**PROTECTION AND PERMANENCY M EMORANDUM, 14-08**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

Division of Protection and Permanency

**DATE:**  September 22, 2014

**SUBJECT:**  Revised Placement Support Flow Chart

The Placement Support Flow Chart has been revised and added to the SOP website in order to assist staff when working with hard to place youth. The document has been added to the Related Resources Browser.

Field staff should utilize the regional placement coordinators (RPCs) to notify the Children’s Review Program (CRP) staff in order to engage the Placement Support staff in central office, as outlined in the flow chart. The RPCs should also be able to make arrangements for conference calls on cases.

In order to maximize success in resolving placement issues, field staff should notify the RPC of a contact at the placement agency or hospital who has relevant knowledge of the child and is able to participate in conference calls. The worker should insure that the referral packet, specifically the DPP-886A, is up to date and includes details such as diagnoses, medications, and relevant medical issue, and inform the RPC of the child’s Medicaid managed care organization (MCO) so that they can be invited to join a conference call if needed.

If you have any questions, please contact [David.Gutierrez@ky.gov](mailto:David.Gutierrez@ky.gov) or by phone at (502) 564-9433, ext. 3576.