



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES  
COA ACCREDITED AGENCY**

**Matthew G. Bevin**  
Governor

275 East Main Street, 3E-C  
Frankfort, KY 40621  
Phone (502) 564-6852  
Fax (502) 564-4653  
www.chfs.ky.gov

**Vickie Yates Brown Glisson**  
Secretary

## Contract Correspondence Transmittal (CCT)

<b>CCT Number:</b> 17-08	<b>Date of Issue:</b> November 28, 2017
<b>Issuance:</b> Division of Protection and Permanency, Assistant Director – Michelle Anderson <i>MAnderson</i>	
<b>Key Words/Phrases:</b> PCC Tracking - Release 16.0, CA/N Checks, TRIS PCP Training Tracking	
<b>Attachments/Forms:</b> PCC/PCP 16.0 Updates	

Effective 12/18/2017, PCC Tracking Release 16.0 will go live. This correspondence serves as official notification to you of this update while apprising you of the changes you can expect.

Changes in PCC Tracking include:

- New status values on the Foster Home Details screen
- New link for CA/N-APS Check on the Work Basket screen
- Requirements and Information related to TRIS now being responsible for tracking training for PCP homes.

Please review the attached document carefully and completely as it provides screen shots of the pending changes as well as important instructions and clarification. You may also contact Central Office (see below) with questions. After 12/18/2017, you also have the option of contacting the TWIST Help Desk at 866-231-0003 (option 3).

If you have any questions regarding this correspondence, please contact Gayle Learned via email ([gayle.learned@ky.gov](mailto:gayle.learned@ky.gov)) or by telephone at (502) 564-6852, ext. 3608.

## PCC/PCP 16.0 Updates

With 16.0 release the following are updates that have been made to PCC:

- ❖ New Status values on the foster home details screen in PCC tracking.
  1. Denial: Once this status has been added it cannot be moved to any other status.
  2. Pending: (Not an approved home) Can be changed to any status except inactive.
  3. Withdrawn: Cannot be changed to any status unless the home reapplies and then it would be pending.

Foster Home Details

**\* Status** Select One

Active

Active - Closed for Intake

Denial

Inactive

Pending

Withdrawn

**\* Family Structure** Single Female ▼

**\* Most Recent Annual Reapproval Date** 10/25/2017

Medically Complex

**Location Details**

**\* Street No** 1502 **Apt No**

**\* Street Name** Butler Ave

**\* City** prospect **\* State** Kentucky ▼

**\* Zip** 40245 **\* County** Jefferson ▼

**\* Country** United States of America ▼

**Caregiver Details**

Caregiver Type	Name	DOB	Status
Primary	Downs, Debbie	12/21/1969	Active
Secondary	Parker, Allison	5/28/1963	Active

### Denial Screen:

Foster Home Details

**\* Status** Denial ▼

**\* Initiated By**  Agency Initiated  Family Initiated

**\* Date**

**\* Reasons**

Family Voluntarily Withdrew

Negative Reference(s)

Home Environment Concerns

Background Check

Financial Concerns

Marital/Family Issues

Deceased

Medical Issues

Behavioral Health issues

Failed to Meet other Licensing Requirements

Family Moved out of State

Maltreatment

**\* Comments**

**Location Details**

Pending Screen:

Foster Home Details	
* Status	Pending
Inquiry Date	11/15/2017

Withdrawn Screen:

Foster Home Details	
* Status	Withdrawn
* Initiated By	<input type="radio"/> Agency Initiated <input type="radio"/> Family Initiated
* Date	
* Reasons	<input type="checkbox"/> Family Voluntarily Withdrew <input type="checkbox"/> Negative Reference(s) <input type="checkbox"/> Home Environment Concerns <input type="checkbox"/> Background Check <input type="checkbox"/> Financial Concerns <input type="checkbox"/> Marital/Family Issues <input type="checkbox"/> Deceased <input type="checkbox"/> Medical Issues <input type="checkbox"/> Behavioral Health issues <input type="checkbox"/> Failed to Meet other Licensing Requirements <input type="checkbox"/> Family Moved out of State
* Comments	

❖ New Link for CA/N-APS Check

The link CA/N-APS Check has been added on the PCC tracking work basket screen. PCC users are concerned about the amount of time it takes for a return on a CA/N and APS check on prospective employees and foster parents. TWIST has created a link in PCC tracking for the user to click and obtain this information much faster. PCC user will enter the SSN of the individual and search. They will receive yes or no for APS. They will receive yes, no or under appeal for CPS. **This does not take the place of the current procedure for Central Registry Checks to include the use of the DPP-156 for employees and the DPP-157 for foster parents.**

Work Basket	CA/N -APS Check
All	
Assign Location	
Report Move	
End TLC	
FVI	
Confirm Placement	
Location Directory	
Foster Home Location	
I.L. Location	
Reassign Foster Home	
Move Notification	
Report TLC	
Visits/Contacts	
Location Summary	
Administrative Tool	
CA/N-APS Check	

  

CA/N-APS Check	
Search:	<input type="radio"/> CPS <input type="radio"/> APS <input checked="" type="radio"/> Both (CPS/APS)
Please enter SSN:	456968741
Search Result	
CPS - No	
APS - No	
Print	Reset

❖ Training

TRIS will be responsible for tracking training for PCP homes. TRIS will need approved homes and homes that were denied, withdrawn, or made inactive. This information will be used for the Foster Parent/PCP Registry for workers to check to see if an individual was approved or denied by another agency. **PCC users will no longer need to go to the TRIS screens to enter new individual's information before scheduling training. Once the PCC user completes the Foster Home Details Screen and saves, this information goes to TRIS via the web service. However, PCC users will still need to fill out the TRIS forms to register individuals for training sessions**

Currently PCC's only enter their approved homes. PCC users will need to begin entering their homes prior to approval. Changes made to the PCC tracking application were to capture homes that are pending, denied, or withdrawn.

**Foster Home Details**

Caregiver Details

Caregiver Type	Name	DOB	Status
Primary	Downs, Debbie	12/21/1969	Active
Secondary	Parker, Allison	5/28/1963	Active

[Add New Caregiver](#)

\* Caregiver Type: Secondary  
 \* First Name: Allison  
 Middle Name:   
 \* SSN: 401-58-7898  
 \* DOB: 5/28/1963  
 Religious Affiliation: No Affiliation  
 \* If Religious Affiliation is 'Other':   
 \* Race:  American Indian / Alaskan Native  Multiracial - races unknown  
 Asian  Native Hawaiian or Other Pacific Islander  
 Black or African American  White  
 Declined to disclose

\* Status: Active  
 \* Last Name: Parker  
 Filial:   
 \* Hispanic: No  
 \* Sex: Female

\* Contact Information

Type	Details	
Cell Phone	(502)-680-9641	Delete
Select One		Add Contact

[Update Caregiver](#) [Cancel](#) [Training](#)

**Foster Home Details**

Training Summary - Select date range for an individual/All Individuals

\* From:  \* To:   All Individuals

Individual Name	Date of Birth	Gender	Individual SSN	Status	Select Individual
Parker, Allison	5/28/1963	Female	401-58-7898	Active	<a href="#">select</a>
Downs, Debbie	12/21/1969	Female	401-65-4526	Active	<a href="#">select</a>

[Show Training](#) [Cancel](#)