**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-04**

**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:**  April 15, 2014

**SUBJECT:** Medically Fragile Updates and Changes in Levels of Care

The purpose of this transmittal is to inform staff of revisions being made to the medically fragile SOP as well as, planned placement moves for children when their level of care changes.

1. **Medically Fragile:** Although many of the revisions in this content are new practices; there are also many updates involving practices that are currently in place and language has simply been added to SOP for consistency and clarification. Revisions made regarding medically fragile SOP will be made effective on May 1, 2014.
	* Please review the following sections regarding these revisions:
* [4.10.2 DCBS Medically Fragile Placement](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4102DCBSMedicallyFragilePlacement.aspx);
* [4.11 Private Child Placing (PCP) or Child Caring (PCC) Agency](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/411PrivateChildPlacing%28PCP%29orChildCaring%28PCC%29Agency.aspx);
* [4.11.1 Level of Care Assignment](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4111LevelofCareAssignment.aspx);
* [4.11.3 Reviews of LOC Assignment](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4113ReviewsofLOCAssignment.aspx);
* [4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including the Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW%27sOngoingContactwiththeBirthFamilyandChild%2CIncludingtheMedicallyFragileChild.aspx);
* [4.26.1 Medical Passport](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4261MedicalPassport.aspx);
* [4.26.5 Early Periodic Screening, Diagnosis and Treatment (EPSDT)](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4265EarlyPeriodicScreening%2CDiagnosisandTreatment%28EPSDT%29.aspx);
* [4.27.1 Individual Health Plan for the Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4271IndividualHealthPlanfortheMedicallyFragileChild.aspx);
* [4.27.2 Extraordinary Medical Care/Medical Expenses of a Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4272ExtraordinaryMedicalCareMedicalExpensesofaMedicallyFragileChild.aspx);
* [4.27.5 Ending Use of Life Support Systems](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4275EndingUseofLifeSupportSystems.aspx);
* [4.29.2 Transition Planning for Youth Aging Out of OOHC or Extending Commitment](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4292TransitionPlanningforOOHCYouth.aspx);
* [4.49 Discharge Planning Prior to Leaving a Hospital or Treatment Facility](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/449DischargePlanningPriortoLeavingaHospitalorTreatmentFacility.aspx);
* [4.54 Transportation and Out of State Travel with a Child in the Custody of the Cabinet](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/454TransportationandOutofStateTravelwithaChildintheCustodyoftheCabinet.aspx);
* [4.55.1 Pregnant Youth](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/4551PregnantYouth.aspx);
* [12.6 Resource Home Parents Approve by Other States or Licensed Child Placing Agencies](https://manuals.sp.chfs.ky.gov/chapter%2012/22/Pages/126ResourceHomeParentsApprovedbyOtherStatesorLicensedChildPlacingAgencies.aspx);
* [12.10 Rights/Responsibilities of DCBS Resource Home Parents](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1210RightsResponsibilitiesofDCBSResourceHomeParents.aspx);
* [12.11.1 Placement Exception Requests](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/12111PlacementExceptionRequests.aspx);
* [12.12 Respite Care](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1212RespiteCare.aspx);
* [12.15 Ongoing Training](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1215OngoingTraining.aspx);
* [12.18 Specialized Foster Care Services](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1218SpecializedFosterCareServices.aspx);
* [12.18.3 Medically Fragile Home](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/12183MedicallyFragileHome.aspx);
* [12.19 Closure of a Resource Home and Reopening](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1219ClosureofaResourceHomeandReopening.aspx);
* [12.24 Per Diem Rates (Including Specialized Foster Care)](https://manuals.sp.chfs.ky.gov/chapter%2012/24/Pages/1224PerDiemRates%28Including%20Specialized%20Foster%20Care%29.aspx);
* [12.27 Transportation Expenses](https://manuals.sp.chfs.ky.gov/chapter%2012/24/Pages/1227TransportationExpenses.aspx); and
* [12.28 Respite Expenses](https://manuals.sp.chfs.ky.gov/chapter%2012/24/Pages/1228RespiteExpenses.aspx).
1. **Changes in Level of Care (LOC):** Based on the memorandum from Commissioner James, that was sent out in early April, no children with a LOC of three (3) or lower are permitted to be placed in a residential facility, without a documented exception from the Out of Home Care branch. Children with a LOC of three (3) who are currently placed in a residential facility will need to be moved into a foster home within ninety (90) days. In the future, children whose level changes from a four (4) or a five (5) down to a three (3) or lower will need to be moved from that environment within the same timeframe. Revisions regarding this matter are effective immediately.
	* The following SOP sections have been revised to reflect this change:
		+ [1.8 Prevention Planning](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/18PreventionPlanning.aspx);
		+ [4.11 Private Child Placing (PCP) or Child Caring (PCC) Agency](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/411PrivateChildPlacing%28PCP%29orChildCaring%28PCC%29Agency.aspx);
		+ [4.11.3 Reviews of LOC Assignment](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4113ReviewsofLOCAssignment.aspx); and
		+ [4.11.4 Change in LOC Assignment](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4114ChangeinLOCAssignment.aspx).

If you have any questions regarding the medically fragile content revisions please contact:

Diane Glenn

dianec.glenn@ky.gov

(502) 564-6852, ext. 3574; or

Tina Hagenbuch

Tina.hagenbuch@ky.gov

(502) 564-6852, ext. 3577

For questions regarding placement moves based on LOC changes, please contact Tina Hagenbuch.