

KY YSIS

Phase 1

PCC and PCP Provider User

Guide

Kentucky Youth Services Information System

1. About KY YSIS Phase 1

KY YSIS is the provider-facing application used to review placement referrals and maintain information associated with provider programs and locations. This guide documents the Phase 1 functions demonstrated in the application walkthrough.

1.1 Main Navigation

The application header provides access to the primary areas available to the signed-in user. Available options may vary based on the user's role and program access.

Note: Screens and available actions may differ depending on provider type, assigned role, and program access.

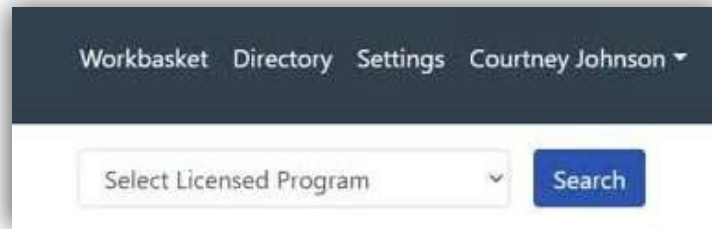


Figure 1. KY YSIS main navigation

2. Workbasket

The Workbasket is used to locate and review items requiring provider attention. The referral queue displays identifying information and an action that allows the user to open a referral.

2.1 Search or Filter the Workbasket

1. Open the Workbasket from the KY YSIS navigation.
2. Use the available licensed program filter to narrow the displayed items.
3. Locate the applicable referral in the results.
4. Select the available action to open the referral details.

Workbasket					
All TWIST's Children/TFC Bowling Gv					
Search					
Workbasket Summary					
Referral					
Status: All					
Search					
Show 10 entries					
Search:					
DCBS Case #	Name	Emergency Referral	Date Placement Needed	Provider Referral Status	Action
575831	WHEELS, TIMMY	No	11/30/2025	New	Review
576800	HEELER, BINGO QA	No	08/01/2026	New	Review
576880	BARBER, ELLIOT	No	06/02/2026	New	Review
577264	ANDREWS, STEPHEN	No	05/27/2026	New	Review
577264	ANDREWS, MAE	No	07/22/2026	New	Review

Figure 2. Workbasket referral queue

3. Review Placement Referral

Placement Referral Details provide the information sent to the provider for placement consideration. Review the referral before recording a response.

3.1 Review Referral Information

1. Open the referral from the Workbasket.
2. Review the youth and referral information displayed on the Placement Referral Details screen.
3. Review the placement-related information and any additional details provided with the referral.
 - a. The 886A is completed by the Case Worker in TWIST.
 - b. The 886A cover sheet is completed by the Children's Review Program worker in KY CRP.
4. When finished reviewing the information, continue to the provider response section.

Note: Review all available referral information before submitting a provider response. A response communicates the provider's referral response back to DCBS and CRP.

The screenshot shows the 'Provider Referral Details' screen. At the top is a dark blue header with the title 'Provider Referral Details'. Below the header is a section titled 'Individual Information' in a dark blue bar. The main content area is white and displays the following information in a grid-like format:

DCBS Case ID # 575831	Date Of Birth: 01/01/2013	Referred as Part of a Sibling Group: Yes
Individual ID #: 1099893	Biological Sex: Male	Medically Complex: Yes
Name: WHEELS, TIMMY	Emergency Referral: No	
Age: 13	County of Commitment: Breathitt	View 886a View 886a Coversheet

Figure 3.1 Provider Referral Details

3.2 Mark Referral “In Progress”

1. Open the applicable Placement Referral.
2. Navigate to the “Referral Details” section.
3. Select the “In Progress” response option from the “Provider Referral Status” drop-down menu.
4. Select “Save” to document the status.

The screenshot shows the 'Referral Details' form. It has a dark blue header with the title 'Referral Details'. The form contains the following fields:

- Provider Referral ID:** 6394
- *Provider Referral Status:** A dropdown menu with 'In Progress' selected.
- *Assigned To:** A dropdown menu with 'JOHNSON, CHAD' selected.

At the bottom right of the form are two buttons: 'Cancel' and 'Save'.

Figure 3.2 Referral In Progress

4. Respond to a Placement Referral

The provider communicates to DCBS whether they accept the referral and provide supporting response information.

Acceptances are documented and communicated to DCBS/CRP at the location level. Rejections are entered and communicated to DCBS/CRP at the program level. Providers are able to utilize location-level response functionality for internal tracking purposes. Rejections documented at the location level are not communicated back to DCBS/CRP through YSIS.

Note: Required information may change based on the response selected.

4.1 Enter a Response for a PCP TFC Location (therapeutic foster family)

1. Open the applicable Placement Referral record from the workbasket.
2. Navigate to the “Foster Home Locations” section.
3. Select the location from the available options by clicking “Update”.
4. On the “Response Details” panel, complete any fields or comments required for the selected response.
5. Review the information entered.
6. Select “Save” to document the response.

Response Details

The Barnett Family

36 Beth Ct., Elizabethtown, Hardin, Kentucky 42701

*Response:

Accepted

Internal Notes:

Response Notes:

*Exception Required?

☒ Yes ☐ No

*Type of Exception:

(Select all that apply):

Capacity Exceptions

☐ A foster home with more than two (2) children under age two (2), including the foster parent's own children
 ☐ A foster home with more than six (6) children, including the foster parent's own children

Therapeutic Exceptions

☐ A therapeutic home caring for more than two (2) therapeutic children
 ☒ A therapeutic home caring for more than four (4) children, including the foster parent's own children

Medically Complex Exceptions

☐ A two (2) parent medically complex home caring for more than two (2) medically complex children
 ☐ A two (2) parent medically complex home caring for more than two (2) medically complex children
 ☐ A one (1) parent medically complex home caring for more than one (1) medically complex child
 ☐ A foster home with more than four (4) children, including the foster parent's own children, that provides medically complex care

*Reason for the Exception:

☐ To allow placement of a child with an established meaningful relationship
 ☒ To accommodate a sibling group
 ☐ To accommodate a parenting youth and their child
 ☐ Other

Cancel

Save

Figure 4.1 Therapeutic Foster Care Location Accepted

4.2 Enter a Response for a PCP Independent Living Program Location

1. Open the applicable Placement Referral record from the workbasket.
2. Navigate to the provider response section.
3. Select the appropriate response option from the available values.
4. Review the information entered.
5. Select the screen action used to save or submit the response.

Response Details

All TWIST's Children/IL Elizabethtown
916 N Mulberry St, Elizabethtown, Hardin, Kentucky 42701

***Response:** Accepted

Internal Notes:

Cancel Save

Figure 4.2 Independent Living Location Accepted

4.3 Enter a Response for a PCC Therapeutic Residential Program Location

1. Open the applicable Placement Referral record from the workbasket.
2. Navigate to the provider response section.
3. Select the appropriate response option from the available values.
4. Review the information entered.
5. Select the screen action used to save or submit the response.

Response Details

All TWIST's Children/Res Hardin County
916 N Mulberry St, Elizabethtown, Hardin, Kentucky 42701

***Response:** Accepted

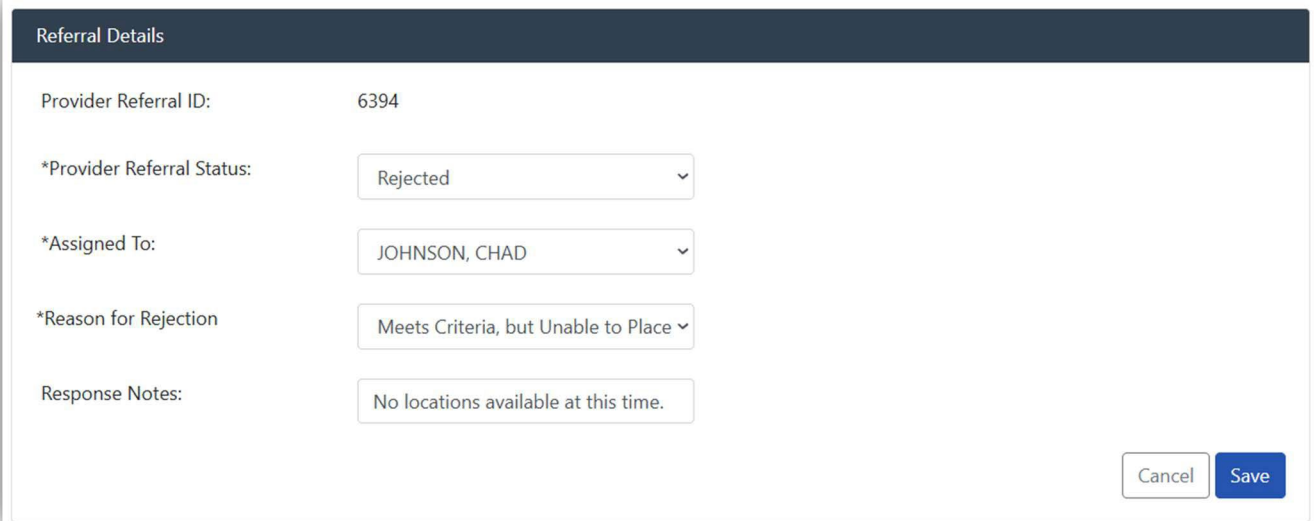
Internal Notes:

Cancel Save

Figure 4.3 Residential Location Accepted

4.4 Rejecting a Referral (Program Level Response)

1. Open the applicable Placement Referral record.
2. Navigate to the "Referral Details" section.
3. Select the "Rejected" response option from the "Provider Referral Status" drop-down menu.
4. Complete the "Reason for Rejection" and "Response Notes" as required for the selected response.
5. Review the information entered.
6. Select "Save" to document the response.



The image shows a 'Referral Details' form with a dark blue header. The form contains the following fields: 'Provider Referral ID' with the value '6394'; '*Provider Referral Status' with a dropdown menu showing 'Rejected'; '*Assigned To' with a dropdown menu showing 'JOHNSON, CHAD'; '*Reason for Rejection' with a dropdown menu showing 'Meets Criteria, but Unable to Place'; and 'Response Notes' with a text box containing 'No locations available at this time.' At the bottom right, there are 'Cancel' and 'Save' buttons.

Referral Details	
Provider Referral ID:	6394
*Provider Referral Status:	Rejected
*Assigned To:	JOHNSON, CHAD
*Reason for Rejection	Meets Criteria, but Unable to Place
Response Notes:	No locations available at this time.

Cancel Save

Figure 4.2 Rejecting a Referral

5. Directory - Locations

The Directory provides a searchable list of records available to the user. Search criteria can be used to narrow the results.

5.1 Search the Directory

1. Open Directory from the application navigation.
2. Use the available licensed program filter to narrow the displayed items.
3. Review the returned results.
4. Click "Add Location" to add a new location to the directory or select the applicable record to view additional details.

Directory

All TWIST's Children/TFC Hardin Co Search

Directory Summary

Add Location

Locations Youth In Care

Show 10 entries Search:

Location Name	Address	County	Status	Action
The Barnett Family	36 Beth Ct., Elizabethtown, Kentucky 42701	Hardin	Active	View Details
The Beard Family	53 Vera Ct., Sonora, Kentucky 42776	Hardin	Pending	View Details
The Binyon Family	525 Village Dr., Elizabethtown, Kentucky 42701	Hardin	Denied	View Details
The Denham Family	501 Covington Ridge Rd., Elizabethtown, Kentucky 42701	Hardin	Pending	View Details
The Guandique Family	413 College St, Elizabethtown, Kentucky 42701	Hardin	Withdrawn	View Details
The Humphrey Family	11520 Leitchfield Rd., Cecilia, Kentucky 42724	Hardin	Active	View Details
The Johnson Family	347 Grand Canyon Dr, Elizabethtown, Kentucky 42701	Hardin	Active	View Details

Figure 5.1 Directory - Locations

6. Location Details

The location record includes additional information depending on the location type (e.g., PCP Independent Living Program location, PCC Therapeutic Residential Program, PCP TFC Foster Family Home, PCC Emergency Shelter). The fields available on the screen depend on the record and provider program.

6.1 View Location Details

1. Open the location record.
2. Review each available section.
3. Update editable fields when information has changed.
4. Select Save before leaving an edited screen.

Note: All required information on all screens must be entered before a location can be activated.

Arlington Park Apartments

Location Summary

Overview Placements Geographic Information

*Licensed Program: All TWIST's Children/IL Elizabethtow

*Location Status: Active

*Location Name: Arlington Park Apartments

Cancel Save

Figure 6.1.1 PCP Independent Living Program Location Details

All TWIST's Children/Res Hardin County

Location Summary

Overview | Placements | Geographic Information

*Licensed Program: All TWIST's Children/Res Hardin Cou

*Location Status: Active

*Location Name: All TWIST's Children/Res Hardin Cou

Cancel

Figure 6.1.2 PCC Therapeutic Residential Program Location Details

The Barnett Family

Location Summary

Overview | Acceptance Criteria | Household Members | Pets | Placements | Geographic Information

*Licensed Program: All TWIST's Children/TFC Hardin Cou

*Location Status: Active

*Location Name: The Barnett Family

*Family Structure: Married Couple

*Primary Language: English

*Date First Approved: 01/01/1900

*Most Recent Reapproval Date: 01/01/1900

*Family Photo: Choose File No file chosen

Current File: Johnson Family.jpg

Accepted file types: BMP, JPG, PNG

Additional Information

Figure 6.1.3 PCP TFC Foster Family Home Location Details

7. Location Summary (TFC Only)

KY YSIS provides a Location Summary, formerly called a “snapshot,” that consolidates key information associated with a PCP provider TFC foster family home location. The summary may be generated or viewed from the location-related functionality.

7.1 Review Location Information

1. Open the location summary or report by clicking on the TFC location name (available throughout KY YSIS).
2. Review the information displayed in the report.

Location Summary	
Agency Information	
Agency Name:	All TWIST's Children
Licensed Program:	All TWIST's Children/TFC Hardin County
Agency Address:	275 E Main St., Frankfort, Kentucky 40601, United States of America
Licensed Program Address:	916 N MULBERRY ST ELIZABETHTOWN KENTUCKY 42701 (HARDIN)
Telephone:	2707234095
Email:	
Location Overview:	
Location Status:	Active
Location Name:	The Johnson Family
Date First Approved:	01/01/2026
Most Recent Reapproval Date:	01/05/2026
Total Years Fostering:	0
Family Structure:	Married Couple
Primary Language:	English
Additional Information:	
Acceptance Criteria:	

Figure 7.1 Location Summary report

8. Directory – Youth In Care

The Youth In Care Directory provides a searchable list of records available for youth placed with the program. Search criteria can be used to narrow the results.

8.1 Search the Directory

1. Open the Directory from the application navigation.
2. Use the available licensed program filter to narrow the displayed items.
3. Select “Youth In Care”.
4. Review the returned results.

Directory

All TWIST's Children/TFC Hardin Co
Search

Directory Summary

Locations

Youth In Care

Show
10
entries

☐ Show Discharged Youth

Search:

DCBS Case ID#	Name	Biological Sex	DOB	Placement Status	Action
578726	KID, NON-SPECIFIC	Male	06/05/2017	Active	View Details
579994	BROWN, ALEX	Male	12/10/2017	Active	View Details
580517	GRIFFIN, MEGAN ANNE	Female	03/23/2010	Active	View Details
580517	GRIFFIN, CHRISTOPHER MICHAEL	Male	02/08/2012	Active	View Details
580517	GRIFFIN, STEWART GILLIGAN	Male	11/18/2023	Active	View Details

Showing 1 to 9 of 9 entries

Previous
1
Next

Figure 8.1 Directory – Youth In Care

9. Youth In Care Details

View Youth In Care Details

1. Open the youth's record.
2. Review each available section.

GRIFFIN, MEGAN ANNE

Figure 9.1 Youth In Care Details

10. Youth In Care Summary

10.1 Review Youth In Care Information

1. Open the youth in care summary report by clicking on the youth's name (available throughout KY YSIS).
2. Review the information displayed in the report.

Youth In Care Summary	
Youth Details:	
DCBS Case ID:	580517
County of Commitment:	Hardin
Name:	GRIFFIN, MEGAN ANNE
Original ID:	1123600
Individual ID:	1123600
SSN:	XXX-XX-6154
Date of Birth:	03/23/2010
Age:	16
Biological Sex:	Female
Referred as Part of a Sibling Group:	
Medically Complex:	
Medicaid ID:	
DCBS Case Manager Name:	COURTNEY JOHNSON
DCBS Case Manager Email:	courtney.johnson@ky.gov
DCBS Case Manager Phone:	5548745
Current Placement:	

Figure 9. Youth In Care Summary Report

11. Settings: Acceptance Criteria

11.1 Submitting Acceptance Criteria for DPP Review

1. Click on "Settings" from KY YSIS main navigation toolbar.
2. Click on the "Acceptance Criteria" tab (default landing screen).
3. Answer the acceptance criteria fields for the selected licensed program.
4. Click "Submit".

Acceptance Criteria Contact Information

Resource Information

Resource ID: 1074037

Resource Name: All TWIST's Children/TFC Somerset

Resource Address: 67 EAGLE CRK DR #102 SOMERSET KENTUCKY 42503 (PULASKI)

Therapeutic Foster Care Acceptance Criteria

Open for Referrals ☒ Yes ☐ No

Blind Youth Accepted ☒ Yes ☐ No

Deaf Youth Accepted ☒ Yes ☐ No

Medically Complex Accepted ☒ Yes ☐ No

Pregnant Youth Accepted ☒ Yes ☐ No

Parenting Youth Accepted ☒ Yes ☐ No

Minimum IQ

Maximum IQ

Cancel **Submit**

Figure 11.1 Acceptance Criteria

11.2 Approving Acceptance Criteria (KY YSIS DPP users only)

1. Click on “Settings” from KY YSIS main navigation toolbar.
2. Click on the “Acceptance Criteria” tab (default landing screen).
3. Navigate to the “Criteria Updates – Pending Approval” panel.
4. Click “Review” for the associated criteria.
5. Click “Approve” to confirm the submitted criteria value or click “Deny” to deny it.
 - a. If the requested change to criteria is denied, you must give a reason/explanation.

Criteria Updates – Pending Approval				
Criteria	Previous Value	Updated Value	Date Requested	Action
Maximum IQ	200	200	08/03/2026	Review
Minimum IQ	70	70	08/03/2026	Review
Medically Complex Accepted	Yes	Yes	08/03/2026	Review
Parenting Youth Accepted	Yes	Yes	08/03/2026	Review
Pregnant Youth Accepted	Yes	Yes	08/03/2026	Review
Deaf Youth Accepted	Yes	Yes	08/03/2026	Review
Blind Youth Accepted	Yes	Yes	08/03/2026	Review
Open for Referrals	Yes	Yes	08/03/2026	Review

Figure 11.2 Criteria Updates – Pending Approval

12. Settings: Contact Information

12.1 Submitting Contact Information Details

1. Click on “Settings” from KY YSIS main navigation toolbar.
2. Click on the “Contact Information” tab.
3. Fill in all general contact information and after-hours contact information fields.
4. Click “Submit”.
5. If you get an error message, confirm that you filled out all the general contact information and after-hours contact information fields. You are not able to submit until all the fields have been filled out; all of the fields are required.

Acceptance Criteria **Contact Information**

Resource Information

Resource ID: 1074708

Resource Name: All TWIST's Children/TFC Hardin County

Resource Address: 916 N MULBERRY ST ELIZABETH TOWN KENTUCKY 42701 (HARDIN)

General Contact Information

Telephone: 2707234095

Email Address: courtneyjohnson1417@gmail.com

After Hours Contact Information

Contact Name: Courtney Johnson

Telephone: 2707234095

Alternate Telephone: 2707234095

Special Instructions: If nobody answers, leave a voice message.

Cancel Submit

Figure 12.1 User Profile

13. User Profile

The User Profile area displays information associated with the signed-in KY YSIS account and includes user-specific settings available within the application.

1. Open the user/profile option from the application header.
2. Review the account and contact information displayed.
3. Update editable settings or information when appropriate.
4. Save changes when a Save action is available.

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TEAM KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES

KY YSIS Kentucky Youth Services Information System

Welcome, Courtney Johnson

Workbasket Directory Settings Courtney Johnson ▾

User Profile

Basic Information

Legal First Name: Courtney

Legal Middle Name:

Legal Last Name: Johnson

Language Preference: en-US

Contact Information

Email Address: courtney.johnson@ky.gov

Telephone:

Notification preference

Emergency Referrals: ☐ Email

Figure 13 User Profile

14. General Use Tips

- **Save before navigating away:** When a screen allows data entry, use the available Save action before moving to another page.
- **Review before submitting:** Verify referral responses and other submitted information for accuracy before completing the action.
- **Use the correct program/location:** Confirm that you are working in the intended provider program, location, or foster home before updating information.
- **Required fields:** Fields required by the system must be completed before the associated transaction can be saved or submitted.
- **Access varies:** The screens and actions available to a user are controlled by the user's assigned access (roles).

15. Glossary

Term	Meaning
DCBS	Kentucky Department for Community Based Services
KY YSIS	Kentucky Youth Services Information System
Placement Referral	A referral sent for provider review and placement consideration
Provider Response	The provider's response regarding placement availability for a referral
Workbasket	The application queue used to locate items requiring review or action
Location	A provider/program location maintained in KY YSIS
Caregiver	An individual identified as a caregiver within an applicable foster home record