**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-11**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

Division of Protection and Permanency

**DATE:**  December 17, 2013

**SUBJECT:** Updates Regarding Medical Forms-DPP-106A and DPP-106B

The purpose of this transmittal letter is to inform staff of changes to the DPP-106A Authorization for Medical Treatment and the DPP-106B Initial Health History Interview with Family. Please review the following information for details:

1. **The** [**DPP-106A Authorization for Routine Health Care and Authorization for Non-Routine Health Care**](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-106A%20Authorization%20for%20Health%20Care.doc) **(new name)**: has been revised to provide a clearer definition of routine and non-routine health care. This form will now be used to inform birth parents/custodians of their right to be involved with their child’s health care decisions, but explains that if they choose not to consent to certain health care procedures, the agency may consent if deemed to be in the child’s best interests. This document will be reviewed with the family at the five day case planning conference and at the periodic reviews as necessary. Content revisions regarding this are located in the following SOP sections:
   * [4.17 Preparation for and Five (5) Day Conference](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/417preparationforandcompletionoftheten(10)dayconference.aspx);
   * [4.18 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/418OngoingCasePlanning.aspx);
   * [4.26 Meeting Basic Health Care Needs](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/426MeetingBasicHealthCareNeeds.aspx);
   * [4.26.1 Medical Passport](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4261MedicalPassport.aspx);
   * [4.26.2 Authorization for Medical Services](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4262AuthorizationforMedicalServices.aspx);
   * [4.26.3 Immunizations](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4263ImmunizationsIncludingHumanPapillomavirusVaccine.aspx) (deleted); and
   * The form information has been updated in all appropriate sections.
2. **The DPP-106B Initial Health History Interview with Family**: has been replaced by the [DPP-106B Initial Physical and Behavioral Health History](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-106B%20Initial%20Physical%20and%20Behavioral%20Health%20History.docx). This form has been drastically revised in order to streamline the process of collecting medical and health information for children in out of home care. This new form will incorporate content from the following forms, which have been deleted or revised:
   * DPP-104A Request for Approval as Medically Fragile;
   * DPP-106B Initial Health History Interview with Family; and
   * DPP-106C Child Medical History and Annual Physical Exam.

Although resource parents will no longer be required to provide the DPP-106C to physicians for annual physical exams, this document will remain in circulation at this time. It may still be used, but is no longer a requirement; documentation from the physician’s office regarding the visit will be sufficient for the medical passport.

The new DPP-106B should be completed at the five day case planning conference in order to obtain as much health history as possible on the child. The first two pages of this document will be completed for all out of home care cases; the third page will only be completed if the worker is requesting a medically fragile status for the child. Content revisions regarding this are located in SOP [4.10.2 DCBS Medically Fragile Placement](https://manuals.sp.chfs.ky.gov/chapter4/10/Pages/4102DCBSMedicallyFragilePlacement.aspx) and the form information has been updated in all necessary sections.

The Spanish versions of these two documents are not currently posted online. They are in the process of being translated and will be posted as soon as they are completed.

If you have any questions regarding this transmittal please contact via e-mail [dianec.glenn@ky.gov](mailto:dianec.glenn@ky.gov), or by telephone at (502) 564-6852, ext. 3574.