**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-10**

**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:**  July 15, 2014

**SUBJECT:** Credit Reporting, Caregiver Misconduct Registry and R&C Updates

Please review this transmittal regarding updates to SOP on a variety of topics.

1. **Credit reporting for youth in foster care:**  SOP [4.65 Credit Reports for Youth in Foster Care](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/465CreditReportsforYouthinFosterCare.aspx) has been revised to better explain the duties of the SSW when requesting and reviewing credit reports for foster youth. The requirements for youth who are seventeen (17) and younger and youth who are over eighteen (18) years of age are different. These updates were made to ensure that Kentucky is in compliance with Federal Title IV-E requirements.   
     
   If you have any questions regarding this content, please contact, via e-mail [tina.hagebuch@ky.gov](mailto:tina.hagebuch@ky.gov) or by telephone at (502) 564-6852, ext. 3577.
2. **R&C updates:**

* SOP [12.13 Home Environment Prerequisites](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/1213HomeEnvironmentPrerequisites.aspx) has been revised in order to clarify a recent revision requiring foster parents to consult a physician prior to providing over the counter medication to children placed in their home. After feedback from the field, this content has been revised to allow foster parents the ability to provide this medication, but to contact a physician with any questions or concerns;
* SOP [12.18.3 Medically Fragile Home](https://manuals.sp.chfs.ky.gov/chapter%2012/23/Pages/12183MedicallyFragileHome.aspx) has been revised to clarify when an exception is requested for a medically fragile foster parent to work outside of the home;
* The newly updated [Resource Parent Handbook 2014](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Resource%20Parent%20Handbook%202014.pdf) has been posted online; and

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1. **Caregiver misconduct registry:**  After the issuance of PPTL 14-08 regarding the legislative revisions, additional updates have been made regarding the adult protective services Caregiver Misconduct Registry. Content regarding the appeals process has been revised to coincide with the process created through the Office of the Ombudsman. Please review the following SOP sections and document, which reflect the changes:
   * [20.2 General Interviewing Guidelines](https://manuals.sp.chfs.ky.gov/chapter20/Pages/202GeneralInterviewingGuidelines.aspx);
   * [20.5 Investigations in State Operated Facilities](https://manuals.sp.chfs.ky.gov/chapter20/Pages/205InvestigationsinStateOperatedFacilities.aspx);
   * [20.6 Investigations in Alternate Care Facilities](https://manuals.sp.chfs.ky.gov/chapter20/Pages/206InvestigationsinAlternateCareFacilities.aspx);
   * [20.7 Investigations in a Licensed Health Care Facility](https://manuals.sp.chfs.ky.gov/chapter20/Pages/207InvestigationsinaLicensedHealthCareFacility.aspx);
   * [20.11 Completion and Distribution of Findings Notification](https://manuals.sp.chfs.ky.gov/chapter20/Pages/2011CompletionandDistributionoftheNotificationofProtectiveServicesandInvestigativeFindingsReportForm.aspx);
   * [DPP-247 Adult Protective Services Unsubstantiated Investigation Notification Letter](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-247%20Adult%20Protective%20Services%20Unsubstantiated%20Investigation%20Notification%20Letter.doc); and
   * [DPP-248 APS Substantiated Investigation Notification](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-248%20APS%20Substantiated%20Investigation%20Notification.docx) letter.

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