



**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)

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Key Words/Phrases: PCC Tracking - Release 16.0, CA/N Checks, TRIS PCP Training Tracking	
Attachments/Forms: PCC/PCP 16.0 Updates	

This is a revision of CCT 17-08. Part of the PCC Tracking Update is not rolling out today as originally anticipated. Please read the attached document very closely and retain for future use. Only the final page and information related to Training has been modified from the original CCT.

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) 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 Withdrawn: Cannot be changed to any status unless the home reapplies and then it would be pending.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 Withdrawn

Date First Approved: _____

Number of Beds Approved: _____

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 Country: United States of America

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

Add New Caregiver

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: 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

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

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

CA/N-APS Check

Search:

CPS APS 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 still utilize the New User – Personnel Update Form located on www.rwcp.org to submit new users until PCC-TRIS is ready early 2018. This is the most efficient and quickest way to currently add new parents to TRIS. PCC users can also use the Existing User – Personnel Update Form for users already in TRIS that need to be updated. To register for training on TRIS, PCC users will visit <https://tris.eku.edu/dcb/calendar.asp>. If the training is Medically Complex: Join Hands Together, the “Request to Attend Join Hands Together” must also be completed, located at www.rwcp.org.

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. Currently PCC’s only enter their approved homes.

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

Asian

Black or African American

Declined to disclose

Multiracial - races unknown

Native Hawaiian or Other Pacific Islander

White

* Contact Information

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

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

ATTENTION: On the screenshot above, the Training button is highlighted in red. This button is currently active but the user will not receive any training information until the new PCP-TRIS rollout in early 2018.

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	select
Downs, Debbie	12/21/1969	Female	401-65-4526	Active	select

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