



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE SECRETARY**

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Contract Correspondence Transmittal (CCT)

CCT Number: 13-08	Date of Issue: July 1, 2013
Division/Branch: Protection and Permanency	
Key Words/Phrases: Referral Response Form	

Dear PCC/PCP Provider,

The Children’s Review Program has revised the attached Referral Response Form effective July 15, 2013. This form is completed by the Private Child Caring and Private Child Placing agencies (PCC/PCP) when responding to placement referrals. The most significant changes are as follows:

- “No Beds Available” has been removed as a rejection reason for PCC residential programs. When working with the Managed Care Organizations (MCOs) on difficult-to-place children, CRP is being asked over and over to follow up with programs that do not have beds to determine when beds will be available. Therefore, if a child is appropriate for a residential program and is only being rejected for placement due to a lack of beds, we are asking that the program “accept” the child and include an estimated date for the next open bed. This will not obligate the program to place the child at that time but will assist the Cabinet in planning for the child. If an agency has no beds but would not accept the child if beds were available, the program should reject the child and select the most appropriate rejection reason.
- “No Appropriate Homes (FC Only)” is listed as an option for PCP foster care programs that are rejecting a child for placement. When selecting this item, it is important to provide an explanation in the space provided. For example, if your agency does not currently have homes for adolescent males, that should be noted. However, if this is a child you would likely not consider even if homes were available, please do not use this option but use the option that is most closely related to the reason for rejection.
- The rejection reasons “Behavior Problems too Severe” and “Danger to Self or Others” have been removed and “Severity of Aggression” and “Severity of Self-harm” have been added to increase specificity.
- The rejection reasons “Accepted by Another Program Within Agency”, “Facility Unable To Meet Childs Needs”, “Inappropriate for Current Population/Milieu”, and “Needs More Restrictive Care” have been removed because they are too general and do not provide sufficient information to help the Cabinet understand potential gaps in the system.



- The "Other" category is still available as a rejection reason. Please only use this when there is a specific reason for rejection that is not already listed and specify that reason on the form. Do not use general statements such as "no beds available" or "behavior problems too severe". If the issue is behavior related, please list the primary behavior(s) of concern.
- For any item that asks for an explanation, please provide specific details.
- Only one (primary) rejection reason should be marked.

Please respond to all referrals as quickly as possible but, per the PCC Contract, no later than two business days from the time of the referral.

When responding to referrals, please include both your agency name and the specific program/office.

Regional Placement Coordinators (RPCs) may refer to several programs/offices within the same agency and it is important that they know which specific program/office has responded.

If you have any questions concerning this transmittal please contact Julie.Cubert@ky.gov.

Thank you for your continued dedication to serving Kentucky's children.

Sincerely,



Michael Cheek

Director of Protection and Permanency

Enclosure: Referral Response Form