**PROTECTION AND PERMANENCY MEMORANDUM, 15-11**

**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:**  August 28, 2015

**SUBJECT:** Update to the DPP-106B Initial Physical and Behavioral Health History

The purpose of this memorandum is to inform staff of a change to the [DPP-106B Initial Physical and Behavioral Health History](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-106B%20Initial%20Physical%20and%20Behavioral%20Health%20History.docx) form. Staff are now required to put the local office address on the DPP-106B for all Medicaid eligible clients, which includes all children entering out of home care. This ensures that Medicaid is able to bill appropriately for these children.

The DPP-106B form has been updated to include a place for the DCBS office address and also a place for the Managed Care Organization (MCO) staff to sign. Please begin using the newly updated form immediately and ensure that all fields are completed appropriately.

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

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