



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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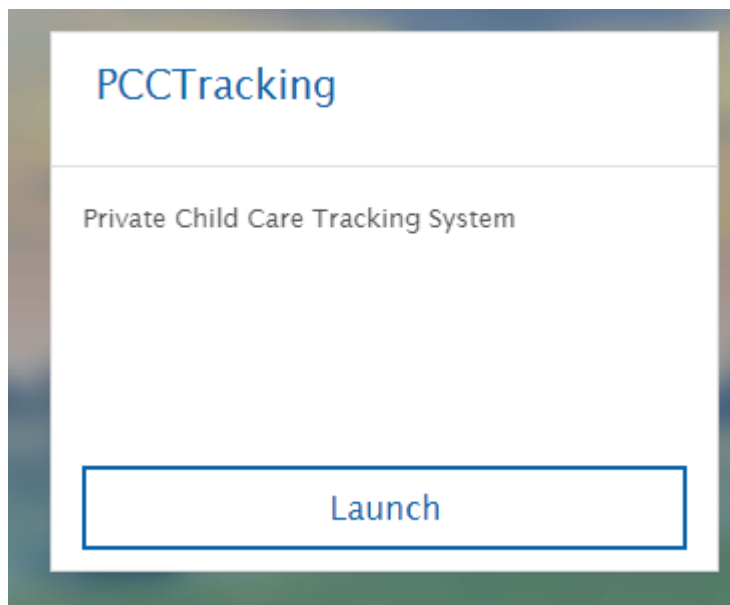
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Contract Correspondence Transmittal (CCT)

CCT Number: 23-10	Date of Issue: November 6, 2023
Issuance: Division of Protection and Permanency, Assistant Director, Kelli Root <i>KR</i>	
Key Words/Phrases: two-week notification, PCC tracking	
Attachments/Forms:	

The intent of this correspondence is to provide guidance on the new process for Private Child Caring and Private Child Placing agencies to report two-week notices. Moving forward all two-week notices will be entered into the PCC Tracking. This change is being implemented to report and track two-week notices more efficiently. Data reports will be developed to assist DCBS leadership in evaluating trends, strengths, and barriers.

The PCC Tracking application will need to be launched from the KOG dashboard.



To enter a move notification, select the menu on the left-hand side of the PCC tracking application.

Work Basket

All

Assign Location

Report Move

End TLC

FYI

Confirm Placement

Location Directory

Enter Home Location

I.L. Location

Reason Foster Home

Move Notification

Report TLC

Visits/Contacts

Human Trafficking

Location Summary

Administrative Tool

CA/N-APS Check

After selecting the move notification, select the Licensed Program, and then enter the last name of the child a move notification is being entered for.

Move Notification

Child Search

* Licensed Program

Select One

*Last Name

First Name

Middle Name/Initial

SSN

DOB

Search

Then select the child from the grid.

Move Notification

Child Search

* Licensed Program

Madd Hatter

*Last Name

ba

First Name

Middle Name/Initial

SSN

DOB

Search

Name	Current Location	SSN	DOB	Case No	Individual Id	Licensed Program
Baker, Brylee	Parker, Mike		12/18/2010	574615	1095885	Madd Hatter
Baxter, Reese	Lane, Alice		12/15/2012	574495	1097275	Madd Hatter

Enter the anticipated move date, the Intent type and then disruption details.

The screenshot shows the 'Move Notification' form in the TWIST system. On the left is a 'Work Basket' menu with options: All, Assign Location, Report Move, End TLC, FYI, Confirm Placement, Location Directory, Foster Home Location, PCC Location, Reassign Foster Home, Move Notification, Report TLC, Visits/Contacts, Human Trafficking, Location Summary, Administrative Tool, and A/N-APS Check. The main form is titled 'Move Notification' and 'TWIST Placement'. It contains fields for: Name (VILLIAN, ISABELLA), Licensed Program (MADDS House), Case Manager (Baker, Amy), Phone ((502)-548-5211), TWIST Placement Date (07/10/2021), and TWIST Move Date (08/05/2021). Below this is a 'PCC Location' table with columns: Location Name, Type, Location Phone, Enter Date, and Move Date. The table contains one row: MADDS House, Child Caring Agency, [blank], 07/10/2021, [blank]. Under the table is the 'Notification Details' section with fields for: * Anticipated Move Date (10/20/2023), * Intent Type (Two Week Notice), and a text area for Disruption Details (Add Disruption Details here.). A 'Save' button is at the bottom right. The footer contains 'Site Map | Privacy | Disclaimer | Individuals with Disabilities' and 'Copyright © 2006 Commonwealth of Kentucky All rights reserved.'

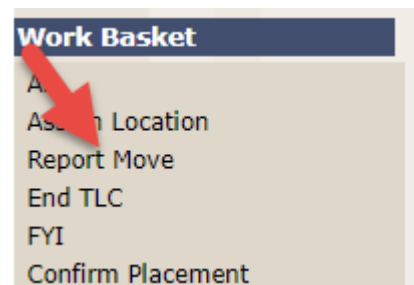
After selecting save a confirm panel populates. Select yes.

The screenshot shows a 'Please confirm' dialog box. It contains two bullet points: 'Please remember all visits for this child should be recorded prior to moving this child.' and 'Do you really want to save?'. At the bottom are 'Yes' and 'No' buttons.

An email will be generated and sent through TWIST to the DCBS case manager and supervisor explaining that a two-week notice has been issued for this child. They will also get a notification in TWIST.

***Once a new placement is found for the youth, the PCC/PCP will go back into the PCC Tracking and report the move.

To report a move, use the Report Move menu under the work basket.



After selecting the Report Move, select the Licensed Program, and then select the individual.

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KENTUCKY
 CABINET FOR HEALTH AND FAMILY SERVICES
 PRIVATE CHILD CARE

PCC Tracking (Release 18.18.1-19)

KY Agencies | KY Services
 Welcome, amy.baker@kyuat.dev.ky.gov

| Birth Certificate Request

Work Basket

All
 Assign Location
 Report Move
 End TLC
 FYI
 Confirm Placement
 Location Directory
 Foster Home Location
 L.L. Location
 Reassign Foster Home
 Move Notification
 Report TLC
 Visits/Contacts
 Human Trafficking
 Location Summary
 Administrative Tool
 CA/N-APS Check

Work Basket - Report Move

☐ Show Inconsistent Locations

Licensed Program | MADDS House

Action	Name	DCBS Case Manager	Case manager Phone	Created Date	Due Date	Case Number
Report Move	ALEXANDER, BLOSSIM	Baker, Amy	(502)-548-5211	10/05/2023	09/25/2023	138251
Report Move	BAKER, ROYAL	Baker, Amy	(502)-548-5211	10/05/2023	09/25/2023	138125
Report Move	YOUNG, CHILD	Baker, Amy	(502)-548-5211	10/05/2023	09/25/2023	138372
Report Move	BAKER, ETHAN	Baker, Amy	(502)-548-5211	06/20/2022	10/16/2023	138311
Report Move	VILLIAN, ISABELLA	Baker, Amy	(502)-548-5211	07/29/2021	11/04/2023	127352

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Enter the move details.

Report Move

TWIST Placement

Name: VILLIAN, ISABELLA
 Case Manager: Baker, Amy
 TWIST Placement Date: 07/10/2021

Licensed Program: MADDS House
 Phone: (502)-548-5211
 TWIST Move Date: 08/05/2021

PCC Location

Location Name	Type	Location Phone	Enter Date	Move Date
MADDS House	Child Caring Agency		07/10/2021	

Move Notification Details

Intent	Disruption Details	Date of Two-Week Notice	Anticipated Move Date	
Two Week Notice	Add Disruption Details here.	10/31/2023	10/20/2023	Withdraw

Move Details

*Move Date:

*Move Reason:

*Suggested Move Category:

*Suggested Move Reason:

Comments:

Save

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After entering all data fields, select save, and then select yes and the child is now moved.

Please confirm

- Actual move to location is different from Anticipated move location.
- The date entered overlaps with another placement date. Please ensure the overlapping dates are corrected before proceeding.
- Please remember that all information for this child should be recorded. Once the child is moved, you may no longer be able to enter or update visit information.
- Do you really want to save?

*** A two week notice may be withdrawn by selecting the Report Move, selecting the Licensed Program, and then selecting the individual.

Work Basket

Report Move

End TLC

FYI

Confirm Placement

Work Basket						
Work Basket - Report Move						
<input type="checkbox"/> Show Inconsistent Locations <div>Licensed Program Madd Hatter</div>						
Action	Name	DCBS Case Manager	Case manager Phone	Created Date	Due Date	Case Number
Report Move	BAKER, BRYLEE	Baker, Amy	(502)-564-1234	04/19/2022	07/31/2023	574615
Report Move	BAXTER, REESE	Baker, Amy	(502)-564-1234	04/12/2023	07/31/2023	574495

Move Notification Details				
Location Name	Intent	Move Details	Type	Anticipated Move Date
Parker, Mike	Move within Licensed Programs		Foster Home	Withdraw

After selecting withdraw, a withdraw confirm notice is generated; select yes. The move notification is now withdrawn.

Please remember that a two-week notice is not officially given until the notice is entered and submitted in the PCC Tracking. Providers will no longer send emails to the DCBS case managers, DCBS email boxes, or the PCC Liaisons.

Please begin using this process by November 15, 2023. If you have any questions or concerns, please reach out to Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.