



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES**

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Secretary

**Contract Correspondence Transmittal (CCT)**

<b>CCT Number:</b> 09-04	<b>Date of Issue:</b> September 25, 2009
<b>Division/Branch:</b> Protection and Permanency/OOHC	
<b>Key Words/Phrases:</b> Recording of Child Visits in PCC Tracking System	
<b>Attachments/Forms:</b>	

Dear PCP Provider,

This transmittal is to inform PCP providers that effective October 1, 2009, an additional phase of the PCC Tracking System will be implemented. Recording of child visits into the PCC Tracking System will now be completed by PCP staff. This new procedure will not replace the current DPP 1294 process; however, within the next three months the DPP 1294 format will be revised.

At this time, the requirement to meet the minimum standard is to enter only one visit per month into the tracking system. 922 KAR 1:310 mandates that at least one face-to-face visit per month is conducted in the residence of the child; therefore, that is the preferred recorded visit. Additional visits may be entered.

The timeline to enter the information into the tracking system is the same as the submission date for the DPP 1294. Both tasks are due by the **5<sup>th</sup> calendar day** of the month following the month being reviewed. Although this new element will be available Oct 1<sup>st</sup>, information for September should still be submitted only on the DPP 1294. A training schedule will be forthcoming, and every agency should be trained by October 16<sup>th</sup>. Information reported in November (reporting month October) should be entered into the tracking system.

If you have questions concerning this process, please contact Julie Cubert via email [Julie.Cubert@ky.gov](mailto:Julie.Cubert@ky.gov). If you have questions about the PCC Tracking System, please contact [Melissa.Humphrey@ky.gov](mailto:Melissa.Humphrey@ky.gov).

Thank you for your support and partnership in this endeavor.

Sincerely,

Michael Cheek  
Director

