**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 15-03**

**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:**  March 13, 2015

**SUBJECT:** Discharge Summary for Children in OOHC

The purpose of this transmittal is to alert staff of a revision to SOP [4.48 Discharge from a PCP or PCC Placement](https://manuals.sp.chfs.ky.gov/chapter4/15/Pages/448DischargefromaPCPorPCCPlacement.aspx). Language was added to the PCC agreement for 2015 requiring the private agencies to provide workers with a discharge summary packet at the time of discharge, when the discharge is planned. Content has been added to SOP 4.48 supporting this contract revision.

If you have any questions regarding this transmittal, please contact via e-mail tina.hagenbuch@ky.gov or by telephone at (502) 564-6852, ext. 3577.