



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY INFORMATION MEMORANDUM 22-01

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Mary Carpenter, Director
Division of Protection and Permanency

DATE: February 1, 2022

SUBJECT: Re-evaluation of modification to processes

The purpose of this information memorandum is to inform staff that, although strides have been made regarding staffing challenges, the temporary changes addressed in [PPIM 21-20 Workforce Supports](#) will continue to remain in effect. These processes will be re-evaluated in ninety (90) days, unless otherwise notified. The COVID-19 state of emergency was extended until April 14, 2022. Certain flexibilities will end when the state of emergency expires, particularly the use of video conferencing for home visits unless further guidance is received from federal government.

Some regions have expressed interest in scheduling permanency roundtables and transitional roundtables. Permanency for children and youth in out-of-home care is imperative. As indicated in the previous PPIM, a roundtable may still be requested during this time by emailing Beth Myers at Beth.Myers@ky.gov.

In addition there are temporary changes in procedures related to the provision of transitional services for youth committed to the Cabinet for Health and Family Services (Cabinet). The following processes will remain in effect until subsequent guidance is issued.

- The independent living specialist (ILS) is responsible for contacting any supports the youth would like to include in the transition meetings. The ILS should provide meeting details including time and location of the meeting.
- The SSW can attend transition meetings by phone or Zoom, and are only required to attend meetings for the following:
 - Youth age seventeen (17) who are within ninety (90) days of becoming age eighteen (18);
 - Youth age twenty-one (21); and
 - Youth who have been identified as having a disability.

During the meetings the ILS will discuss the highlighted information of the transition plan at the start of the meeting so that the SSW is not required to attend the entire meeting. This portion of the meeting is likely to last about twenty (20) minutes. The remainder of the transition plan can be completed with the ILS and other attendees.

The ILS will include the youth, private child-caring staff, foster parents, and any other supports identified in meetings for youth age nineteen (19) and twenty (20). The ILS will document meeting details in KY NYTD, and will also notify the SSW if there are major changes or issues.

If you have questions, please contact:
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