctors, other agencies, or family members if such information is necessary to make a decision regarding acceptance of the intake referral.

- **Safety of Newborn Children-Safe Haven Act ([Practices and Procedures Guide 2559A and 41211](#))**-When law enforcement transfers custody of a newborn (0 to 72 hours old) left by a parent at a hospital or fire station, intake staff must create and screen in a **CFWS intake**. The intake is assigned an emergent response (24 hour).

CA Intake process

- CA intake enters "unknown, unknown" in the person profile with a unique I.D. number for tracking. DOB will be determined by the hospital. Parent's name should be left blank.
 - CA intake collects family medical history, when possible.
 - CA Intake Supervisor reviews and confirms intake is accurate and assigns intake to a CFWS Supervisor.
- **IV-E and non-IV-E Tribal/Band Placement/Payment Only**-Intakes are created for all tribal payment requests, for both open and closed cases, unless it is a modification to an existing payment only case.
 - **Interstate Compact on the Placement of Children (ICPC)** - The ICPC is a binding agreement to safeguard children who must be placed across state lines ([RCW 26.34](#)). CA conducts home studies when another state requests them for a parent, adoptive parent, foster or relative of a child who lives in the other state.

The ICPC/ICAMA Unit at CA Headquarters (HQ) routes all requests for ICPC home studies to **Central Intake (CI)**, where an intake is created. The field offices do not screen these requests.

Intake documents calls from relatives, placement resources or another state agency requesting a home study, walk through of the home, or a courtesy visit for the placement of a child who resides in or is in the custody of another state, as **inquiry only** calls. If you receive a call directly from a relative caregiver for a child placed by another state who is requesting services, contact the ICPC/ICAMA Unit at HQ.

Here's more information about how to screen ICPC requests, which is only completed by Central Intake:

ICPC requests include an assignment cover sheet with the following information:

- region,
- name of the child(ren),
- name of placement resource,
- type of home study requested,
- the name of the assigned ICPC worker.

The Central Intake worker:

- reviews the cover sheet,
- searches the placement resource's name, including AKA's, child name, and child's parents' names, prior to creating a new person in FamLink.
- updates address and demographic information on placement resources already in FamLink,
- creates an intake, assigns the case to the HQ ICPC straw and workers listed on the cover sheet.

- **Adoption – ICAMA** - Interstate Compact on Adoption and Medical Assistance (ICAMA) is a program for families with children adopted through the public welfare system in other states that allows them to secure Medicaid coverage through the State of Washington if they reside in Washington.

The ICPC/ICAMA Unit at CA Headquarters (HQ) routes all ICAMA requests to Central Intake (CI), where an intake is created. The field offices do not screen these requests. ICAMA intakes should be assigned **only** to the ICAMA Program Manager. Cases should be set up as Adoption-ICAMA.

- **Private Adoption-Adoption Support Program**-CA screens adoption support requests for private adoptions (adoptions outside a public welfare agency). Screened-in intakes are assigned to the regional Adoption Support Program manager.

These types of request typically screen in:

Requests involving children:

- ✓ adopted through private agencies or tribes
- ✓ who are SSI eligible
- ✓ who were previously adopted if the child received Title IV-E adoption assistance in the previous adoption
- ✓ adopted internationally and the family is seeking assistance with adoption finalization costs only

- ✓ adopted through CA-- requests for post-adoption entry to adoption support
- ✓ cared for by non-parental custodian ("third-party custody" through court) or guardian (refer to Adoption Support Program manager at HQ)

These types of request typically *screen out*

Requests involving children:

- ✓ adopted privately (the child is not under the responsibility of a public or private adoption agency or tribe)
- ✓ adopted by a stepparent
- ✓ adopted internationally when the request is for the adoption assistance program (Finalization costs only are screened in.)

- **DLR/DEL Rule infractions** are also considered non-CPS intakes. Rule infractions must be screened in for a 72 hour response even if the allegations are duplicative. It is the responsibility of DLR to screen out Rule Infractions.