**PROTECTION AND PERMANENCY MEMORANDUM, 15-07**

**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 29, 2015

**SUBJECT:** Required Documentation Upon Opening a Case

The purpose of this memorandum is to remind staff that the [DCBS-1B Application for Services](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DCBS-1B%20Application%20for%20Services.doc) form must be completed whenever a case is opened. This requirement applies to in-home, out of home, child protection and adult protection cases. It is imperative that this form is completed because it ensures that information regarding Targeted Case Management (TCM) is obtained. TCM documentation is tied to important federal funding for the Department for Community Based Services.

The following SOP sections contain information regarding the completion of this form:

* [1.4 Documentation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/14%20Documentation.aspx);
* [2.12 Completing the Assessment and Documentation Tool (ADT) and Making a Finding](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/212CompletingtheContinuousQualityAssessment(CQA)andMakingaFinding.aspx);
* [3.1 Engaging the Family and Opening the Case](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/31EngagingtheFamilyandOpeningtheCase.aspx);
* [4.17 Preparation for and Five (5) Day Conference](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/417preparationforandcompletionoftheten(10)dayconference.aspx); and
* [23.1 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter23/Pages/231OngoingCasePlanning.aspx).

If you have any questions regarding this memorandum, please contact:

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