



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

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Contract Correspondence Transmittal (CCT)

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Key Words/Phrases: Training requirements, access to training, curricula approval, placement exception process, 922 KAR 1:310 and 922 KAR 1:495	
Attachments/Forms: DPP-112B form Listing of regional placement exception designees Training approval review request	

The purpose of this transmittal is to provide PCP staff additional information regarding foster parent training requirements and placement exception process changes, as a result of the regulation addition of 922 KAR 1:495 and regulation changes to 922 KAR 1:310, effective 11/18/15.

Web Based Trainings

Web-based trainings (WBTs) required by 922 KAR 1:495 will be made available through the Eastern Kentucky University Training Resource Information System. PCP foster parents already established in the TRIS system will have access to the required web based trainings when they are available. Currently approved foster parents will be required to complete the Psychotropic Medication web based training within 2 years of 11/18/15, and the Reasonable and Prudent Parent Standard (RPPS) training, within 1 year of 11/18/15. The Psychotropic Medications training and RPPS training are in the final stages of development. The projected date of availability for RPPS is 12/15/15. PCP agencies that need prospective foster parents to complete the web-based trainings required prior to approval will need to contact EKU for instructions on how to access the WBTs. The point of contact for foster parents and prospective foster parents to gain access to web-based trainings is EKU Training Specialist, Marie Johnson. She can be reached at 859-622-6212 or by email at marie.johnson@eku.edu.

For PCP agencies that wish to provide web-based trainings to their families in a group setting, the TRIS 1A sign in sheet will need to be completed and provided to Marie Johnson at the above contact information for training credit.

Training of Trainers

A TOT for Parenting the Sexually Abused Child is scheduled for February 1-4, 2016. There will be slots for PCP agencies to attend this training. Additional information will be provided in advance of the training regarding location and times.

TOT sessions for Trauma Informed Care are scheduled for January 12th and 13th in Lexington at the Center on Trauma and Children and on March 22nd and 23rd in Elizabethtown. Notice will be provided for these trainings as well, regarding location, times and any additional information.

Pre-Service Training

The topic requirements for pre-service training contained in 922 KAR 1:495 must be complied with upon adoption of the regulation, which occurred 11/18/15. The topics listed in the pre-service requirements are nearly identical to the previous requirements in 922 KAR 1:310, with the exception of reasonable and prudent parenting standard, emergency preparedness and impact of childhood trauma. These will need to be added to the PCP's existing curriculum to be compliant with 922 KAR 1:495, if they are not already present in existing pre-service curriculum.

Approval for Training Curricula

Training curricula for trauma informed care and sexual abuse training should be submitted for approval to Denise Weider at Denise.Weider@ky.gov. Please allow 30 days for curriculum to be reviewed, per 922 KAR 1:495 and please submit the curriculum in its entirety electronically. If you have any questions regarding a training curriculum please contact Denise at (502)-564-2147 Ext.3607. The training approval review request form is attached.

Training curricula for pre-service training must be approved by July 1, 2016 and submitted for approval no later than 30 days prior to July 1, 2016 to allow time for approval.

New Placement Exception Request Process

In accordance with changes to 922 KAR 1:310, the new placement exception process is as follows:

- Justification for a placement exception must be documented in the foster parent file and authorized by the program director.
- The DPP-112B must be submitted to designated Cabinet staff prior to the proposed placement. The reason placement is in the best interest of the child and the specific support services to be provided by the PCP are to be documented on the DPP-112B. The completed form should be submitted the regional designee in the region where the home is located. The completed form should be submitted to the Director's office for medically complex exceptions for placement of a medically complex child in a non-medically complex home or when a single parent/both parents are working full-time outside of the home
- If a placement exception is necessary for placement outside of normal business hours the PCP shall provide all of the information contained in the DPP-112B verbally to designated Cabinet staff prior to the placement. Verbal approval from designated staff shall be required prior to the placement occurring and then the DPP-112B shall be submitted on the first business day following placement by email.
- Please see the attached DPP-112B form for reference.

Please also see the attached listing of regional placement exception designees for contact information. Please note this listing is for placement exceptions only and should not be used for afterhours contacts regarding medical consent, reporting of critical incidents, or any other

purpose. Please refer to the Social Service Worker or Family Services Office Supervisor's contact information on the 106A form for contact of this nature.

Please refer to CCT 15-11 for previously provided information regarding foster parent training requirements and curricula approval.

If you have any questions regarding this transmittal please contact Christa Bell at Christa.Bell@ky.gov or by telephone at (502) 564-6852.