



CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR COMMUNITY BASED SERVICES

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Contract Correspondence Transmittal (CCT)

<b>CCT Number: 19-02</b>	<b>Date of Issue: 2/1/19</b>
<b>Issuance: Division of Protection and Permanency, Christa Bell, Director</b> <i>CBell</i>	
<b>Key Words/Phrases: SOP Changes, Level of Care, Meeting Educational Needs, Bed Holds</b>	
<b>Attachments/Forms: DCBS Partnership Plan</b>	

The purpose of this transmittal is to provide PCC and PCP providers with information concerning recent changes to DCBS Standards of Practice that may impact private providers.

1. **SOP 4.11.1 Level of Care Assignment**

The following language was added: *If PCC or PCP staff requests that a child under the age of forty eight (48) months be leveled and the SSW and FSOS are not in agreement, a request from the provider will be sent to the Department of Protection and Permanency, Out of Home Care Branch Manager, at 502-564-2147, for determination.*

2. **SOP 4.28 Meeting Educational Needs**

The following language was added: *If the child in out of home care has been placed with a PCC/PCP outside of the attendance area for the school, the child's SSW may request mileage reimbursement for transportation to the child's previous school in order to support educational continuity for the child. This applies only at the request of the SSW. The DCBS SSW will complete a special expense for the mileage reimbursement and submit it to the billing specialist. The PCC/PCP will submit it to the billing specialist for payment.*

3. **SOP 4.53 Bed Hold-Private Residential or PCP Foster Care**

The following language was added to include emergency shelter placements: *The Department of Protection and Permanency Out of Home Care Branch Manager to hold a bed for up to two weeks for a youth who has a stay at a hospital or is AWOL with the intent for the child to return to the same emergency shelter placement within two weeks.*

4. **DCBS Partnership Plan**

Please see the attached DCBS Partnership Plan that should be completed by the child's worker for all youth placed in out of home care. This has been added to DCBS Standards of Practice and is referenced throughout SOP. The purpose of this revision is to improve collaboration between the agency, community partners, parents, and foster parents. Revisions include a new DCBS Partnership Plan, which will be included in case planning and ongoing case management.