The intent of this correspondence is to provide guidance on the new process for Private Child Caring and Private Child Placing agencies to report two-week notices. Moving forward all two-week notices will be entered into the PCC Tracking. This change is being implemented to report and track two-week notices more efficiently. Data reports will be developed to assist DCBS leadership in evaluating trends, strengths, and barriers.

The PCC Tracking application will need to be launched from the KOG dashboard.
To enter a move notification, select the menu on the left-hand side of the PCC tracking application.

After selecting the move notification, select the Licensed Program, and then enter the last name of the child a move notification is being entered for.

Then select the child from the grid.
Enter the anticipated move date, the Intent type and then disruption details.

After selecting save a confirm panel populates. Select yes.

An email will be generated and sent through TWIST to the DCBS case manager and supervisor explaining that a two-week notice has been issued for this child. They will also get a notification in TWIST.

***Once a new placement is found for the youth, the PCC/PCP will go back into the PCC Tracking and report the move.

To report a move, use the Report Move menu under the work basket.
After selecting the Report Move, select the Licensed Program, and then select the individual.

Enter the move details.

After entering all data fields, select save, and then select yes and the child is now moved.

***A two week notice may be withdrawn by selecting the Report Move, selecting the Licensed Program, and then selecting the individual.
After selecting withdraw, a withdraw confirm notice is generated; select yes. The move notification is now withdrawn.

Please remember that a two-week notice is not officially given until the notice is entered and submitted in the PCC Tracking. Providers will no longer send emails to the DCBS case managers, DCBS email boxes, or the PCC Liaisons.

Please begin using this process by November 15, 2023. If you have any questions or concerns, please reach out to Holly Davis at hollyc.davis@ky.gov or Sherry Postlewaite at Sherry.Postlewaite@ky.gov.