



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

Steven L. Beshear
Governor

275 East Main Street, 5W-A
Frankfort, KY 40621
502-564-7042
502-564-7091
www.chfs.ky.gov

Audrey Tayse Haynes
Secretary

Contract Correspondence Transmittal (CCT)

CCT Number: 14-01	Assistant Director, Tina Webb: <i>tw</i>
Date of Issue: January 31, 2014	
Division/Branch: Protection and Permanency	
Key Words/Phrases: PCC/PCP Discharge Summary	
Attachments/Forms: Live links	

Beginning in 2011, DCBS staff and representatives from Children’s Alliance, private child-placing agencies, and private child-caring facilities formed a workgroup that developed a standardized discharge summary. DCBS is cognizant of the fact that many providers prefer to use their own formats due to varying information systems; therefore, each provider has the option of using the linked discharge summary as a form to enter the information in text boxes or as an outline of content to be covered in the provider’s preferred format. The template consists of eight (8) content areas, including additional bulleted items, which should be addressed in the specified list or narrative format. The discharge summary becomes part of the child’s record and should be submitted to the child’s DCBS social service worker on the date of discharge, and a copy should be sent with the child to the next placement. In the event of an unplanned discharge and neither the Agency nor DCBS requested a two week notice, the discharge summary should be submitted to the DCBS worker the first business day following the date of discharge. This timeframe change is reflected in the recent PCC agreement modification.

The form can be found on the DCBS SOP website. [PCC/PCP Discharge Summary](#)

Any questions or comments regarding this CCT should be submitted to lea.taylor@ky.gov.