**PROTECTION AND PERMANENCY MEMORANDUM, 15-05**

**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:**  May 8, 2015

**SUBJECT:** Changes to the DPP-1294 Rehabilitative Services Monthly Progress Report

On February 27, 2015 significant changes were made to the DPP-1294 Rehabilitative Services Monthly Progress Report form and sent to private providers for immediate use. These changes were made to accommodate the PCCs when completing and submitting the DPP-1294 form. By separating the content, it allows PCCs to submit portions of the form at different times during the month, thus enabling timely data entry regarding monthly contacts.

The form has been split as follows:

* [DPP-1294A Monthly Rehabilitative Services Monthly Contact Report](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1294A%20%20Rehabilitative%20Services%20Monthly%20Contact%20Report.docx)-This form is utilized for the visits to the child in OOHC. It is to be completed and entered into the PCC tracking module by the 4th day of each month.
* [DPP-1294B Rehabilitative Services Monthly Progress Report](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1294B%20Rehabilitative%20Services%20Monthly%20Progress%20Report.docx)-This form is to be utilized for the child regarding any services received during the previous month and is to be completed and sent to the DCBS worker by the 15th day of each month.

The instructions for completion and example documents for each of these forms have also been updated and linked on the [Forms browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/formsBrowser.aspx) along with the new documents. If you have any questions regarding this memorandum, please contact via e-mail [tina.hagenbuch@ky.gov](mailto:tina.hagenbuch@ky.gov), or by telephone at (502) 564-6852, ext. 3577.