**PROTECTION AND PERMANENCY MEMORANDUM, 15-03**

**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:**  February 20, 2015

**SUBJECT:** Documenting Monthly Caseworker Visits with Children in Out of Home Care Tip Sheet (Updated) and CQI CARES 2.0 Tip Sheet for Reviewers (NEW)

This memorandum serves to update staff about one **updated** and one **new** tip sheet posted on the SOP manuals [Related Resources](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx) browser:

1. Based on recent updates to i-twist screens, the [Documenting Monthly Caseworker Visits with Children in Out of Home Care](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Documenting%20Monthly%20Caseworker%20Visits%20with%20Children%20in%20Out%20of%20Home%20Care%20Tip%20Sheet.doc) tip sheet has been revised to reflect the most up to date information, including new screen shots. The edits have been removed for ease of reading and the tip sheet is being issued in a clean format. If you need to reference the old tip sheet for any reason, you can obtain a copy by contacting [sarah.cooper@ky.gov](mailto:sarah.cooper@ky.gov). Any questions regarding this tip sheet should be directed to [tina.hagenbuch@ky.gov](mailto:tina.hagenbuch@ky.gov), (502) 564-6852, ext. 3577.
2. The [CQI CARES 2.0 Tip Sheet for Reviewers](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/CQI%20CARES%202.0%20Tip%20Sheet%20for%20Reviewers.pdf) has been posted. This is the second tip sheet in a series that will be issued to assist staff in navigating through the new CQI CARES 2.0 website. Any questions regarding this tip sheet should be directed to [chris.cordell@ky.gov](mailto:chris.cordell@ky.gov), (502) 564-6852, ext. 3563.