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Contract Correspondence Transmittal (CCT)

CCT Number: 11-07	Date of Issue: October 3, 2011
Division/Branch: Protection and Permanency	
Key Words/Phrases: Documentation Training Dates	
Attachments/Forms: ORS Instructions for RWCP Staff and RWCP Personnel Update Form	

Dear PCC/PCP Provider,

DCBS staff and partners have created documentation training for private child-caring (PCC) and private child-placing (PCP) staff. This training will explain why there is need to document Medicaid treatment services, and it will assist staff in learning how to document Medicaid billable treatment services. Training participants will learn Medicaid documentation rules as well as which services are covered by Medicaid.

These trainings are designed for all PCC and PCP personnel, which includes direct care as well as clinical staff. Please review the following training schedule, and pass this information along. DCBS is encouraging all providers to take part in this training. Participants can register for the training on the Online Registration System (ORS) at www.rwcp.org. Instructions for registering have been attached.

Documentation Training
Fall/Winter 2011

| October 6 | Pine Ridge | Dessie Scott Children's Home
Louise Lee Winchip Chapel
4906 Old Ky. 15, Pine Ridge |
|---|---|---|
| November 2 | Rush | Ramey-Estep Homes
Pigeon Roost Rd., Rush |

| November 16 | Somerset | EKU Somerset Campus |
| | | 46 Turpen Court, Somerset |

December 6	Louisville	Home of the Innocence
		Hockensmith Pediatric Assessment Center
		Brown Forman Training Room
		1100 East Market Street, Louisville

- All trainings are scheduled from 9:00am – 4:00pm
- Lunch is on your own for participants

If you have questions concerning this training, please contact Julie.Cubert@ky.gov. If you have any questions regarding enrolling, directions, or parking, please contact Marie.Johnson@eku.edu .

Thank you for your continued commitment to serve our children in out-of-home care.

Sincerely,

Michael Cheek
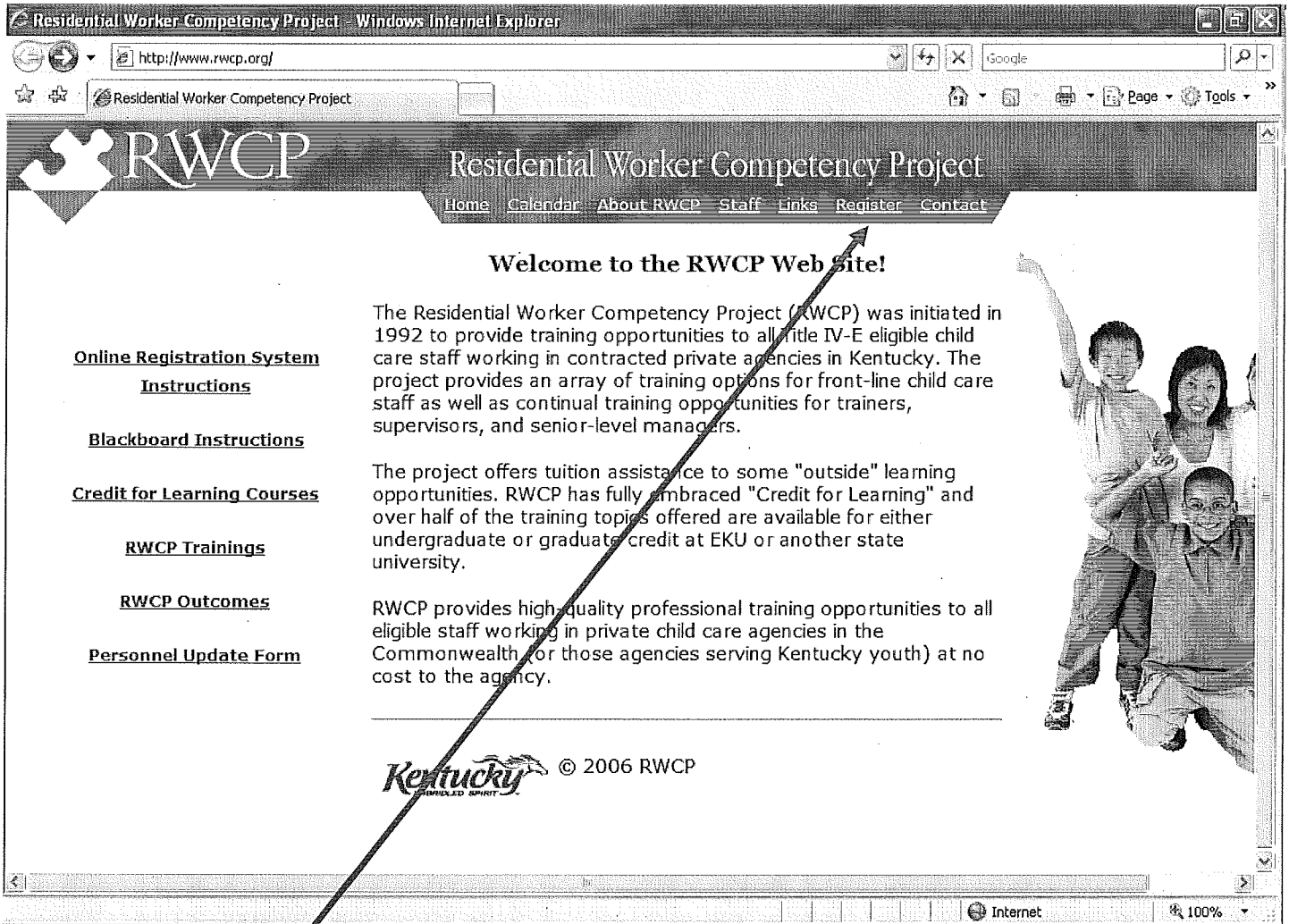
Michael Cheek
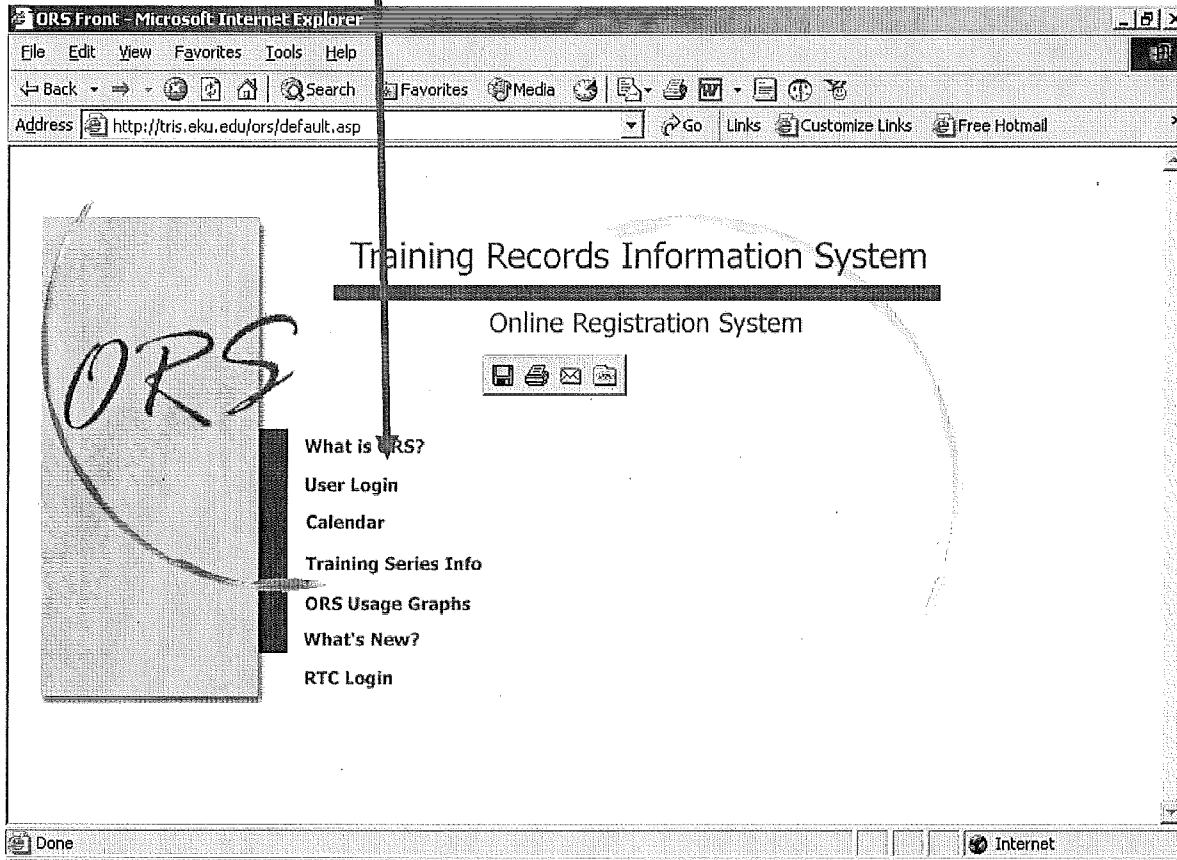Director

Enclosure: ORS Instructions for RWCP Staff
             RWCP Personnel Update Form

1. Before registering for <u>any</u> online trainings you must fill out a personnel update form. You will not be able to register for any trainings until this form has been filled out and returned to the RWCP office.
2. Go to http://www.rwcp.org

3. Click on Register.

4. Click on User Login.

ORS Front - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

←Back ▾ → ▾ ⊗ ⬚ ⬠ | ⬰Search ⬚Favorites ⬚Media ⬚ | ⬚▾ ⬚ ⬚ ▾ ⬚ ⬚ ⬚

Address ⬚ http://tris.eku.edu/ors/default.asp   ▾ ⬚Go | Links ⬚Customize Links ⬚Free Hotmail   »

Training Records Information System

Online Registration System

What is ORS?

User Login

Calendar

Training Series Info

ORS Usage Graphs

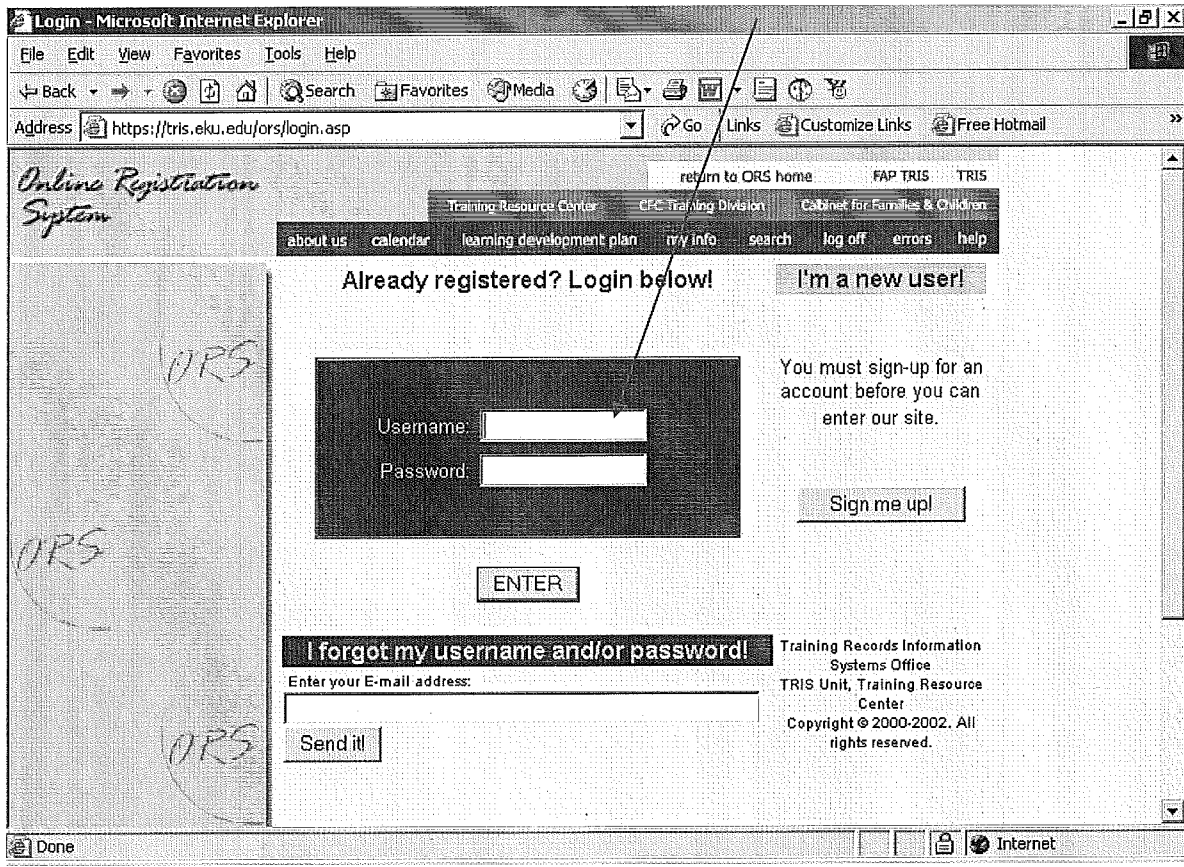**What's New?**

RTC Login

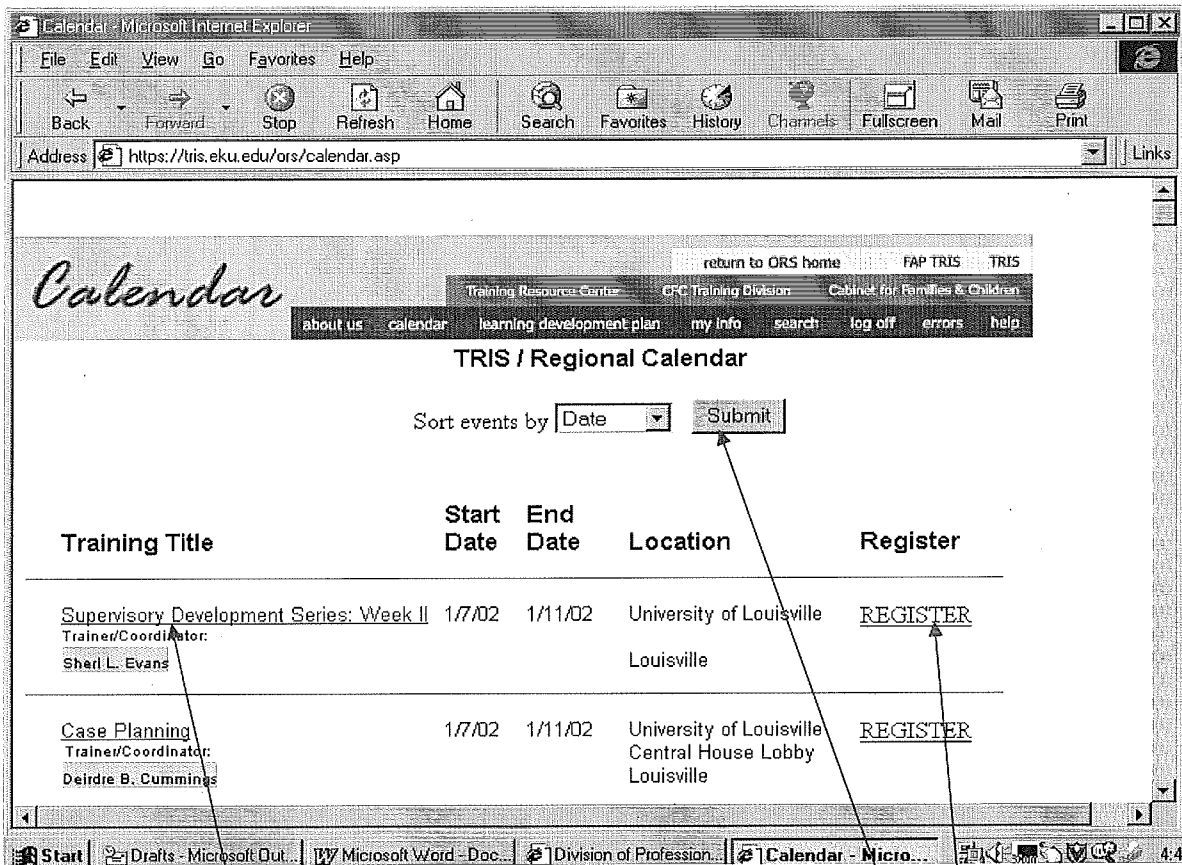Done   ⬚ Internet

5. Your username will be your firstname.lastname and your password will be the last 4 digits of your Social Security Number.

Example   Username: john.doe

                           Password: 1234

7. You are ready to register for training sessions.

8. You can sort the training events by Date, Location, Site and Function.   Use the drop-down menu and click submit if you wish to change the way the calendar is sorted.

9. To view the memo describing a training event, click on the training title. This function allows you to view the training title, date, location, beginning and ending time of the training, a site map, and a hotel map. You can also click on "register" to view the information on the TRIS form and register for the training event.
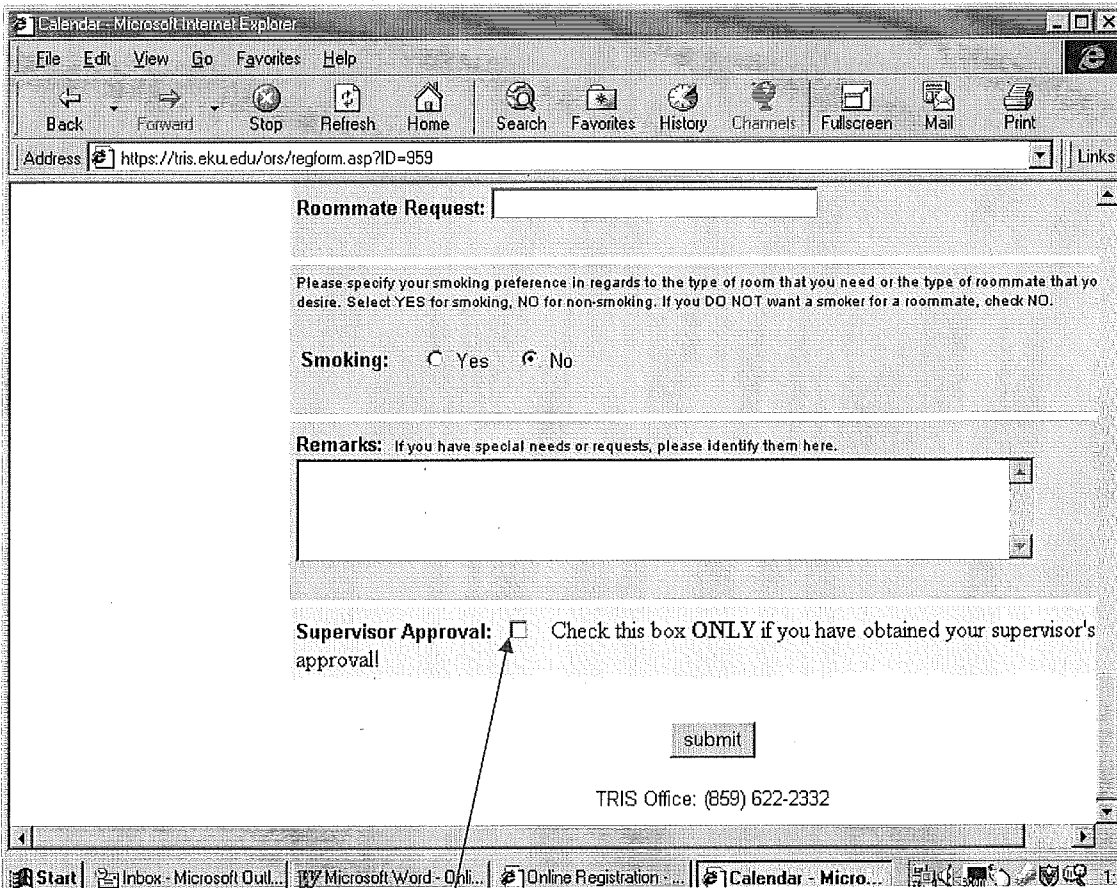
NOTE: You <u>must</u> have your supervisor's approval before submitting a form. ORS will not let you register without a check mark in the supervisor approval box.

When you register for a training, the registration is sent to RWCP and TRIS for approval. When the RWCP office and TRIS office reviews your registration, you will get an email letting you know if your registration has been approved or denied from TRIS.
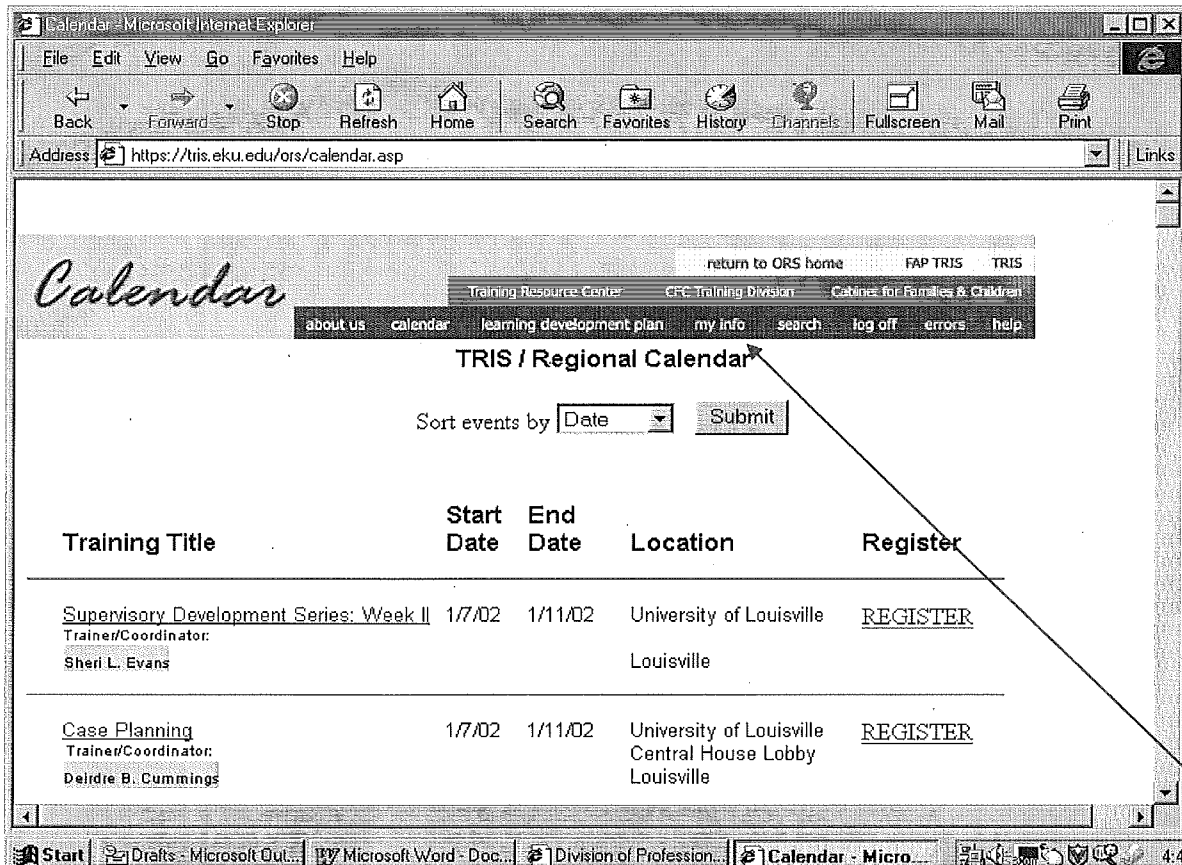
10. To view training sessions you have registered for, go to the menu at the top and click "my info." This function allows you to view all current training events that you have registered to attend via ORS and your approval status.

If you have questions, need help with this process, or need additional information, please call Marie Berryman at (859) 622-6212 or Jamie Bratcher at (859)622-8082 at the RWCP office.

CABINET FOR HEALTH AND FAMILY SERVICES
RESIDENTIAL WORKER COMPETENCY PROGRAM
PERSONNEL UPDATE FORM

tris

SOCIAL SECURITY NUMBER: _____ - ___ - _____

FIRST NAME: _____

MIDDLE INITIAL: _____

LAST NAME: _____

Check the appropriate box:

❑ **NEW EMPLOYEE**

❑ **EXISTING EMPLOYEE**

❑ **CHANGES IN PERSONAL INFORMATION**
Please write in any changes to Personal Information in the section below.

❑ **TERMINATION**

Please complete the Agency & Employment Information Section below.

AGENCY & EMPLOYMENT INFORMATION SECTION

BIRTH DATE: _____ / _____
(MM/DD/YY)

RACE: [ ]
CODES ON THE BACK

SEX: ❑ MALE ❑ FEMALE

OFFICE PHONE: (___) _____

OFFICE FAX: (___) _____

AGENCY NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DATE EMPLOYED: _____ / _____ / _____
(MM/DD/YY)

COUNTY: | | | _____
CODES ON THE BACK

REGION: | 1 9 | **RWCP**

EMPLOYER:
Check One
❑ STAFF | 0 | 3 |
❑ FOSTER PARENT | 1 | 4 |

JOB CLASSIFICATION: CODE: | 0 | 0 | 9 | 9 |

OTHER: _____

E-MAIL ADDRESS: _____

SUPERVISOR INFORMATION SECTION

SSN: _____ - ___ - _____

NAME: _____

E-MAIL ADDRESS: _____

Send completed form to: Marie Johnson or Jamie Bratcher, University Training Consortium, Eastern Kentucky University, 521 Lancaster Avenue, 229 Mattox Hall, Richmond, KY 40475. Phone: (859) 622-6212 FAX: (859) 622-6399

Visit us on the web at: http:/www.rwcp.org

CABINET FOR HEALTH AND FAMILY SERVICES
RESIDENTIAL WORKER COMPETENCY PROGRAM
PERSONNEL UPDATE FORM

COUNTY CODES:

001 Adair	061 Knox	**RACE CODES:**
002 Allen	062 Larue	
003 Anderson	063 Laurel	0 Caucasian
004 Ballard	064 Lawrence	1 African-American
005 Barren	065 Lee	2 Hispanic
006 Bath	066 Leslie	3 Asian
007 Bell	067 Letcher	4 American Indian
008 Boone	068 Lewis	5 Other
009 Bourbon	069 Lincoln	6 Not Specified
010 Boyd	070 Livingston	
011 Boyle	071 Logan	
012 Bracken	072 Lyon	
013 Breathitt	073 McCracken	
014 Breckinridge	074 McCreary	
015 Bullitt	075 McLean	
016 Butler	076 Madison	
017 Caldwell	077 Magoffin	
018 Calloway	078 Marion	
019 Campbell	079 Marshall	
020 Carlisle	080 Martin	
021 Carroll	081 Mason	
022 Carter	082 Meade	
023 Casey	083 Menifee	
024 Christian	084 Mercer	
025 Clark	085 Metcalfe	
026 Clay	086 Monroe	
027 Clinton	087 Montgomery	
028 Crittenden	088 Morgan	
029 Cumberland	089 Muhlenburg	
030 Daviess	090 Nelson	

031 Edmonson	091 Nicholas
032 Elliott	092 Ohio
033 Estill	093 Oldham
034 Fayette	094 Owen
035 Fleming	095 Owsley
036 Floyd	096 Pendleton
037 Franklin	097 Perry
038 Fulton	098 Pike
039 Gallatin	099 Powell
040 Garrard	100 Pulaski
041 Grant	101 Robertson
042 Graves	102 Rockcastle
043 Grayson	103 Rowan
044 Green	104 Russell
045 Greenup	105 Scott
046 Hancock	106 Shelby
047 Hardin	107 Simpson
048 Harlan	108 Spencer
049 Harrison	109 Taylor
050 Hart	110 Todd
051 Henderson	111 Trigg
052 Henry	112 Trimble
053 Hickman	113 Union
054 Hopkins	114 Warren
055 Jackson	115 Washington
056 Jefferson	116 Wayne
057 Jessamine	117 Webster
058 Johnson	118 Whitley
059 Kenton	119 Wolfe
060 Knott	120 Woodford