



CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE SECRETARY

Steven L. Beshear
Governor

275 East Main Street, 5W-A
Frankfort, KY 40621
502-564-7042
502-564-7091
www.chfs.ky.gov

Audrey Tayse Haynes
Secretary

Contract Correspondence Transmittal (CCT)

CCT Number: 14-05	Assistant Director, Tina Webb: <i>tw</i>
Date of Issue: June 27, 2014	
Division/Branch: Protection and Permanency/OOHC	
Key Words/Phrases: PCC/PCP requirements, religious affiliation	
Attachments/Forms: <u>DPP-1294 Rehabilitative Services Monthly Progress Report</u> <u>DPP-1294 Instructions for Completion</u> <u>DPP-1294 Example</u>	

- Updated DPP-1294 Rehabilitative Services Monthly Progress Report:** The additional requirement to include the religious affiliation of children placed in a PCC/PCP has prompted an update of the "Child Visit/Contact Detail" screen in TWIST:

* In the past 30 days child has:

- Attended religious services
- Did not attend, receive or participate in any religious activity
- Participated in any non-religious alternative activity
- Participated in other religious activities
- Received religious materials

As a result, the DPP-1294 and related documents have been updated to reflect this change. Please ensure that staff is utilizing the new version of the form when conducting monthly visits and is capturing the information listed above.

Since TWIST has already been updated, staff entering information in PCC tracking will receive a prompt to complete the new field related to visits for the month of June. Since the requirement does not take effect until July 1; staff may choose the box "Did not attend, receive or participate in any religious activity" for the June visit, if this information was not obtained. After July 1, staff will be required to collect this information each month.

2. **Religious affiliation of foster homes:** As indicated on CCT-13-09, a new field titled "Religious Affiliation" was a required field when adding or updating a caregiver in the PCC Tracking. Recent reporting capacity indicates that in approximately 99% of existing foster homes, this field has not yet been entered. Please assist by ensuring this field is updated for existing homes which can be located under "Foster Home Details" as noted below.

* DOB	11/22/1982
* Religious Affiliation	No Affiliation
* If Religious Affiliation Is 'Other':	

If you have any questions regarding this transmittal, please contact Tina Webb at Tina.Webb@ky.gov or at (502)564-6852.