**Protection and Permanency Information Memorandum, PPIM 11-02**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:** February 4, 2011

**SUBJECT:** Caseworker Visits Initiative

Enclosed in this memorandum is the updated data regarding the caseworker visits initiative. Once again, Kentucky has surpassed its interim goal for completion of caseworker visits. The percentage of children in out of home care who were visited each full calendar month rose from 43.8% in 2009 to 68.8% in 2010. **This exceeds the improvement the department had projected for the current reporting period**, so congratulations to everyone for their hard work and dedication to this initiative.

Personnel should not be discouraged by any perception that the improvement was a small one. Gradual improvements are typically more sustainable, and the caseworker visit initiative is part of an ongoing effort to permanently increase the number of children in OOHC who receive a monthly face to face visit with a worker in accordance with federal standards. Kentucky’s goal for 2010 was to ensure that **61%** of all children in out of home care were visited each calendar month. For 2011 every state will be required to demonstrate that **90%** of the children in out of home care are visited every calendar month that the child remains in care.

Please continue referring to the [Tip Sheet for Documenting Monthly Caseworker Visits With Children in OOHC](http://manuals.chfs.ky.gov/dcbs_manuals/dpp/docs/Documenting%20OOHC%20Caseworker%20Visits%20Tipsheet.doc) to ensure continued success in correctly entering contacts into TWIST. Staff may also refer to the TWS-M280 and TWS-M280S which report monthly face to face contacts and incorporate cumulative information over a 12 month period.

If you have any questions concerning this memorandum, please contact Sarah A. Cooper at sarah.cooper@ky.gov or by telephone at (502) 564-7536 (ext. 4494).