



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
Division of Protection and Permanency
COA Accredited Agency**

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Contract Correspondence Transmittal (CCT)

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Key Words/Phrases: PCC Tracking, Move Reasons, Temporary Living Conditions	
Attachments/Forms: Listing of PCC Move Reasons and Move Reasons Tip Sheet	

The purpose of this transmittal is to clarify expectations for PCC tracking for private child-caring and private child-placing agencies.

It is important that PCC tracking be used and updated regularly and timely. This includes Temporary living conditions (TLC) that are longer than 24 hours. TLCs include visitation with a sibling, relative or other caretaker, hospitalizations, respite care, overnight summer camps, trial home visits and runaway episodes. It is important that all placements and TLCs are updated regularly to ensure the location of every child is known for safety and also to meet federal requirements.

PCC tracking should be used by all programs, including emergency shelters without treatment. Agencies with emergency shelters should confirm placement with their agency in PCC tracking, as well as completing and entering a monthly contact if the child has been there for a full month.

Selecting the appropriate move reason is also important for the accuracy of reporting, as they are frequently misused. Attached you will find a listing of move reason definitions, along with a tip sheet on move reasons.

PCC tracking training and access to PCC tracking can be obtained by contacting Lisa.Wise-Hodnett@ky.gov for new agencies or agencies that have had staffing changes and no longer have an inadequate number of staff trained.

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

PCC TRACKING MOVE REASONS **(for use with moves/discharges on or after 1/1/2009)**

Caretaker Incapacity *(Foster Care programs only, not for use with Residential or ILP programs)*

- 21 Caretaker physical illness/incapacity - Move is due to a change in the physical health of a caretaker making continued placement not suitable.
- 22 Caretaker emotional problem - Move is due to a change in the emotional/mental health of a caretaker making continued placement not suitable.
- 23 Caretaker employment - Move is due to a change in employment of a caretaker making continued placement not suitable.
- 24 Caretaker death - Move is due to the death of a caretaker.
- 25 Caretaker change in life situation - Move is due to a change in life circumstance for a caretaker that is not specified in another "caretaker incapacity" reason and makes continued placement not suitable. For example, a change in the health of a caretaker's relative that requires the caretaker to care for the relative and end the placement.

Caretaker Failure *(Foster Care programs only, not for use with Residential or ILP programs)*

- 26 Caretaker non-compliance with requirements - Move is due to a caretaker not complying with agency (public or private) policy or licensing regulations.
- 27 Caretaker incarceration - Move is due to a caretaker being incarcerated.
- 28 Caretaker abandonment (whereabouts unknown)- Move is due to a caretaker abandoning the child and the caretakers whereabouts are unknown.
- 29 Caretaker relinquishment (rejects child) - Move is due to a caretaker surrendering the child for reasons that are not due to a child behavior problem, and the caretaker's whereabouts are known.
- 30 Caretaker leaves public or private agency: Child moves - The child is moved because a caretaker leaves the agency (public or private) or discontinues fostering. For example, when a caretaker chooses to work for a different agency AND the child moves to a different home. There are no other caretaker reasons for the move.
- 31 Caretaker leaves public or private agency: Child does not move- The caretaker leaves the agency (public or private) and a payment change is needed, but the child is not moved. For example, when a caretaker chooses to work for a different agency AND the child does not move to a different home. There are no other caretaker reasons for the move.

Caretaker Investigation *(Foster Care programs only, not for use with Residential or ILP programs)*

- 32 CPS investigation - Move is due to a CPS investigation being initiated on either a caretaker or member of the caretaker's household.
- 33 APS investigation - Move is due to an APS investigation being initiated on either a caretaker or member of the caretaker's household.
- 34 Criminal investigation - Move is due to a criminal investigation being initiated on either a caretaker or member of the caretaker's household.

Child Behavioral Difficulties

- 35 Property destruction - Move is due primarily to property destruction by the child.
- 36 Aggressive to peers - Move is due primarily to physically aggressive behavior toward peers by the child.
- 37 Aggressive to caregivers - Move is due primarily to physically aggressive behavior toward caregivers by the child.
- 38 Sexual acting out - Move is due primarily to sexual acting out behavior by the child.
- 39 Sexual aggression - Move is due primarily to sexually aggressive behavior by the child towards someone younger, someone unable to consent or by using force.
- 40 Runaway behavior - Move is due primarily to runaway behavior by the child.
- 41 Homicidal behavior - Move is due primarily to homicidal ideation/behavior by the child.
- 42 Suicidal behavior - Move is due primarily to suicidal ideation/behavior by the child.
- 43 Self abusive behavior - Move is due primarily to physically self abusive behavior by the child, where the intent is not suicidal.
- 44 Substance abuse - Move is due primarily to substance abuse by the child.

- 45 Defiant oppositional behavior- Move is due primarily to defiant/oppositional behavior by the child.
- 46 Other behavior/emotional problem- Move is due primarily to some other behavioral or emotional problem by the child.

Child Progress Toward Permanency

- 47 Adoptive or pre-adoptive Placement - Move is due to the child being placed in an adoptive or pre-adoptive home.
- 48 Placement with siblings - Move is due to the child being placed with his/her siblings.
- 49 Placement closer to home - Move is due to the child being placed closer to home.
- 50 Placement with non-relative - Move is due to the child being placed with a non-relative adult.
- 51 Placement with relative - Move is due to the child being placed with a relative or in kinship care.
- 52 Educational/Vocational Placement - Move is due to child being placed in an educational or vocational setting (e.g., college, Job Corps).
- 53 Placement with parent - Move is due to the infant child being placed with his/her teenage committed parent.
- 54 Needs less restrictive care - Move is due to the child making progress, but the reason is not due to one of the other "child progress toward permanency" reasons. For example, a child moving from a residential placement to a foster care placement.
- 55 Trail home visit - Intent is that the child will not return to the OOHC placement.
- 56 Released from DCBS Custody - Child is exiting DCBS custody.

Agency or System Move Reason

- 57 Agency non-compliance with contract or licensing - Move is due to the program/home being non-compliant with contract or licensing and may or may not result in program closure. For example, a program could exhibit systemic problems warranting either closure and/or moving all children.
- 58 Provider voluntarily closes program/service - Move is due to the discontinuance of services by the provider. For example, when an agency closes a unit (does not apply to a single foster home).
- 59 Needs different/additional specialized services - Move is due to the necessity of obtaining specialized services that are not available in the current placement. For example, when a private agency discovers information about the child which would have caused the private agency to not admit the child had the information been known prior to admission or when the child develops a condition requiring specialized services that are not available in the community.
- 60 Move from short term temporary placement - Move is made from an intentional temporary placement (e.g., an emergency shelter, crisis stabilization unit, detention, etc.) to a more stable placement.
- 61 Court orders placement change - Move is due to court order.
- 62 Dissatisfaction with service delivery - Move is due to the legal guardian's dissatisfaction with delivery of services that does not rise to the level of "Agency non-compliance with contract or licensing". For example, when group therapy has been recommended but not provided.
- 63 Pre Adoption Disruption - Child placed in pre-adoptive home is moved because the plans for adoption are terminated.
- 64 Unknown - This is an administrative reason and not used for private child care.
- 65 Move between Independent living locations within the same agency- Child moves from one IL location to another IL location within the same licensed program .
- 66 Administrative change within parent agency: Child does not move- Foster family changes affiliation from one licensed program to another within the same licensed agency and the child does not move.

DCBS and PCC Move Reason Clarification

March 6, 2009

Move Reasons Tip sheet

1. When a child is moved to his/her non-committed parent, use reason #56 *Released from DCBS Custody*. Do Not use #53 *Placement with parent*.
2. When an infant child is moved to the placement that his/her committed parent resides, use #53 *Placement with parent*. Do not use #51 placement with relative.
3. When a committed child is moved to be with his/her committed parent, use #53 *Placement with parent*.
4. When a child is moved to live on his/her own, use reason #56 *Released from DCBS Custody* if it is known that the child will be released. If it is not known that the child will be released, use # 54 Needs less restrictive care.
5. If a child is moved due to sexual acting out by a peer in the foster home in effort to maintain the child's safety, use reason # 59 *Needs different/additional specialized services*.
6. Reason # 60 *Moved from short term temporary placement* should only be used when the length of stay is 60 days or less and the intent of the original placement was temporary.
7. If a child is moved because he/she is in the home with an adjudicated sex offender which is not allowed by regulation use #61 *Court orders placement change*.
8. If an agency closes or is closed and the foster parent moves to a new agency but the child stays with the foster parent, use *Caretaker leaves public or private agency: Child does not move*. This does not count as a move for the child. We are more concerned about the child's experience than the fact that an agency was non-compliant.