



STATE OF WASHINGTON  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
*Community Services Division*  
*Post Office Box 45440 Olympia WA 98504-5440*

January 20, 2009

**TO:** CSD Regional Administrators

**FROM:** Leo Ribas, Director  
Community Services Division

**SUBJECT: FEBRUARY 2009 CHANGES IN CO-LOCATED PROVIDERS**

Funding for the co-located Chemical Dependency Counselors and Family Planning Nurses will end on January 31, 2009. Effective February 1, 2009, Chemical Dependency Counselors and Family Planning Nurses will no longer be located in the CSOs.

WorkFirst parents' will still be able to access the same types of chemical dependency and family planning services. However, you will now need to refer parents to organizations outside of your local office to access these benefits.

Attached are information sheets giving you details about these changes. The information sheets will describe:

- The changes
- What headquarters staff are doing to implement the changes
- What action is required by Community Services Office staff
- How to access additional information
- Who to contact with any questions or concerns you may have

Thank you for your assistance in making this transition. For additional information, questions, or concerns, please contact Allen Shanafelt or Stacey Bushaw. Their contact information is on the attached information sheets.

Attachments

cc: Marijo Olson	Amber Gillum
David Rendon	Sandy Miller
Tom Everett	Diane Klontz
Nancy Wolke	Lynne Shanafelt
Tina Hatley	Greg Beck
Dorie Keely	Marie Bruin
Carla Reyes	Ko Vang
Community Services Office Administrators	Lori Hart
Social Services Coordinators	Stacey Bushaw
WorkFirst Coordinators	Ramona Bushnell
	Allen Shanafelt

# Co-Located Chemical Dependency Counselors

## WHAT IS THE CHANGE?

This change affects only the on-site services provided by contracted co-located counselors. Assessment and treatment services will continue uninterrupted. The processes and policies in the WorkFirst Handbook Section 6.7--Substance Abuse and the Social Services manual chapter on Alcohol and Substance Abuse are not changing. Community Service Offices will, however, need to work with local chemical dependency providers to ensure there is a local process to refer clients for assessments and treatment services as well as to obtain needed information such as WorkFirst participation verification forms.

## HEADQUARTER ACTION

Headquarters staff is working with DASA to help in this transition. DASA will work with the co-located counselors to ensure they properly secure all personal/confidential client information and records. DASA will also reinforce with local treatment providers the importance of verifying WorkFirst clients' participation each month.

## ACTION REQUIRED:

By 5:00 p.m. January 31, 2009, Community Services Office Administration must ensure:

1. All co-located Chemical Dependency Counselors have removed all personal items from the CSO.
2. All building, office equipment, telephone, and computer system access has been revoked.
3. Local referral/coordination processes are in place with chemical dependency assessment and treatment agency providers.

## RESOURCES

You can obtain information about accessing local treatment providers at the Alcohol Drug 24 Hour Help Line Web Site at [www.adhl.org](http://www.adhl.org) or by calling **1 (800) 562-1240**. You can also find a Directory of Certified Chemical Dependency Providers at [www.dshs.wa.gov/DASA/services/certification/GB.shtml](http://www.dshs.wa.gov/DASA/services/certification/GB.shtml)

## CONTACT PERSON

Allen Shanafelt, Program Manager, at 360-725-4631 or [SHANAAD@dshs.wa.gov](mailto:SHANAAD@dshs.wa.gov)

# Co-located Family Planning Nurses

## WHAT IS THE CHANGE?

The Health and Recovery Services Administration (HRSA) is terminating Community Service Office (CSO) based family planning nurse contracts. This change affects the co-located nurses and supplies, such as condoms, pregnancy tests, and emergency contraception.

CSOs are no longer required to refer WorkFirst parents to the family planning nurse. Staff are still responsible to provide adults and emancipated minors with family planning information.

## HEADQUARTER ACTION

Headquarters staff is working with HRSA to help in this transition. HRSA will work with the co-located family planning nurses to ensure they properly secure all personal/confidential client information and records. We have revised the following manual materials and publications to reflect changes in family planning policies and processes:

- WFHB, Section 1.1, Engaging Parents in WorkFirst, Overview
- WFHB, Section 1.3, Up-front Referrals
- WFHB, Section 3.2, Comprehensive Evaluation
- WFHB, Section 5.1, Pregnancy to Employment
- WFHB, Section 5.2, LEP Pathway
- WFHB, Section 6.1, Resolving Issues, Overview
- WFHB, Section 6.5, Family Violence
- Social Services Manual - Family Planning Services
- Publication 22-125 – WorkFirst – Helping you help yourself and your family

We are modifying eJAS to remove family planning functionality from the CE foundation, assessment, referrals and case notes.

## ACTION REQUIRED:

By 5:00 p.m. January 31, 2009, Community Services Office Administration must ensure:

1. All co-located family planning nurses have removed all personal items from the CSO.
2. All building, office equipment, telephone, and computer system access has been revoked.
3. Processes are in place to give WorkFirst clients family planning information.

## RESOURCES

You can refer parents to the Family Planning hotline at **1-800-770-4334** to obtain family planning information and a link to local family planning providers. For more information about Emergency Contraception Pills, including local providers or pharmacies that can dispense this method, call **1-888-NOT-2-LATE (1-888-668-2-5283)**. You can also find information about family planning services, such as contraceptive methods and the Take Charge Program, at <http://fortress.wa.gov/dshs/maa/familyplan/>. Additional resources and links to family planning publications are located at [http://www1.dshs.wa.gov/ESA/wfhand/1\\_3.htm](http://www1.dshs.wa.gov/ESA/wfhand/1_3.htm).

## CONTACT PERSON

Stacey Bushaw, Program Manager, at 360-725-4622 or [bushask@dshs.wa.gov](mailto:bushask@dshs.wa.gov)