# Table of Contents

Prevention and Protection Services ................................................................. 1
Policy and Procedure Manual ......................................................................... 1
  Published January 1, 2019 ................................................................. 1
  About this Format .............................................................................. 1
Summary of Changes .................................................................................. 3
  Summary of Changes ........................................................................... 3
System Manuals ....................................................................................... 15
Web Link .................................................................................................. 17
  Prevention and Protection Services .................................................. 17
  Web Link ......................................................................................... 17
  CHILD CARE .................................................................................... 17
  DIRECTORIES ............................................................................... 17
  HIPPA ............................................................................................ 17
  MEDICAID/KanCare ........................................................................ 18
  MISCELLANEOUS ......................................................................... 18
  PPS Workgroups ............................................................................. 18
  SOCIAL SECURITY INFORMATION ................................................ 18
PPS Policies ............................................................................................ 19
  0000 General Information ................................................................. 19
    0100 About This Manual ............................................................... 19
    0140 Delegation of Responsibilities ............................................. 20
    0150 Questions, Concerns and Clarification ............................... 20
    0160 Glossary .............................................................................. 20
    0210 Staff Safety ........................................................................ 34
    0220 Discrimination Prohibited by Law ....................................... 35
    0221 Limited English Proficiency (LEP) ..................................... 35
    0230 Administrative Appeals ....................................................... 35
    0240 Conflict of Interest ............................................................... 36
    0242 Electronic Communication .................................................. 37
    0250 Removal from Home and Transporting Children Not in the Secretary’s Custody ......................................................... 37
    0270 Court Orders, Subpoenas and Testifying in Court .......... 37
    0271 Protocol to Request CINC Court Hearing be Closed .... 38
    0280 Consents ............................................................................. 39
    0290 Policy on Discipline ............................................................ 39
    0291 Physical Restraint ................................................................. 41
    0292 Use of Time Out in Residential Child Care Facilities ........ 42
    0293 Emergency Safety Intervention ......................................... 42
    0309 Public Records .................................................................... 42
    0310 Information Regarding a Child Alleged or Adjudicated as a Child in Need of Care ................................................................. 43
    0311 Case Record Requests of Child Abuse or Neglect Resulting in a Fatality or Near Fatality ................................................................. 43
0312 Access to Information Regarding Closed Guardianship/Custodianship and Adoption Records................................................................. 44
0313 Public Knowledge Case ............................................................................................................................................................................. 44
0314 Adoption and Foster Care Records and Searches............................................................................................................................. 44
0315 Confidential Records.............................................................................................................................................................................. 47
0316 Inappropriate Disclosure of Confidential Information...................................................................................................................... 49
0317 General Procedures Regarding Disclosure of Confidential Information .......................................................................................... 49
0318 The Health Insurance Portability and Accountability Act (HIPAA) ................................................................................................. 50
0320 Expanded Criminal History Checks .................................................................................................................................................. 51
0410 Opening A Case.................................................................................................................................................................................... 53
0420 Documentation...................................................................................................................................................................................... 53
0425 Contents of Assessment & Prevention, Family Services and Family Preservation Case Records .................................................................................................................. 55
0430 Contents of Foster Care, Adoption and Independent Living Services Case Records................................................................. 59
0431 Records of Consultations Between DCF Staff and DCF Attorney ......................................................................................................... 69
0440 Archiving and Storage of Records.................................................................................................................................................. 69
0441 Retention of Records........................................................................................................................................................................... 73
0510 Critical Incident .................................................................................................................................................................................. 74
0512 Significant Incident ............................................................................................................................................................................ 77
0514 Critical Incident Case Review.............................................................................................................................................................. 80
0520 Notice of Child Death to Kansas State Child Death Review Board KSCDRB .............................................................................. 81
0600 Coordination of Services within DCF .................................................................................................................................................. 81
0601 Kansas Department for Aging and Disability Services (KDADS)/Behavioral Health Services (BHS) for Addiction and Recovery .................................................................................................................. 82
0603 Economic and Employment Support (EES) .............................................................................................................................................. 82
0604 Rehabilitation Services........................................................................................................................................................................... 84
0606 HCBS Services by Waiver................................................................................................................................................................. 85
0607 Psychiatric Residential Treatment Facility Services ...................................................................................................................... 85
0611 KAN Be Healthy Program Participation .............................................................................................................................................. 86
0621 Kansas Department of Health and Environment- Division of Health Care Finance (DHCF) ......................................................................................... 86
0622 Kansas Department of Corrections - Juvenile Services (KDOC-JS) .............................................................................................................. 88
0700 Indian Child Welfare Act Jurisdiction .................................................................................................................................................... 89
0710 Multiethnic Placement Act./ Inter Ethnic Placement Act (MEPA/IEPA) ...................................................................................... 90
0812 Identification of Indian Children ............................................................................................................................................................ 91
0813 Reports Involving Indian Children .................................................................................................................................................... 91
0814 Court Custody Proceedings ............................................................................................................................................................... 91
0815 Parental Rights Termination............................................................................................................................................................... 92
0817 Adoptive Placement of Indian Children .................................................................................................................................................. 92
0818 Voluntary Consent to Adoption............................................................................................................................................................ 93
0900 Eligibility and Payment Procedures.................................................................................................................................................... 93
0901 Federal Funds Are Vital to DCF ............................................................................................................................................................ 93
0902 Claiming Federal Funds ................................................................................................................................................................. 94
0910 Child Welfare Contract Management Provider Service Delivery and Encounter Data ........................................................................................................ 94
0920 REST (Random Employee Sampling Technique) and RMTS (Random Moment Time Study) .................................................................................................................. 95
1000 Intake ................................................................................................................................................ 95
1000 Intake ................................................................................................................................................ 96
1011 Interstate Compact for the Placement of Children (ICPC) .................................................................. 96
1012 Requests for Child Protective Service (CPS) Courtesy Interviews From Other States ..................... 96
1014 Court Order or Request from an Entity Other than DCF for a Home Study .................................. 96
1015 Child Protection Service (CPS) Alerts .............................................................................................. 97
1016 Central Registry Requests .................................................................................................................. 98
1017 Central Registry Requests received from other States ................................................................ 99
1100 Recording Intake Information on the Face Sheet PPS 1000 ............................................................ 99
1200 Information Gathered At Intake ......................................................................................................... 100
1221 Confidentiality for Reporters ........................................................................................................... 103
1222 Notice of Action to Reporters ......................................................................................................... 103
1230 Reports From Law Enforcement Agencies ....................................................................................... 103
1240 Reports Involving Native American Children .................................................................................... 104
1300 Initial Assessment of Report Alleging a Child is in Need of Care .................................................. 105
1301 Initial Assessment by the Protection Report Center ......................................................................... 105
1302 Search for History for the Initial Assessment Decision ............................................................... 106
1303 Search for Kansas Department of Corrections-Juvenile Services (KDOC-JS) Custody Status ......... 107
1310 Criteria for Determining no further PPS action needed ................................................................. 108
1311 Documenting no further PPS action needed ...................................................................................... 109
1320 Preliminary Inquiry .......................................................................................................................... 110
1321 Reports Requiring a Preliminary Inquiry .......................................................................................... 111
1323 Initial Assessment of Reports Regarding Methamphetamine Labs ................................................ 112
1324 Documenting the Preliminary Inquiry ............................................................................................. 112
1325 Initial Assessment of Reports Indicating Human Trafficking ........................................................ 112
1330 Timeframe for Initial Assessment ................................................................................................. 112
1340 Reports Which DCF Does Not Have Authority to Proceed, Involves a Memorandum of Understanding or Conflict of Interest ................................................................................. 113
1350 Non-family/Unregulated Care Giver Reports -Third Party Reports ................................................ 116
1351 Initial Assessment Decisions Regarding Non-Family/Unregulated Caregiver ................................. 116
1352 Non-Family/ Unregulated Care Giver -Third Party Reports Referred to Law Enforcement ......... 116
1353 Investigation Involving Reports of Abuse Neglect in Schools ......................................................... 117
1354 Documentation of Case Acceptance and Timelines for Non-family Unregulated Care Giver Reports ......................................................................................................................... 118
1360 Reports Concerning a Youth Who Has Been Adjudicated as a Juvenile Offender ......................... 118
1362 Reports Involving a Youth Adjudicated as a Juvenile Offender ....................................................... 118
1370 Reports Alleging Abuse or Neglect in the Past ................................................................................. 119
1381 Reports Regarding a Facility Subject to Regulation ....................................................................... 120
1382 Reports of a Person Known to Work, Reside or Regularly Volunteer in a Licensed/Regulated Facility Suspected of Abusing or Neglecting His or Her Own Child..................................................................................................................... 126
1383 Reports Regarding Approved Family Foster Homes................................................. 126
1384 Reports Regarding Kinship Placements..................................................................... 126
1385 Reports Involving Adults Under 21 Years of Age and in Custody of the Secretary of DCF ................................................................................................................................. 126
1386 Reports Involving KDADS Licensed Facilities......................................................... 126
1387 Case Opening on Any Facility Report ....................................................................... 129
1388 Reports Requiring Notification to Department for Aging and Disability Services (KDADS) or Community Support Services (CSS) ................................................................................................................................. 129
1390 Reports Alleging Abuse/Neglect Out of State............................................................ 130
1400 Assignment of Reports ............................................................................................ 130
1405 Assigning Allegations when the Person Responsible is a Minor ......................... 130
1410 Assignment of Reports Not Currently Open for Investigation/Assessment ............ 131
1415 Assignment of Reports Indicating Pregnant Woman Using Substances.............. 131
1420 Assignment of a Report Involving a Child in the Custody of the Secretary and the Custody Case is Open in a Region Other Than Where the Incident Occurred 132
1421 Tasks of the Responsible Office ............................................................................ 132
1422 Tasks of the Investigating Office ........................................................................... 133
1430 Report of the Same Specific Abuse/Neglect Incident by a Different Reporter on an Open Case ................................................................................................................................. 133
1431 Initial Assessment of a FINA Event on an Open Case ............................................ 134
1432 Forwarding Subsequent Not Assigned Reports on an Open Case ....................... 135
1450 Additional Children in the Family identified in an ongoing investigation .......... 135
1451 Additional Perpetrator Identified after Initial Assignment ..................................... 135
1452 Additional Concerns Related to the Child(ren) in the Family identified in an ongoing investigation ................................................................................................................................. 135
1453 Child(ren) from another Family identified in an ongoing investigation .............. 136
1454 Children in Facilities Subject to Regulation by KDHE identified in an ongoing investigation ................................................................................................................................. 136
1500 Response Time Assessment .................................................................................... 136
1520 Response Time ....................................................................................................... 136
1521 Criteria for Establishing Response Times ............................................................... 137
1523 Basis for Decision Regarding the Assignment of Report ..................................... 138
1530 Determination of Joint Investigation With Law Enforcement ............................. 138
1540 Reports to a Law Enforcement Agency for Criminal Investigation .......................... 139
1600 Initial Assessment on FINA Reports ....................................................................... 139
1610 Criteria for Completing an Initial Assessment with no further PPS action needed on FINA Reports ................................................................................................................................. 140
1630 School Attendance .................................................................................................... 140
1640 Reports Alleging Sexual Behavior or Abuse Between Children Less Than 10 years of Age ................................................................................................................................. 142
1650 Initial Assessment of Substance Affected Infant ..................................................... 143
1660 DCF Employee Involved in a Non-Abuse/Neglect Report .................................... 143
1670 Response Times for Reports of Family In Need of Assessment Accepted for Assessment

1672 Response Times for IL and ICPC

1700 Override of Accepted Reports

1800 Intake FACTS Procedures

1811 Intake

1812 Initial Assessment Decision

1821 Search Sources

1830 Adding CPS Reports on BEGN

1831 Event/ Contact ID

1832 Entering Reporter Information

1833 Entering Maltreatment Allegation/Presenting Situation

1834 Entering Non Abuse Neglect Presenting Situations

1835 Recording Other Intake Actions

1836 Incident County Code

1837 Occurrence Date/Occurrence Time

1841 Adding an Event

1842 Facility and Caseload Indicator

1843 Case Opening

1850 Entering Contact Role (ROLE) and Event Role (EVRL) Screens

1851 Contact Role Name

1852 Adding and Updating an Event Role (EVRL)

1861 Preliminary Inquiry

1862 Initial Assessment Decisions

1863 Case Number

1871 Unique Case Number

1872 Establishing An Open Case

1880 Maintain Client Information (MACL)

1881 Marital Status

1882 Reason Left/Reason Left Date

1883 Disability/Severity

1890 Entering Client Relationships (RELS)

1900 Eligibility and Payment Procedures

2000 Investigation and Assessment

2000 Investigation and Assessment

2010 Investigation

2020 Assessment

2025 History Search for the Investigation and Assessment

2027 Fatherhood Involvement During Investigation and Assessment

2030 CPS Investigators

2050 Plan of Safe Care

2070 Subsequent Reports on Open Assessment/Prevention Case

2080 Assessment and Prevention Responsibilities When Child is Missing

2100 Initiation of Investigative Interviews of Child Abuse/Neglect

2105 Requests for Courtesy Contact or Interview Between DCF Offices

2106 Law Enforcement Courtesy Interviews
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2110 Requirement to Interview/Observulate Relevant Persons</td>
<td>176</td>
</tr>
<tr>
<td>2111 Minor Alleged Perpetrators (minor)</td>
<td>180</td>
</tr>
<tr>
<td>2113 Additional Concerns Identified In an Ongoing Investigation</td>
<td>181</td>
</tr>
<tr>
<td>2115 Child with Danger to Self/Self-Harming Behaviors</td>
<td>181</td>
</tr>
<tr>
<td>2125 Relative/Non-Related Kin Information</td>
<td>182</td>
</tr>
<tr>
<td>2140 Interviewing Children</td>
<td>183</td>
</tr>
<tr>
<td>2153 Permission for KDHE to Interview a Child in DCF Custody</td>
<td>187</td>
</tr>
<tr>
<td>2154 Notice to Facility When On Premises</td>
<td>187</td>
</tr>
<tr>
<td>2210 Joint Procedures with DCF and Law Enforcement Agencies</td>
<td>187</td>
</tr>
<tr>
<td>2220 Investigations Involving a Report of Abuse or Neglect in a Facility Licensed by KDHE or DCF Foster Care and Residential Facility Licensing</td>
<td>188</td>
</tr>
<tr>
<td>2221 Notice to Parent or Guardian of a Child in Out of Home Placement</td>
<td>189</td>
</tr>
<tr>
<td>2222 Investigative Documentation</td>
<td>189</td>
</tr>
<tr>
<td>2223 Assessment Documentation of Facility Reports</td>
<td>189</td>
</tr>
<tr>
<td>2224 Joint Investigations with KDHE and/or Local Health Departments</td>
<td>189</td>
</tr>
<tr>
<td>2225 Joint Investigations With DCF Child Care Provider Manager</td>
<td>190</td>
</tr>
<tr>
<td>2230 Investigation of Reports of Abuse or Neglect by Third Party Person</td>
<td>190</td>
</tr>
<tr>
<td>2231 Case Opening in Non-Family/Unregulated Care Giver Cases</td>
<td>191</td>
</tr>
<tr>
<td>2232 Investigative Documentation of Non-Family/Unregulated Care Giver Reports</td>
<td>191</td>
</tr>
<tr>
<td>2233 Assessment Documentation of Non-Family/Unregulated Care Giver Reports</td>
<td>191</td>
</tr>
<tr>
<td>2240 Requests for a County or District Attorney to Direct an Investigation</td>
<td>191</td>
</tr>
<tr>
<td>2250 Investigations of Reports of Abuse or Neglect regarding Native American Children</td>
<td>192</td>
</tr>
<tr>
<td>2260 Reports Involving the Medical Neglect of Disabled Infants with Life Threatening Conditions (“Baby Doe”)</td>
<td>192</td>
</tr>
<tr>
<td>2262 Response to “Baby Doe” Reports</td>
<td>192</td>
</tr>
<tr>
<td>2300 Differentiating Safety and Risk</td>
<td>193</td>
</tr>
<tr>
<td>2310 Safety Determination</td>
<td>195</td>
</tr>
<tr>
<td>2313 Ongoing Safety Assessment</td>
<td>200</td>
</tr>
<tr>
<td>2320 Other Children Under the Same Care</td>
<td>202</td>
</tr>
<tr>
<td>2400 Safety Assessment</td>
<td>202</td>
</tr>
<tr>
<td>2410 When a Safety Assessment is Required</td>
<td>202</td>
</tr>
<tr>
<td>2420 Time Lines For Completion of a Safety Assessment</td>
<td>202</td>
</tr>
<tr>
<td>2430 Documenting the Safety Assessment</td>
<td>203</td>
</tr>
<tr>
<td>2431 Imminent Danger Type and Other Safety Factors to Consider</td>
<td>203</td>
</tr>
<tr>
<td>2432 Protective Factors</td>
<td>204</td>
</tr>
<tr>
<td>2440 Safety Decision</td>
<td>204</td>
</tr>
<tr>
<td>2450 Medical Examination or Treatment Related to Abuse/Neglect</td>
<td>206</td>
</tr>
<tr>
<td>2462 Family Safety Planning</td>
<td>207</td>
</tr>
<tr>
<td>2463 Removal of Perpetrator</td>
<td>210</td>
</tr>
<tr>
<td>2471 Requests for Police Protective Custody</td>
<td>211</td>
</tr>
<tr>
<td>2472 Requests to County or District Attorney for Order of Protective Custody</td>
<td>211</td>
</tr>
<tr>
<td>2473 72 hour Protective Custody Hearing</td>
<td>213</td>
</tr>
<tr>
<td>2474 Removal of Child From a Family Foster Home or Residential Facility</td>
<td>214</td>
</tr>
</tbody>
</table>
2475 Removal of Child From a Day Care Home or Center ........................................... 214
2500 Case Finding Resulting from an Investigation of Alleged Abuse or Neglect ........ 214
2502 Allowable Case Findings .................................................................................. 215
2511 Case Finding Decision Points for Family Reports ............................................. 218
2521 Case Finding Decision Points for Facility Reports ............................................ 220
2522 Case Findings When the Perpetrator Works Resides or Volunteers in a location Licensed by KDHE/DCF Foster Care and Residential Facility Licensing 220
2530 Documenting the Case Finding ....................................................................... 221
2531 Basis for Finding ............................................................................................. 221
2540 Notice of Department Finding .......................................................................... 222
2541 Circumstances requiring Separate Notices ...................................................... 223
2542 Recommend Services on Notices of Department Finding for Family Reports .................................................. 224
2543 Affirmed or Substantiated Case Findings on Children Under the Age of Three ............................................................... 224
2544 Notification on Facility Reports ........................................................................ 226
2546 Providing Affirmed and Substantiated Findings to the Kansas Attorney General ......................................................................................................................... 229
2547 Notification to County or District Attorney of DCF Finding of Abuse or Neglect .............................................................................................................................................. 230
2548 Notice Regarding Affirmed or Substantiated Case Finding of a Youth Who Has Been Adjudicated a Juvenile Offender ................................................................................. 231
2549 Notice Requirements for Case Findings on a deceased perpetrator .................. 231
2550 Findings on Reports Investigated by a Law Enforcement Agency, Native American Tribal Agency, or Military Authority ................................................................................................. 231
2560 Recurrent Maltreatment Reviews ...................................................................... 233
2575 Appeal of Finding Decision By a Perpetrator ..................................................... 234
2571 Finding Decisions Reversed by the Administrative Hearing Office .................... 234
2580 Requests For Expungement .............................................................................. 234
2600 Risk Assessment ............................................................................................. 235
2610 Advantages of a Structured Risk Assessment ..................................................... 236
2620 Assignment Types Requiring Completion of a Risk Assessment .......................... 236
2630 Time Lines for Completion of a Risk Assessment .............................................. 236
2631 Required Family Contact on an Open Investigation/Assessment ..................... 236
2632 Documenting the Risk Assessment .................................................................... 237
2633 Presenting Report Type and History .................................................................. 237
2642 Risk Factors .................................................................................................... 237
2643 Family Strengths and Resources ...................................................................... 237
2650 Risk Assessment Conclusions ......................................................................... 237
2660 Risk Assessment Short Form ............................................................................ 238
2661 Time lines for Completing the Risk Assessment Short Form .............................. 238
2662 Documenting the Risk Assessment Short Form .............................................. 239
2700 Assessment of Reports of Assigned Family in Need of Assessment .................. 239
2703 Reasonable Efforts to Meet Response Time for FINA Assessment ................. 240
2710 Documenting the Non Abuse/Neglect (Family in Need of Assessment) ......... 243
2711 Presenting Problem ......................................................................................... 243
## Table of Contents

- Contributing Factors and Family Strengths and Resources ........................................... 244
- Assessment Conclusion .................................................................................................... 244
- Assessment Summary ..................................................................................................... 244
- Time line For Completing a NAN (FINA) Assessment .................................................. 245
- Reasonable Efforts to Initiate Contact in a Pregnant Woman Using Substances Case .......................................................................................................................... 245
- Assessment the Pregnant Woman Who is Using Substances ...................................... 245
- Non-attendance of Child Age 7 or More But Less Than 13 ......................................... 246
- Home Schools ................................................................................................................ 246
- Family Based Assessment .............................................................................................. 247
- Social Services Child Care ........................................................................................... 254
- Criteria for Referral to Family Preservation Services .................................................. 255
- DCF Responsibilities at Referral to Family Preservation Services ............................. 258
- DCF Responsibilities at Referral to Foster Care Child Welfare Case Management Provider .......................................................................................................................... 260
- Supervisor Case Consultation(s) .................................................................................. 263
- Uploading Documents in KIDS .................................................................................... 264
- FACTS Investigative and Assessment Procedures ......................................................... 267
- Kinship Resources and Relevant Persons .................................................................... 267
- Assessment Tools .......................................................................................................... 268
- Case Findings ................................................................................................................ 268
- Appeals ............................................................................................................................ 268
- Entering Contact with Victim/Family ............................................................................ 268
- Entering Safety Determinations ..................................................................................... 269
- Recording Ongoing Safety Assessment ....................................................................... 269
- Recording Safety Staffing/Consultation ....................................................................... 270
- New Reports Assigned as Alleged Abuse/Neglect ...................................................... 270
- Safety Action .................................................................................................................. 270
- Case Conference Date ................................................................................................. 271
- Finding Decision Fields ............................................................................................... 271
- Individual Information .................................................................................................. 272
- Appeal Information ....................................................................................................... 273
- Recording Non Abuse Neglect Decisions ..................................................................... 273
- Recording Risk Assessment Information ..................................................................... 273
- Recording Family Based Assessment Information ...................................................... 273
- Eligibility and Payment Procedures During the Investigation and Assessment of Reports ...................................................................................................................................... 274
- Customer Eligibility ...................................................................................................... 274
- Assessing Family Resources in Determination of Services ......................................... 274
- Providing and/or Purchasing Services .......................................................................... 274
- Application for a Social Security Number .................................................................... 275
- Funding Codes ................................................................................................................ 275
- Payments for Miscellaneous Investigative Costs ......................................................... 275
- Law Enforcement Emergency Placements .................................................................... 276
- Staff Secure Facility Placements .................................................................................. 278
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 Case Management</td>
<td>280</td>
</tr>
<tr>
<td>3005 Case Transfer Staffing</td>
<td>281</td>
</tr>
<tr>
<td>3020 Full Disclosure</td>
<td>282</td>
</tr>
<tr>
<td>3030 Worker/Child Relationship</td>
<td>283</td>
</tr>
<tr>
<td>3040 Children in the Custody of KDOC-JS and DCF Simultaneously</td>
<td>284</td>
</tr>
<tr>
<td>3100 Assessments</td>
<td>285</td>
</tr>
<tr>
<td>3110 Case Management Safety and Risk Assessment</td>
<td>286</td>
</tr>
<tr>
<td>3111 Family Based Assessment</td>
<td>287</td>
</tr>
<tr>
<td>3112 Assessment Tools</td>
<td>288</td>
</tr>
<tr>
<td>3117 Genetic Background History Form (PPS 5340)</td>
<td>289</td>
</tr>
<tr>
<td>3120 Assessment with Out of Home Placement</td>
<td>290</td>
</tr>
<tr>
<td>3121 Needs Assessment</td>
<td>291</td>
</tr>
<tr>
<td>3122 Assessing Parental Capacity for Reintegration</td>
<td>292</td>
</tr>
<tr>
<td>3123 Life Skills Assessment</td>
<td>293</td>
</tr>
<tr>
<td>3200 Development of the Case Plan</td>
<td>294</td>
</tr>
<tr>
<td>3202 Issues to be considered in Case Plan Development</td>
<td>295</td>
</tr>
<tr>
<td>3203 Preparing for Case Planning Conference</td>
<td>296</td>
</tr>
<tr>
<td>3204 Accommodations for Participants</td>
<td>297</td>
</tr>
<tr>
<td>3205 Time Frames</td>
<td>298</td>
</tr>
<tr>
<td>3206 Establishing a Time and Place</td>
<td>299</td>
</tr>
<tr>
<td>3207 Case Plan Participants</td>
<td>300</td>
</tr>
<tr>
<td>3208 Case Plan Documentation</td>
<td>301</td>
</tr>
<tr>
<td>3210 Roles Related to Case Planning</td>
<td>302</td>
</tr>
<tr>
<td>3212 The Child Welfare Case Management Provider's Responsibility</td>
<td>303</td>
</tr>
<tr>
<td>3214 Planning with Youth Prior to Release of Custody</td>
<td>304</td>
</tr>
<tr>
<td>3220 Updating the Case Plan between Conference Dates</td>
<td>305</td>
</tr>
<tr>
<td>3230 Elements of Case Plan</td>
<td>306</td>
</tr>
<tr>
<td>3231 Development of Permanency Goals</td>
<td>307</td>
</tr>
<tr>
<td>3232 Concurrent Case Planning</td>
<td>308</td>
</tr>
<tr>
<td>3233 Development of Objectives and Activities</td>
<td>309</td>
</tr>
<tr>
<td>3234 Participation/Signatures</td>
<td>310</td>
</tr>
<tr>
<td>3236 Education</td>
<td>311</td>
</tr>
<tr>
<td>3237 Interactions/Visitation</td>
<td>312</td>
</tr>
<tr>
<td>3238 Life skills</td>
<td>313</td>
</tr>
<tr>
<td>3239 Determination/Redetermination - Candidacy for Care</td>
<td>314</td>
</tr>
<tr>
<td>3240 Referral for Guardian/Conservator for Youth With Intellectual/Developmental Disabilities</td>
<td>315</td>
</tr>
<tr>
<td>3241 Administrative Desk Reviews</td>
<td>316</td>
</tr>
<tr>
<td>3300 Legal Base/Court Information</td>
<td>317</td>
</tr>
<tr>
<td>3320 Working with the Court System</td>
<td>318</td>
</tr>
<tr>
<td>3321 DCF and Child Welfare Case Management Provider Responsibility to the Court</td>
<td>319</td>
</tr>
<tr>
<td>3340 Documentation of Custody</td>
<td>320</td>
</tr>
<tr>
<td>3350 Returning the Child Home (Reintegration)</td>
<td>321</td>
</tr>
</tbody>
</table>
# Table of Contents

- Informing the Court of Placement Moves .................................................... 339
- Thirty Day Notice of Planned Move ............................................................. 340
- Hearings Regarding Placement Moves ....................................................... 340
- Exceptions to Thirty Day Notice of Planned Move ...................................... 340
- Emergency Placements .............................................................................. 341
- Compliance with State and Federal Requirements ..................................... 341
- Reasonable Efforts ...................................................................................... 341
- Permanency Hearings ................................................................................. 345
- Reports to the Court .................................................................................... 346
- Time Frames for Required Court Reports ................................................... 347
- Permanency Hearing Court Reports ........................................................... 347
- Parent and Foster Parent Confidential Report to the Court ......................... 347
- Change of Venue for Out of Home Service Cases ...................................... 347
- Transfer of Custody to Tribes for Out of Home Service Cases ................... 349
- Relinquishment/PRT ................................................................................... 349
- Steps to Relinquishment ............................................................................. 350
- Voluntary Release/Relinquishment ............................................................. 351
- Relinquishment of Indian Children .............................................................. 351
- Termination of Parental Rights .................................................................... 353
- Criteria for Considering Termination of Parental Rights .............................. 353
- Compelling Reasons Not to Pursue Termination of Parental Rights .......... 353
- Information Required by the County/District Attorney ................................. 354
- Preparing the Child for Termination of Parental Rights ............................... 355
- Case Closure .............................................................................................. 355
- FACTS Case Planning Services Procedures .............................................. 355
- Establishing an Initial Case Planning Conference (INIT) ............................. 356
- Entering Plan Type ...................................................................................... 356
- Entering Review Dates ................................................................................. 359
- Entering Plan End Information ................................................................. 359
- Entering Goals ............................................................................................ 359
- Entering Removal Information ................................................................... 359
- Entering Services Requested ...................................................................... 360
- Entering Information Regarding Services, Tasks, and or Placements .......... 360
- Entering Worker Number ........................................................................... 361
- Entering Start Dates and Status .................................................................. 361
- Entering Family Structure Code ................................................................. 361
- Entering Plan Type on PLAN Screen .......................................................... 362
- Updating Plan for Dually Adjudicated Individual ...................................... 362
- Entering Permanency Goal on PLAN Screen ............................................ 363
- Entering Service Actions on RESP Screen ............................................... 363
- Entering Reason For Discharge on RESP Screen ...................................... 363
- Entering Case Planning Conference Information ....................................... 363
- Entering Transition Plan Information ......................................................... 364
- Entering Disability Information .................................................................. 364
- Entering Candidacy for Care Determination ............................................. 364
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3870 Entering Incarcerated Parent Information</td>
<td>364</td>
</tr>
<tr>
<td>3880 Entering Highest Grade Level Completed</td>
<td>365</td>
</tr>
<tr>
<td>3890 Entering Plan of Safe Care and Related Services</td>
<td>365</td>
</tr>
<tr>
<td>3900 Eligibility and Payment Procedures</td>
<td>365</td>
</tr>
<tr>
<td>4000 Family Services</td>
<td>365</td>
</tr>
<tr>
<td>4010 Range of Services</td>
<td>367</td>
</tr>
<tr>
<td>4013 Subsequent Reports on an Open Family Service Case</td>
<td>367</td>
</tr>
<tr>
<td>4015 Completed Aftercare Cases Returned to DCF for Family Service</td>
<td>368</td>
</tr>
<tr>
<td>4017 Community Family Service Provider Assessment</td>
<td>368</td>
</tr>
<tr>
<td>4020 Forms for Case Opening</td>
<td>372</td>
</tr>
<tr>
<td>4030 Purchase of Services or Resources</td>
<td>373</td>
</tr>
<tr>
<td>4035 Flex Funds</td>
<td>373</td>
</tr>
<tr>
<td>4040 Family Services Case Progress</td>
<td>374</td>
</tr>
<tr>
<td>4050 Duration of Family Services</td>
<td>375</td>
</tr>
<tr>
<td>4100 Family Service Case Manager Responsibilities</td>
<td>375</td>
</tr>
<tr>
<td>4102 Requesting Social Services Child Care for Children Receiving Family Services</td>
<td>378</td>
</tr>
<tr>
<td>4103 Family Service Case Manager Responsibilities When Child is Missing</td>
<td>378</td>
</tr>
<tr>
<td>4110 Transfer of Case Records</td>
<td>382</td>
</tr>
<tr>
<td>4115 Family Services Case Closure</td>
<td>383</td>
</tr>
<tr>
<td>4800 FACTS Family Services Procedures</td>
<td>383</td>
</tr>
<tr>
<td>4810 Establishing a Family Services Case</td>
<td>384</td>
</tr>
<tr>
<td>4820 Entering A Family Service Case into FACTS</td>
<td>384</td>
</tr>
<tr>
<td>4850 Closure of Family Service Case</td>
<td>385</td>
</tr>
<tr>
<td>4900 Eligibility and Payment Procedures for Family Services</td>
<td>385</td>
</tr>
<tr>
<td>4901 Eligible Goods, Services, and Providers</td>
<td>386</td>
</tr>
<tr>
<td>4902 Payment Procedures for Family Services</td>
<td>386</td>
</tr>
<tr>
<td>4905 Rank Order of Funding Sources</td>
<td>386</td>
</tr>
<tr>
<td>4907 Medicaid Mental Health Service Delivery</td>
<td>391</td>
</tr>
<tr>
<td>5000 Child Welfare Case Management</td>
<td>392</td>
</tr>
<tr>
<td>5010 Requesting Clarification/Exceptions Regarding Contractual Issues</td>
<td>393</td>
</tr>
<tr>
<td>5021 Reports to KPRC Regarding Families Being Served by a Child Welfare Case Management Provider</td>
<td>393</td>
</tr>
<tr>
<td>5030 Child Welfare Case Management Provider Screenings and Assessments</td>
<td>393</td>
</tr>
<tr>
<td>5040 Professional Judgment Resolution Process</td>
<td>397</td>
</tr>
<tr>
<td>5100 In Home Services</td>
<td>398</td>
</tr>
<tr>
<td>5112 Recommendation for Continuation of Specific Services</td>
<td>399</td>
</tr>
<tr>
<td>5113 Request for Retraction</td>
<td>399</td>
</tr>
<tr>
<td>5114 Requesting Social Services Child Care for Children Receiving Family Preservation Services</td>
<td>400</td>
</tr>
<tr>
<td>5121 DCF Responsibilities for Open Family Preservation Service Cases</td>
<td>400</td>
</tr>
<tr>
<td>5122 Family Preservation Case Management Provider Responsibilities</td>
<td>402</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>5123 Family Preservation Services Case Manager Responsibilities When Child Is Missing</td>
<td>409</td>
</tr>
<tr>
<td>5124 Family Preservation Services Risk and Safety Assessments</td>
<td>412</td>
</tr>
<tr>
<td>5130 Initial Family Meeting for Family Preservation Services (FPS)</td>
<td>413</td>
</tr>
<tr>
<td>5140 Refusal of Family Preservation Services</td>
<td>415</td>
</tr>
<tr>
<td>5150 Transfer of Family Preservation Cases and Change of Venue</td>
<td>415</td>
</tr>
<tr>
<td>5160 Responsibilities following Intensive Services</td>
<td>416</td>
</tr>
<tr>
<td>5161 Resumption of Intensive Services</td>
<td>416</td>
</tr>
<tr>
<td>5200 Out of Home Services</td>
<td>417</td>
</tr>
<tr>
<td>5201 Child Welfare Case Management Providers of Out of Home Services</td>
<td>418</td>
</tr>
<tr>
<td>5203 Referrals to Reintegration/Foster Care/Adoption Provider</td>
<td>418</td>
</tr>
<tr>
<td>5206 Responsibilities Regarding Financial Support</td>
<td>419</td>
</tr>
<tr>
<td>5208 Case Management Provider Referral Responsibilities</td>
<td>420</td>
</tr>
<tr>
<td>5211 DCF Roles and Responsibilities</td>
<td>422</td>
</tr>
<tr>
<td>5212 Child Welfare Case Management Provider Roles and Responsibilities</td>
<td>423</td>
</tr>
<tr>
<td>5220 Initial Team Meeting for Out of Home Services</td>
<td>426</td>
</tr>
<tr>
<td>5221 Initial Team Meeting Participants</td>
<td>427</td>
</tr>
<tr>
<td>5223 Purpose of Initial Team Meeting</td>
<td>428</td>
</tr>
<tr>
<td>5230 Placement Services</td>
<td>428</td>
</tr>
<tr>
<td>5231 The Multi-Ethnic Placement Act (MEPA)/Interethnic Adoption Provisions (IEPA) and The Indian Child Welfare Act</td>
<td>429</td>
</tr>
<tr>
<td>5232 Least Restrictive Placement</td>
<td>429</td>
</tr>
<tr>
<td>5234 Relative Home/Placement</td>
<td>430</td>
</tr>
<tr>
<td>5235 Licensed/Approved Home for Non-Relative Placements</td>
<td>433</td>
</tr>
<tr>
<td>5236 Foster Family</td>
<td>435</td>
</tr>
<tr>
<td>5237 Sibling Placements and Connections</td>
<td>437</td>
</tr>
<tr>
<td>5238 Teen Parents/Infants</td>
<td>439</td>
</tr>
<tr>
<td>5239 Paternity or Putative Father</td>
<td>440</td>
</tr>
<tr>
<td>5240 Informal Care</td>
<td>440</td>
</tr>
<tr>
<td>5241 Slumber Parties and Sleepovers</td>
<td>441</td>
</tr>
<tr>
<td>5243 Visit versus Change in Living Arrangement</td>
<td>441</td>
</tr>
<tr>
<td>5244 Consents</td>
<td>441</td>
</tr>
<tr>
<td>5245 Responsibilities When Child Is Missing from Placement</td>
<td>446</td>
</tr>
<tr>
<td>5253 Inpatient Psychiatric Treatment</td>
<td>448</td>
</tr>
<tr>
<td>5254 Ensuring Educational Stability</td>
<td>449</td>
</tr>
<tr>
<td>5257 Education Advocates</td>
<td>453</td>
</tr>
<tr>
<td>5258 Child Care for Children in the Secretary’s Custody</td>
<td>455</td>
</tr>
<tr>
<td>5259 Lifebooks</td>
<td>456</td>
</tr>
<tr>
<td>5260 Transition to Alternate Permanency Options</td>
<td>458</td>
</tr>
<tr>
<td>5261 Child Welfare Case Management Provider Responsibilities for Alternate Permanency Options</td>
<td>459</td>
</tr>
<tr>
<td>5262 Special Considerations for Undocumented Youth</td>
<td>460</td>
</tr>
<tr>
<td>5270 Aftercare Responsibilities of the Child Welfare Case Management Provider</td>
<td>462</td>
</tr>
<tr>
<td>5271 Exceptions to Aftercare Responsibility of Case Management Providers</td>
<td>464</td>
</tr>
<tr>
<td>5300 Adoption Services</td>
<td>465</td>
</tr>
<tr>
<td>Section Number</td>
<td>Title</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5301</td>
<td>Adoption Roles and Responsibilities</td>
</tr>
<tr>
<td>5312</td>
<td>Individualized Recruitment Plans</td>
</tr>
<tr>
<td>5313</td>
<td>Specialized Recruitment Activities</td>
</tr>
<tr>
<td>5320</td>
<td>Legal Risk Adoption Situations</td>
</tr>
<tr>
<td>5330</td>
<td>Assessing the Adoptive Family</td>
</tr>
<tr>
<td>5331</td>
<td>Considering Relatives as an Adoption Resource</td>
</tr>
<tr>
<td>5332</td>
<td>Foster Families and Licensed Non-related Kin as an Adoptive Placement</td>
</tr>
<tr>
<td>5333</td>
<td>Adoption By a Family Unknown to the Child</td>
</tr>
<tr>
<td>5339</td>
<td>Best Interest Staffing</td>
</tr>
<tr>
<td>5340</td>
<td>Exceptions to the Best Interest Staffing Meeting</td>
</tr>
<tr>
<td>5341</td>
<td>Authorization of Best Interest Staffing Team Decision</td>
</tr>
<tr>
<td>5349</td>
<td>Preparation for Adoption by a Family Known to the Child</td>
</tr>
<tr>
<td>5350</td>
<td>Preparation for Adoption by a Family Unknown to the Child</td>
</tr>
<tr>
<td>5359</td>
<td>Best Interest Staffing Team Decision</td>
</tr>
<tr>
<td>5349</td>
<td>Procedures Related to Signing the Adoption Placement Agreement</td>
</tr>
<tr>
<td>5360</td>
<td>Roles and Responsibilities for Post-Placement Services</td>
</tr>
<tr>
<td>5362</td>
<td>Adoptive Placement Disruptions</td>
</tr>
<tr>
<td>5363</td>
<td>Services to Finalize the Adoption</td>
</tr>
<tr>
<td>5370</td>
<td>Post Finalization Services to the Adoptive Family</td>
</tr>
<tr>
<td>5371</td>
<td>Dissolving an Adoption</td>
</tr>
<tr>
<td>5400</td>
<td>Guardianship/Custodianship</td>
</tr>
<tr>
<td>5411</td>
<td>Permanent Custodianship under the Children in Need of Care</td>
</tr>
<tr>
<td>5412</td>
<td>Probate Guardianship</td>
</tr>
<tr>
<td>5800</td>
<td>FACTS Child Welfare Case Management Provider Procedures</td>
</tr>
<tr>
<td>5810</td>
<td>Establishing Family Preservation Services for In Home as a Case Action Type</td>
</tr>
<tr>
<td>5811</td>
<td>Entering A Family Preservation In Home Referral into FACTS</td>
</tr>
<tr>
<td>5812</td>
<td>Case Plan Activity</td>
</tr>
<tr>
<td>5813</td>
<td>Entering Pregnancy Result/Outcome</td>
</tr>
<tr>
<td>5820</td>
<td>Establishing an Out of Home Case Action Type</td>
</tr>
<tr>
<td>5821</td>
<td>Entering A Foster Care Referral into FACTS</td>
</tr>
<tr>
<td>5822</td>
<td>Entering Adult Case Information</td>
</tr>
<tr>
<td>5824</td>
<td>Out of Home Placement with the Reintegration/Foster Care Provider</td>
</tr>
<tr>
<td>5826</td>
<td>Entering Provider Changes On Child Information</td>
</tr>
<tr>
<td>5831</td>
<td>Adding Placement Information</td>
</tr>
<tr>
<td>5832</td>
<td>Updating Placement Effective Dates</td>
</tr>
<tr>
<td>5833</td>
<td>Services That Are Not Considered Placements</td>
</tr>
<tr>
<td>5834</td>
<td>Entering Out of Home Placement End Information</td>
</tr>
<tr>
<td>5835</td>
<td>FACTS Information Regarding Placement at Home</td>
</tr>
<tr>
<td>5837</td>
<td>Recording Adoption Placements</td>
</tr>
<tr>
<td>5838</td>
<td>Entering Information Regarding Finalization</td>
</tr>
<tr>
<td>5840</td>
<td>Service Actions as Outcome Indicators</td>
</tr>
<tr>
<td>5851</td>
<td>Entering Placement Descriptions</td>
</tr>
<tr>
<td>5852</td>
<td>Linking Provider Information</td>
</tr>
<tr>
<td>5861</td>
<td>Entering Review Dates</td>
</tr>
<tr>
<td>5862</td>
<td>Entering Case Plan Participation</td>
</tr>
<tr>
<td>5863</td>
<td>Permanency Goals</td>
</tr>
</tbody>
</table>
Table of Contents

5864 Case Plan Tasks ........................................................................................................ 504
5871 Adding Court Hearings .......................................................................................... 504
5872 Entering Court Activity for Parental Right Termination hearings ...................... 504
5873 Entering Change of Venue .................................................................................... 505
5880 Entering Other Services ....................................................................................... 505
5881 Adoption Circumstance Information .................................................................. 505
5891 Basic Eligibility .................................................................................................... 508
5892 Payment Eligibility ............................................................................................. 508
5900 Eligibility and Payment Procedures for Out of Home Program and Services .... 513
5901 DCF Children and Family Services Responsibilities ........................................ 513
5902 Eligibility Determinations ................................................................................... 514
5903 Payment to the Child Welfare Case Management Provider of Out of Home Services ................................................................. 514
5910 Overview of the Title IV-E Program ................................................................. 515
5911 Documentation for IV-E Determination ............................................................ 517
5912 IV-E Payment Eligibility ....................................................................................... 529
5913 Cases Pending Foster Care Funding Source Determination ........................... 532
5914 Ongoing IV-E Eligibility ..................................................................................... 532
5915 Desk Review at Case Closure .............................................................................. 535
5917 Foster Care General Assistance (GA-FC) Funding Source ................................ 535
5918 Medicaid Requirement for Children in Out of Home Care ........................... 536
5920 Purchase Limitations and Guidelines for Medicaid ........................................ 538
5921 Dependent Children of Minor Mothers ............................................................ 539
5922 Waiver Information ............................................................................................ 541
5924 Children Entering Foster Care with KanCare 21 Coverage ............................ 542
5925 Child Support Services (CSS) ........................................................................... 542
5926 TAF Eligibility for Dependent Children ............................................................ 543
5927 WARDS – Possible Eligibility for Outside Benefits ........................................ 544
5928 WARDS - Benefits from Social Security Administration ............................. 549
5929 WARDS - Benefit Management ...................................................................... 554
5930 Closing the Foster Care Case ............................................................................ 560
5931 Entering Payment Eligibility in FACTS ............................................................ 561
5940 Coordination with the Kansas Department of Corrections - Juvenile Services (KDOC-JS) .............................................................................................................. 561
5941 Juvenile Offender Eligibility for Foster Care Medicaid and IV-E .................... 562
5943 Juvenile Offender Eligibility ............................................................................... 563
5944 KDOC-JS Notification to DCF Regarding Changes Which Impact Eligibility .... 563
5945 Referrals To Child Support Services (CSS) ...................................................... 563
5948 KDOC-JS Relative Placement Program .............................................................. 564
5949 Dually Adjudicated Youth Served by KDOC-JS ................................................ 564
5950 Juvenile Offender Independent Living .............................................................. 565
5960 Foster Care Eligibility for Tribal Youth ............................................................. 565
6000 Permanent Custodianship & Adoption .............................................................. 566
6110 Establishment of Permanent Custodianship Subsidy (PCS) .............................. 566
6111 Eligibility Requirement for Children ............................................................... 566
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6112 Type of Support and Amount of Subsidy</td>
<td>567</td>
</tr>
<tr>
<td>6113 Exempt Income and Resources</td>
<td>569</td>
</tr>
<tr>
<td>6114 Eligibility Determination</td>
<td>569</td>
</tr>
<tr>
<td>6115 Permanent Custodianship Subsidy Agreement</td>
<td>569</td>
</tr>
<tr>
<td>6116 Termination of Permanent Custodianship Subsidy</td>
<td>571</td>
</tr>
<tr>
<td>6120 Annual Report</td>
<td>571</td>
</tr>
<tr>
<td>6132 Referral to Child Support Services (CSS)</td>
<td>571</td>
</tr>
<tr>
<td>6200 Adoption Assistance</td>
<td>571</td>
</tr>
<tr>
<td>6201 Medical Services</td>
<td>572</td>
</tr>
<tr>
<td>6202 Non-recurring Adoption Expenses</td>
<td>573</td>
</tr>
<tr>
<td>6203 Special Service Payments</td>
<td>574</td>
</tr>
<tr>
<td>6204 Monthly Cash Subsidy Payments</td>
<td>575</td>
</tr>
<tr>
<td>6210 Eligibility Requirements for Adoption Assistance</td>
<td>578</td>
</tr>
<tr>
<td>6220 Determining Funding Source for Adoption Assistance</td>
<td>580</td>
</tr>
<tr>
<td>6230 Subsequent Adoption Assistance Agreement</td>
<td>583</td>
</tr>
<tr>
<td>6240 The Application and Approval for Adoption Assistance</td>
<td>584</td>
</tr>
<tr>
<td>6260 Developing the Adoption Assistance Agreement</td>
<td>590</td>
</tr>
<tr>
<td>6262 Adoption Assistance Exceptions</td>
<td>591</td>
</tr>
<tr>
<td>6263 Renegotiating the Terms of the Agreement</td>
<td>592</td>
</tr>
<tr>
<td>6264 Unilateral Termination of the Adoption Assistance Agreement</td>
<td>593</td>
</tr>
<tr>
<td>6270 Annual Review of the Adoption Assistance Case</td>
<td>594</td>
</tr>
<tr>
<td>6280 Establishing Eligibility for Adoption Assistance After the Adoption is Finalized</td>
<td>595</td>
</tr>
<tr>
<td>6285 Adoption Assistance Subsidy Overpayments</td>
<td>597</td>
</tr>
<tr>
<td>6290 Transfer of Files</td>
<td>598</td>
</tr>
<tr>
<td>6800 Recording Adoption Subsidy Information in FACTS</td>
<td>598</td>
</tr>
<tr>
<td>6901 Determining Eligibility for Permanent Custodianship Subsidy</td>
<td>599</td>
</tr>
<tr>
<td>6902 Payment Procedures for Permanent Custodianship Subsidy</td>
<td>599</td>
</tr>
<tr>
<td>6920 Eligibility and Payment Procedures for Adoption Assistance</td>
<td>600</td>
</tr>
<tr>
<td>6921 Opening an Adoption Assistance Case</td>
<td>600</td>
</tr>
<tr>
<td>6922 Special Service Payment</td>
<td>600</td>
</tr>
<tr>
<td>6923 Non-Recurring Adoption Expenses</td>
<td>601</td>
</tr>
<tr>
<td>6924 Payment Procedures For Non-Recurring Expenses</td>
<td>602</td>
</tr>
<tr>
<td>6925 Permanent Custodianship Subsidy Overpayments</td>
<td>602</td>
</tr>
<tr>
<td>6930 Finalization of Adoption Assistance Cases</td>
<td>603</td>
</tr>
<tr>
<td>7000 Independent Living &amp; Self Sufficiency</td>
<td>603</td>
</tr>
<tr>
<td>7000 Independent Living Program Purpose</td>
<td>603</td>
</tr>
<tr>
<td>7010 Department for Children and Families Independent Living Coordinator Responsibilities</td>
<td>604</td>
</tr>
<tr>
<td>7020 Request for Services and Case Assignment</td>
<td>605</td>
</tr>
<tr>
<td>7021 Referrals Involving Other States</td>
<td>606</td>
</tr>
<tr>
<td>7030 Assessment</td>
<td>607</td>
</tr>
<tr>
<td>7031 National Youth in Transition Database Survey</td>
<td>607</td>
</tr>
<tr>
<td>7040 Self-Sufficiency Planning</td>
<td>608</td>
</tr>
<tr>
<td>7100 Eligibility</td>
<td>610</td>
</tr>
<tr>
<td>7200 Services and Supports</td>
<td>615</td>
</tr>
</tbody>
</table>
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7210 Basic Chafee</td>
<td>617</td>
</tr>
<tr>
<td>7211 College Classes/Training Programs</td>
<td>617</td>
</tr>
<tr>
<td>7212 Foster Care Transition Support</td>
<td>617</td>
</tr>
<tr>
<td>7213 Life Skills Services and Supports</td>
<td>618</td>
</tr>
<tr>
<td>7214 Alternative Options to Aged Out Medical Program</td>
<td>619</td>
</tr>
<tr>
<td>7215 Transportation</td>
<td>619</td>
</tr>
<tr>
<td>7220 Independent Living Subsidy</td>
<td>620</td>
</tr>
<tr>
<td>7221 Secondary Education Plan</td>
<td>620</td>
</tr>
<tr>
<td>7222 Employment Plan</td>
<td>622</td>
</tr>
<tr>
<td>7223 Subsidy Rates</td>
<td>623</td>
</tr>
<tr>
<td>7224 Subsidy Payment Procedures</td>
<td>624</td>
</tr>
<tr>
<td>7230 Start Up Costs</td>
<td>624</td>
</tr>
<tr>
<td>7240 Vehicle Repair and Maintenance</td>
<td>625</td>
</tr>
<tr>
<td>7250 Education and Training Voucher Program</td>
<td>625</td>
</tr>
<tr>
<td>7251 ETV Services and Supports</td>
<td>626</td>
</tr>
<tr>
<td>7252 Procedures for ETV</td>
<td>628</td>
</tr>
<tr>
<td>7260 Kansas Foster Child Education Assistance Act</td>
<td>629</td>
</tr>
<tr>
<td>7270 Aged Out Medical Program</td>
<td>630</td>
</tr>
<tr>
<td>7280 Mentor</td>
<td>631</td>
</tr>
<tr>
<td>7281 Mentor Qualifications</td>
<td>632</td>
</tr>
<tr>
<td>7282 Responsibilities of Mentor</td>
<td>632</td>
</tr>
<tr>
<td>7283 Mentor Fees</td>
<td>632</td>
</tr>
<tr>
<td>7290 Kansas Youth Advisory Council</td>
<td>632</td>
</tr>
<tr>
<td>7300 Case Closure</td>
<td>633</td>
</tr>
<tr>
<td>7800 Entering Independent Living Youth Not in Agency Custody in FACTS</td>
<td>633</td>
</tr>
<tr>
<td>7900 Eligibility and Payment Procedures for the Independent Living Program</td>
<td>634</td>
</tr>
<tr>
<td>7911 Start Up Costs</td>
<td>634</td>
</tr>
<tr>
<td>7912 IL Subsidy Procedures for Room/Board</td>
<td>636</td>
</tr>
<tr>
<td>7913 Other Payments for IL Youth</td>
<td>638</td>
</tr>
<tr>
<td>8000 Continuous Performance Improvement</td>
<td>639</td>
</tr>
<tr>
<td>8010 Conflict of Interest</td>
<td>644</td>
</tr>
<tr>
<td>8020 Safety Concerns</td>
<td>644</td>
</tr>
<tr>
<td>8200 Child Welfare Case Management Provider's Responsibility for Continuous Performance Improvement</td>
<td>644</td>
</tr>
<tr>
<td>8300 Case Read Decisions</td>
<td>645</td>
</tr>
<tr>
<td>8400 Residential/Group Home Monitoring</td>
<td>645</td>
</tr>
<tr>
<td>8500 Administrative Reviews of Child Placing Agencies</td>
<td>647</td>
</tr>
<tr>
<td>9000 Interstate Compact</td>
<td>647</td>
</tr>
<tr>
<td>9120 Placements Subject to ICPC</td>
<td>647</td>
</tr>
<tr>
<td>9130 Placements Not Subject to ICPC</td>
<td>648</td>
</tr>
<tr>
<td>9200 ICPC Referrals From Kansas to Other States</td>
<td>649</td>
</tr>
<tr>
<td>9210 The ICPC Referral Packet</td>
<td>650</td>
</tr>
<tr>
<td>9220 Visits to Another State for Kansas Children</td>
<td>653</td>
</tr>
</tbody>
</table>
9230 Child Welfare Case Management Provider ICPC Financial Responsibilities as the Sending State ................................................................. 654
9231 Child Welfare Case Management Provider ICPC Non-Financial Responsibilities as the Sending State ................................................................. 654
9240 DCF Regional Responsibilities ........................................................................ 657
9250 Retention of Court Jurisdiction ...................................................................... 657
9300 ICPC Referrals From Other States to Kansas (Kansas as the Receiving State) ................................................................................... 658
9310 Regional PPS Staff Responsibilities .................................................................. 658
9315 Monitoring Out of State Children in Kansas Residential Placements .......... 659
9400 Safe and Timely Interstate Placement of Foster Children Act of 2006 (P.L. 109-239) ................................................................. 660
9450 Runaways/Interstate Compact on Juveniles ...................................................... 661
9600 Interstate Compact on Adoption and Medical Assistance (ICAMA) .......... 661
9610 The Interstate Compact on Adoption and Medical Assistance (ICAMA) Eligibility ............................................................................................................... 662
9620 Procedures for Kansas Children Moving to Another State (Kansas as the Agreement State) ................................................................................................. 663
9630 Procedures for Out-of-State Children Moving to Kansas (Kansas as the Residence State) ................................................................................................. 664
9800 Recording Intake Action for ICPC Requests ................................................. 665
9810 Case Opening ............................................................................................. 665
9820 Recording Assessment Tools ...................................................................... 665
9830 Recording Case Findings ............................................................................ 665
9840 Entering Kansas ICPC Referrals to Other States in FACTS ....................... 666
9850 Recording Intake Action .............................................................................. 666
9860 Case Opening ............................................................................................. 666
9870 Recording Plans .......................................................................................... 667
9880 Recording Services ..................................................................................... 667
9885 Other Involvement ....................................................................................... 667
9890 Requests for Courtesy Supervision of ICPC by Sending State ................. 667
9900 Eligibility and Payment Procedures for Interstate Compact Cases .......... 667
9910 The Interstate Compact on the Placement of Children (ICPC) .................... 667
9920 The Interstate Compact on Adoption and Medical Assistance (ICAMA) .... 668
9930 Transferring Benefits for Eligible Children Who Are Leaving Kansas ........ 669
9940 Adoption Subsidy Payments ....................................................................... 669
9950 CW/CBS Provider Responsibilities .......................................................... 669
9970 Eligibility for Medical Card Services Through ICAMA ............................ 669
9990 Closing an Interstate Compact Case ........................................................... 670
10000 Adult Protective Services .............................................................................. 670
10000 Adult Protective Services Glossary ........................................................... 670
10010 Program Description ................................................................................. 678
10020 Confidentiality ............................................................................................ 679
10030 Investigations in KDADS Institutions and APS Adult Abuse Registry ...... 680
10100 Intake ........................................................................................................ 680
10110 Initial Assessments ...................................................................................... 682
10111 Preliminary Inquiry .................................................................................... 686
10112 Subsequent Reports On an Open Case .................................................... 688
10113 Requests for Adult Protective Service Courtesy Interviews From Other States .............................................................................................................. 689
10115 Assigning Reports When Involved Adult Resides in Another State ..... 689
10120 Initial Contact Timeframe .......................................................................... 690
10130 Notification to Quality Management Specialist of Reports not Assigned ... 690
10150 Notifications to the Reporter ..................................................................... 691
10200 Conducting an Investigation ..................................................................... 692
10201 Responsible Region for Conducting Investigation ..................................... 695
10202 Request for Courtesy Interview ................................................................. 695
10203 Transferring an APS Assigned Case to Another Region ......... 695
10205 Additional Perpetrators or Abuse/Neglect/Exploitation Allegations Identified after Initial Assignment ............................................................... 696
10210 Contacts During the Investigation ............................................................. 697
10211 APS Investigator ....................................................................................... 700
10212 Critical or Significant Incident Notification Procedures .......................... 701
10213 Contacting the Alleged Perpetrator ........................................................... 704
10215 Non-Critical Death Notification ................................................................. 705
10216 Closure After Assignment ......................................................................... 706
10220 Investigations Involving Other Agencies ................................................... 709
10222 Investigations Involving Other States ......................................................... 712
10224 Assessment of Involved Adult ................................................................... 713
10300 Case Findings ........................................................................................... 717
10315 Corrective Action Plans ............................................................................. 718
10320 Required Documentation for Case Findings .............................................. 720
10330 Request for a Fair Hearing ......................................................................... 724
10331 Agency Response to a Request for Fair Hearing ...................................... 726
10335 Pre Hearing and Fair Hearing ................................................................... 728
10340 Post Fair Hearing Appeals ......................................................................... 729
10345 Actions Following Final Decision ............................................................... 731
10400 Accessing Information from the Central Registry ................................. 731
10410 Requests for Expungement ....................................................................... 732
10411 Retention of Records ............................................................................... 733
10500 Providing Services .................................................................................... 733
10511 Emergency Admissions to Nursing Facilities .......................................... 736
10512 Adult Emergency Services and Support Funds ....................................... 736
10600 Guardian, Conservatorship, and the Kansas Guardianship Program .... 737
10610 Eligibility for the Kansas Guardianship Program ..................................... 739
10620 Referral to Kansas Guardianship Program (KGP) ..................................... 740
10622 Bonding of Conservators .......................................................................... 740
10630 Guardianship and/or Conservatorship Services for Youth in DCF Custody .............................................................................................................. 741
10640 Procedures Following Appointment of Guardian and/or Conservator ...... 744
10650 Request for Successor and Termination of Guardian and/or Conservator 745
Printed Documentation

10700 Medicaid Fraud and Abuse Division of the Kansas Attorney General’s Office .......................................................... 746
10900 Payment Process for Emergency Services and Support Funds ............ 747
PPS PPM Appendices .......................................................................................................................... 749
Appendices and Miscellaneous Forms ................................................................. 749
PPS PPM Forms ......................................................................................................................... 753
0000 General Information Forms ................................................................. 753
1000_Intake_Forms ............................................................................................. 755
2000 Investigation and Assessment Forms ...................................................... 757
3000 Case Management Forms ........................................................................ 760
4000 Family Services Forms .................................................................................... 765
5000 Child Welfare Community Based Services Forms .................................. 765
6000 Permanent Custodianship and Adoption Forms ....................................... 767
7000 Independent Living and Self Sufficiency Forms ..................................... 768
8000 Quality Assurance Forms ............................................................................. 770
9000 Interstate Compact Forms ............................................................................ 770
10000 Adult Protective Services Forms ............................................................ 771
Prevention and Protection Services
Policy and Procedure Manual

Published January 1, 2019

A .pdf file is provided for easier printing options at this link:
http://www.dcf.ks.gov/services/PPS/Pages/PPSpolicies.aspx

About this Format

This manual is provided in a format that contains table of contents, search and glossary functionality.

- The contents button displays the table of contents in a collapsible/expandable book and page format.
- Click or double click the desired book or page in the table of contents to go to the specific page.
- Bread crumbs at the top left of the page provide a way to navigate backwards.
- The search button lists pages that contain the search item. Click the desired page to go to the page.
- The glossary button displays the glossary. Click on the desired term - the definition displays in the "Definition:" window below the glossary item in the "Term" window.
- To print from the online manual: go to File, Print Preview and select the desired view in the "Select Content" drop down box (see table below).

<table>
<thead>
<tr>
<th>As laid out on screen</th>
<th>Displays what is on the screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only the selected frame</td>
<td>Displays the Table of Contents frame unless the cursor is placed in the Content frame.</td>
</tr>
<tr>
<td>All frames individually</td>
<td>Displays all pages of the section and allows previewing all individual pages that can then be selected for printing from the print dialog box.</td>
</tr>
<tr>
<td>As selected on screen</td>
<td>Displays the highlighted selection on the page. Note: There may be a delay while the preview is populated.</td>
</tr>
</tbody>
</table>
• Click the printer icon to display the Print dialog window.

• From the Print dialog window select the pages you wish to print or 'all', click the print button.

• To print the entire section without previewing, click in the content frame and then click the print icon. Note: Some sections can be up to 150 pages.

If errors are found or corrections needed, concerning web or display, feedback regarding the content of this manual, suggested revisions and/or general comments, please report them to Lynnea Kaufman at Lynnea.Kaufman@ks.gov.
Summary of Changes

The following provides summaries for PPS January 2019 Policy and Procedure Changes. Policy changes are listed by program and grouped by the reason for the change. Therefore, the policies, forms and appendices are not listed in numerical order.

Table of Contents: (Hyperlinks are provided for navigation)

Substantial Changes - May include revisions to policy which either affects the meaning of policy/forms/appendices or changes to practice.

Multi-Program
1) (Assessment/Prevention, Family Services, Family Preservation) Social Services Child Care
2) (Assessment/Prevention, Adult Protective Services) Retention of Records

General Information
1) Definition of Host Families

Intake/Assessment and Prevention
1) Assignments for Minor Alleged Perpetrators
2) Faxed Juvenile Intake Reports with Runaway Concerns on a Child in the Custody of the Secretary of DCF
3) Courtesy Interviews for Law Enforcement on Non-Family/Unregulated Caregivers
4) Collaboration with DCF Foster Care and Residential Facility Licensing
5) Ongoing Safety Assessment

Reintegration/Foster Care/Adoption Services
1) Individualized Recruitment Plans
2) Legal Base/Court Information
3) Consents for Travel
4) Assessing the Adoptive Family
5) Best Interest Staffing
6) Social History Form
7) Relative Home Study
8) Agency Consent to Adoption

Permanent Custodianship and Adoption
1) Adoption Assistance Agreements

IV-E Eligibility
Summary of Changes

1) Payment to the Child Welfare Case Management Provider
2) Foster Care Funding
3) Medicaid Requirement for Children in Out of Home Care
4) Purchase Limitations and Guidelines for Medicaid

WARDS
1) Benefits Management

Adult Protective Services - Leslie Hale
1) APS Incidents Occurring in Jail
2) Added Allegations to APS Investigations
3) Ascertaining Safety when the IA is Hospitalized or Residing in a Long-Term Care Facility

Clarifications: Clarifications to policy includes revisions to improve clarity or style.

SUBSTANTIAL CHANGES

Multi-Program

1) Social Services Child Care

Reason for Change: Policy and procedures are needed in the PPS manual regarding Social Services Child Care for children who are not in the custody of the Secretary to assist PPS staff, Family Preservation Services and Family Services providers in accessing child care for children of parents experiencing a crisis, to prevent placement in foster care.

Policies Revised:
Section 0000 General Information
0160 Glossary
Section 2000 Assessment/Prevention
2741 Social Services Child Care
Section 4000 Family Services
4102 Requesting Social Services Child Care for Children Receiving Family Services
Section 5000 Child Welfare Case Management Provider Services
5114 Requesting Social Services Child Care for Children Receiving Family Preservation Services

2) Retention of Records

CPS Reason for Change: Beginning January 1, 2019, all investigations accepted for investigation of alleged abuse and/or neglect, regardless of finding, substantiated / confirmed / affirmed / unsubstantiated / unconfirmed) will not be destroyed. Case files will be scanned and
saved in Documentum during the archive process. This will increase the amount of detailed family case information accessible to staff.

**APS Reason for Change:** Changes retention of unsubstantiated investigations (hard copies- pre-KIPS investigations) from 6 years to indefinitely retained. Same for all Guardian and Conservator cases.

**Policies Revised:**
Section 0000 General Information  
0440 Archiving and Storage of Records  
0441 Retention of Records

**Policies Revised:**
Section 10000 Adult Protective Services  
10411 Retention of Records

**General Information**

1) **Definition of Host Families**  
**Reason for Change:** This revision is made to define host families as an individual or family who provides temporary care of children through a program created pursuant to the Host Families Act, K.S.A. 38-2401 et.seq.

**Policies Revised:**
Section 0000 General Information  
0160 Glossary

**Intake/Assessment and Prevention**

2) **Assignments for Minor Alleged Perpetrators**  
**Reason for Change:** This revision is made to provide guidance for Kansas Protection Report Center staff on the assignment of reports with minor alleged perpetrators. Peer to peer fighting, peer bullying, and agemate siblings fighting shall not be assigned with the minor identified as the alleged perpetrator.

**Policies Revised:**
Section 1000 Intake  
1405 Assigning Allegations when the Person Responsible is a Minor

3) **Faxed Juvenile Intake Reports with Runaway Concerns on a Child in the Custody of the Secretary of DCF**
Reason for Change: This revision is made to improve Kansas Protection Report Center processing time and speed of sharing information directly with the region. Reports faxed from Juvenile Intake and Assessment Services concerning a runaway youth with an open foster care case will be forwarded to the region.

Policies Revised:
Section 1000 Intake

1431 Initial Assessment of a FINA Event on an Open Case

4) Courtesy Interviews for Law Enforcement on Non-Family / Unregulated Care Giver Cases

Reason for Change:
When law enforcement requests assistance on a report involving a non-family / unregulated care giver, the report will not be assigned for further assessment and the Kansas Protection Report Center will forward the information to the region as a courtesy interview. If it is determined services may be needed, a new report shall be made to consider Family In Need of Assessment (FINA) assignment.

Policies Revised:
Section 1000 Intake

1230 Reports From Law Enforcement
1352 Non-Family / Unregulated Care Giver – Third Party Reports Referred to Law Enforcement
1354 Documentation of Case Acceptance and Timelines for Non-family Unregulated Care Giver Reports

Section 2000 Assessment and Prevention

2106 Policy for Courtesy Interviews from Law Enforcement.

Forms and Appendices

PPS 1002 Initial Assessment

5) Collaboration with DCF Foster Care and Residential Facility Licensing

Reason for Change: The intent of this revision is to improve the joint investigative process between DCF Foster Care and Residential Facility Licensing and Assessment/Prevention. Prior to Assessment/Prevention making a case finding decision, the CPS Specialist shall communicate with the licensing investigator.

Policies Revised:
Section 2000 Assessment and Prevention

2220 Investigations Involving a Report of Abuse or Neglect in a Facility Licensed by KDHE or DCF Foster Care and Residential Facility Licensing.

5) Ongoing Safety Assessment

Reason for Change: This policy revision expands the ongoing safety assessment to include vulnerable children regardless of age. During the safety staffing, the CPS Specialist and PPS Supervisor shall determine if an ongoing safety assessment is required for all alleged victims. The decision considers factors listed in the policy, to include, but is not limited to, alleged
perpetrator access, whether the child has regular contact with mandated reporters, and whether a safety plan was implemented.

**Policies Revised:**
Section 2000 Investigation and Assessment
2313 Ongoing Safety Assessment of Children Under Six Years of Age

---

**Reintegration/Foster Care/Adoption**

1) **Individualized Recruitment Plans**

**Reason for Change:** In order to streamline the adoption process, Individual Recruitment Plans are required for children who do not have a potential identified adoptive resource. Potential identified adoptive resource is defined, and forms created for documentation.

**Policies Revised:**
Section 0000 General Information
0160 Glossary
Section 5000 Child Welfare Case Management Provider Services
5312 Individualized Recruitment Plans
Forms and Appendices
PPS 5305 Individualized Recruitment Plan
PPS 5316 Application for Potential Identified Adoptive Resource
Deleted Appendix 5N Individualized Recruitment Plans

2) **Legal Base/Court Information**

**Reason for Change:** Policies were streamlined. Age appropriate activities were added to information provided to court, added a reminder about Permanency Plan Desk Review, and added some statute language.

**Policies Revised:**
Section 3000 Case Management
3300 Legal Base/Court Information
3321 DCF and CWCMP Responsibility to the Court
Deleted 3310 Legal Base
Deleted 3330 Court Orders
3371 Reasonable Efforts
3430 Voluntary Release/Relinquishment

3) **Consents for Travel**

**Reason for Change:** This revision added a requirement to inform DCF of plans for interstate and international travel of a child in foster care.

**Policies Revised:**
Section 5000 Child Welfare Case Management Provider Services
5244 Consents

4) Assessing the Adoptive Family
Reason for Change: To streamline the adoption process, policy was clarified that non-licensed staff may assist in gathering and compiling information for the adoptive family assessment. TB tests are no longer required. On the PPS 5318, added relationship to child (if applicable), services receiving from the community, and reference information to the form. Instructions for the PPS 5318 were previously on a separate document and are now included within the PPS 5318.

Policies Revised:
Section 5000 Child Welfare Case Management Provider Services
5330 Assessing the Adoptive Family
Forms and Appendices
PPS 5318 Adoptive Family Assessment
Deleted PPS 5318 instructions

5) Best Interest Staffing
Reason for Change: To streamline the adoption process, a Best Interest Staffing (BIS) may be waived for adoption cases that meet certain guidelines.

Policies Revised:
Section 5000 Child Welfare Case Management Provider Services
5339 Best Interest Staffing
5340 Exceptions to the Best Interest Staffing
5341 Authorization of the Best Interest Staffing Decision
Forms and Appendices
PPS 5341 BIS Report and Authorization
PPS 5341 instructions

6) Social History Form
Reason for Change: This revision added a section regarding placement history.

Policies Revised:
Forms and Appendices
PPS 3114 Social History for Children

7) Relative Home Study
Reason for Change: This revision added a question to the relative home study about whether relatives have been informed about the availability of child care assistance.

Policies Revised:
Forms and Appendices
PPS 5145 Relative Home Study

8) Agency Consent to Adoption
Reason for Change: Policies were streamlined. Duplicate forms are being eliminated.

Policies Revised:

**Forms and Appendices**

PPS 5350 Agency Consent to Adoption of Minor Child
Deleted PPS 5355 Agency Consent to Adoption of a Minor Child
Deleted PPS 5360 Agency Consent to Adoption of a Minor Child
Appendix 5J Relinquishment of Minor Child to Agency

Permanent Custodianship and Adoption

1) Adoption Assistance Agreements

Reason for Change: This revision added that adoption assistance is non-transferable.

Policies Revised:

Section 6000 Permanent Custodianship and Adoption
6260 Developing the Adoption Assistance Agreement

IV-E Eligibility

1) Payment to the Child Welfare Case Management Provider

Reason for Change: This revision updated processing deadlines and clarified department roles and responsibilities.

Policies Revised:

Section 5000 Child Welfare Case Management Provider Services.
5903 Payment to the Child Welfare Case Management Provider of Out of Home Services

2) Foster Care Funding

Reason for Change: This revision added an explanation of the KEES process for case reviews and reformatted the policy.

Policies Revised:

Section 5000 Child Welfare Case Management Provider Services.
5917 Foster Care General assistance (GA-FC) Funding Source

3) Medicaid Requirement for Children in Out of Home Care

Reason for Change: This revision updated this policy with KEES information.
Policies Revised:
Section 5000 Child Welfare Case Management Provider Services.
5918 Medicaid Requirement for Children in Out of Home Care
Deleted 5919 Medicaid Eligibility Requirements – Reunification Services
Deleted 5942 Legal Status Code for KDOC-JS Cases
Deleted 5946 Medical Card Extension Programs

4) Purchase Limitations and Guidelines for Medicaid
Reason for Change: This revision updated this policy with KEES information.

Policies Revised:
Section 5000 Child Welfare Case Management Provider Services.
5920 Purchase Limitations and Guidelines for Medicaid
Deleted 5947 Denies Medicaid Claims

Eligibility/WARDS

1) Benefit Management
Reason for Change: This revision added the Child Welfare Case Management Provider will be the only party to be reimbursed by DCF for manual WARDS expenses submitted with a receipt. The change helps prevent fraud and streamline reimbursement request for WARDS clients.

Policies Revised:
Section 5000 Child Welfare Case Management Provider Services
5929 WARDS - Benefit Management

Adult Protective Services

1) APS Incidents Occurring in Jail
Reason for Change: This revision added a sentence to provide guidance for APS staff to contact the local sheriff, when a report is received on an incident occurring in a jail.

Policies Revised:
Section 10000 Adult Protective Services
10110 Initial Assessments

2) Adding Allegations to APS Investigations
Reason for Change: This revision allows for the allegation of self-neglect to be added by the field in situations where neglect by caregiver/other is originally assigned and a determination is made investigating for self-neglect is also appropriate. A new report to the Kansas Protection Report Center in this case is not required.
This revision allows for the assigned APS Specialist to request a Close After Assessment (CAA) for either fiduciary abuse (FA) or exploitation (EX); and then add the other allegation if additional information is obtained during the investigation. A new letter notifying the alleged perpetrator (ALP) of the change in allegation (FA/EX) is required.

**Policies Revised:**

*Section 10000 Adult Protective Services*

10205 Additional Perpetrators of Abuse/Neglect/Exploitation Allegations Identified After Initial Assignment

PPS 10205a Letter to be sent when additional allegations are added

3) **Ascertaining safety when the Involved Adult is hospitalized or residing in a long-term care facility**

*Reason for Change:* This revision allows for, in rare occasions, a Director of nursing, charge nurse or licensed social worker to ascertain safety if the Involved Adult (IA) is hospitalized or residing in a long-term care facility. If a guardian is named an alleged perpetrator (ALP), the APS Specialist shall contact their supervisor or legal for advice.

**Policies Revised:**

*Section 10000 Adult Protective Services-
10210 Contacts During the Investigation*

**CLARIFICATIONS**

Section 0000 General Information

No Clarifications for this review period.

Section 1000 Intake

*Reason for Change:* This revision added an additional email to notify Wichita regional staff on facility investigations.

**Policies Revised:**

1381 Reports Regarding a Facility Subject to Regulation

Section 2000 Investigation and Assessment

*Reason for Change:* This revision changed "visit being arranged" to "contact occurring".

**Policies Revised:**

2703 Reasonable Efforts to Meet Response Time for FINA Assessment

*Reason for Change:* This revision corrected grammar.

**Policies Revised:**
2722 Assessment of the Pregnant Woman Who is Using Substances

Section 3000 Case Management

**Reason for Change:** PPS 3059 must be filled out with all youth ages 14 and older. This change is associated to the Independent Living changes made October 1, 2018 due to the Family First Prevention Services Act.

**Policies Revised:**

3210 Roles Related to Case Planning

Section 4000 Family Services

No Clarifications for this review period.

Section 5000 Child Welfare Case Management Provider Services

**Reason for Change:** Revision were made to match changes made in PPM 2741.

**Policies Revised:**

5258 Child Care for Children in the Secretary’s Custody

Section 6000 Permanent Custodianship & Adoption

No Clarifications for this review period

Section 7000 Independent Living & Self Sufficiency

**Reason for Change:** This revision added clarification that youth are not eligible for Education and Training Voucher (ETV) if an adoption, permanent custodianship, or guardianship is finalized prior to the youth's 16th birthday.

**Policies Revised:**

7100 Eligibility

Section 8000 Continuous Performance Improvement

No Clarifications for this review period.

Section 9000 Interstate Compact

No Clarifications for this review period.

Section 10000 Adult Protective Services

**Reason for Change:** This revision added the Kansas Protection Report Center notifies the Adult Protective Services Specialist on a subsequent report on an open investigation by linking the associated intake, rather than through KIPS notes.
Policies Revised:

**10112 Subsequent Reports On an Open Case**

**Reason for Change:** This revision added back in "C" and "D" that were deleted in a prior revision.

**Policies Revised:**

**10215 Non-Critical Death Notification**

**Appendices**

No Clarifications for this review period.

**Forms**

**Reason for Change:** This revision clarified language on the UNCOPE screening tool.

**Form Revised:**

**PPS 2005 UNCOPE**

**Reason for Change:** This revision updated Section II to match current policy.

**Form Revised:**

**PPS 2011 Basis for Finding**

**Reason for Change:** This revision updated policy per relative payment changes made in July 2018.

**Form Revised:**

**PPS 5130 Relatives as Caregivers**

**Reason for Change:** This revision updated policy to match current practice.

**PPS 5120 RE/FC/AD Acknowledgment of Referral Notification of Move/Placement/Change Instructions**

**Reason for Change:** This revision added that Education and Training Voucher (ETV) funding may be subject to availability.

**PPS 7001 ETV Program Plan**

**Reason for Change:** This policy is updated per relative payment changes made in July 2018.

**Form Revised:**

**PPS 5130 Relatives as Caregivers**

**Reason for Change:** This revision changed the number of the appendix referenced and the title of signee.

**PPS 5144 Proposed Placement with Relative**

**Reason for Change:** This revision updated Mental Retardation to Intellectual/Developmental Disability.

**Form Revised:**
**PPS 5320 Family Match Form**

**Reason for Change:** This revision changed the section cited.

**Form Revised:**
**PPS 6115 Eligibility for Adoption Assistance**

**Reason for Change:** This revision added a form number and revision date.

**Policies Revised:**
**PPS 10120a Notification to Law Enforcement**

**Reason for Change:** This revision added Managed Care Organization (MCO) contact information.

**Policies Revised:**
**PPS 10600a Adult Guardianship / Conservatorship Referral/Notification**
**PPS 10600b Youth Guardianship / Conservatorship Referral**
System Manuals

Help Desk System Manuals

Central Registry Accounting Manual
CWCBS
FACTS Data Warehouse Reports User Guide
FACTS User Manual
Federal Review Quality Control (FRQC Imaging)
ICPC Training Manual
KIDS User Manual
NYTD User Manual
SSIS Desk Aid
SSIS User's Guide (OFM)
WKRP User Manual
Prevention and Protection Services

The links provided on this page will take you to DCF public or an external website; by selecting a link below will open in a new window.

<table>
<thead>
<tr>
<th>Child Care</th>
<th>Directories</th>
<th>HIPPA</th>
<th>PPS Workgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicaid/KanCare</td>
<td>Miscellaneous</td>
<td>Social Security Information</td>
<td></td>
</tr>
</tbody>
</table>

**CHILD CARE**

- Contractual Provisions Attachment (DA-146A)
- Early Childhood Resources
- Child Care Aware of Kansas
- Resource and Referral Agencies in Kansas

**DIRECTORIES**

- Kansas Department for Aging and Disability Services (KDADS)
- Kansas Aging and Disability Resource Centers
- Community Developmental Disability Organizations (CDDOs) Directory
- Directory of Mental Health Resources in Kansas
- Kansas Legal Services
- Regional Alcohol/Drug Assessment Center (RADAC) Resource Directory
- Social Security Office Locator

**HIPPA**

- DCF HIPPA Overview
- HHS HIPPA Website
<table>
<thead>
<tr>
<th>MEDICAID/KanCare</th>
</tr>
</thead>
<tbody>
<tr>
<td>KanCareApplication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Service Standards Manual</td>
</tr>
<tr>
<td>Abbreviations &amp; Acronyms Used by KS DCF</td>
</tr>
<tr>
<td>Voter Registration Form</td>
</tr>
<tr>
<td>Voter Registration Form (Español)</td>
</tr>
<tr>
<td>Notice to Applicant: Citizenship Required for Voter Registration</td>
</tr>
<tr>
<td>DCF Personnel Service Forms</td>
</tr>
<tr>
<td>DCF Personnel Services Policy Manual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPS Workgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS Workgroups</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SECURITY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions and Application for Medicare Part D Subsidy</td>
</tr>
<tr>
<td>Instructions &amp; Application for a Social Security Card (SS-5)</td>
</tr>
<tr>
<td>Instructions &amp; Application for a Social Security Card (SS-5SP) (Español)</td>
</tr>
</tbody>
</table>
0000 General Information

0100 About This Manual

The PPS Policy and Procedure Manual (PPM) contains courses of action approved by the Prevention and Protection Services Division of the Kansas Department for Children and Families staff. The contents of the PPS Policy and Procedure Manual include:

A. Policies which define required or prohibited actions. Policies may contain the following language:

1. Statements containing the terms “shall”, “must” and “will” indicate that a policy is required or a course of action will be taken.
2. The term “should” is a policy statement that indicates there may be discretion.

B. Procedures outline the manner in which a policy is carried out or documented;

Policies and procedures in this manual shall be followed. If, in unusual circumstances, decisions, assessments or other activities required by policy or procedure would result in outcomes not in the best interest of a particular child and the child’s family, or if compliance with a policy is not possible, an alternative course of action may be taken if the Regional PPS Program Administrator approves each exception.

The case file shall document the reasons for the decision and who was involved in making it. If the action or decision is required within a specified time, the date and/or time of the alternate action or decision must be documented in the case file.

Any questions or concerns which may arise regarding application of policy or procedures shall be discussed with the supervisor. If staff feel pressured to report information other than what they feel is fair or accurate, they shall contact their supervisor. If questions or concerns persist, the supervisor shall consult with the Regional PPS Program Administrator or Regional DCF Attorney.
0140 Delegation of Responsibilities

For the purposes of this manual, when the positions of Regional Director, Regional PPS Program Administrator, Assistant Regional Director of Operations, PPS Supervisor or leadership of an agency contracting with DCF are referred to, a person may be designated (designee) and given the authority to carry out some or all of the duties of the named person or position the same as if that person had performed the act or function. The option to appoint a designee is acceptable wherever one of these named positions is referenced, unless the language or context indicate otherwise.

The person selected to function in this capacity is expected to have sufficient knowledge and experience to assess situations and make sound decisions. However, a designee is not allowed to perform functions requiring a license or other qualification unless the designee is licensed and otherwise qualified. It is a violation of law for a person without a license to act in the licensed capacity for a person who requires a license to practice.

0150 Questions, Concerns and Clarification

Despite every effort to be clear and to cover all situations, questions may arise regarding application of policy or procedures in a particular situation confronting a worker. Staff shall discuss any questions or concerns about appropriate actions with their supervisor. If staff encounter circumstances in which they feel pressured to report information other than what they feel is fair or accurate, they shall contact their supervisor. If questions or concerns persist, the supervisor shall consult with the Regional PPS Program Administrator or Regional DCF Attorney. The Regional PPS Program Administrator may authorize contact with the appropriate Prevention and Protection Services staff, if additional clarification is needed.

0160 Glossary

A

Abuse/Neglect: Reports assigned for Abuse/Neglect require an investigation to determine the validity of the report and an assessment to determine if further action may be needed.

Physical Abuse: Infliction of physical harm or the causation of a child’s deterioration, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child’s health is endangered. K.S.A. 38-2202

Sexual Abuse: Any contact or interaction with a child in which the child is being used for the sexual stimulation of the perpetrator, the child, or another person.
Sexual abuse shall include, but is not limited to, allowing, permitting, or encouraging a child to:

A. Be photographed, filmed, or depicted in obscene or pornographic material; or
B. be subjected to aggravated human trafficking, as defined in K.S.A. 2014 Supp. 21-5426(b), and amendments thereto, if committed in whole or in part for the purpose of the sexual gratification of the offender or another, or be subjected to an act which would constitute conduct proscribed by article 55 of chapter 21 of the Kansas Statutes Annotated or K.S.A. 2015 Supp. 21-6419 or 21-6422, and amendments thereto. K.S.A. 38-2202. (See Appendix 2A for Kansas Statutes Annotated references).

Contact solely between children shall meet the criteria only if the contact also involves force, intimidation, difference in maturity or coercion. K.A.R. 30-46-10 (i)

**Mental or Emotional Abuse:** Infliction of mental or emotional harm or the causing of a deterioration of a child, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child's health or emotional wellbeing is endangered. This term may include any act, behavior, or omission that impairs or endangers a child's social or intellectual functioning. This term may include the following:

1. terrorizing a child, by creating a climate of fear or engaging in violent or threatening behavior toward the child or toward others in the child's presence that demonstrates a flagrant disregard for the child;
2. emotionally abandoning a child, by being psychologically unavailable to the child, demonstrating no attachment to the child, or failing to provide adequate nurturance of the child; and
3. corrupting a child, by teaching or rewarding the child for unlawful, antisocial, or sexually mature behavior. K.S.A. 38-2202 and K.A.R. 30-46-10

**Physical Neglect:** Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include but shall not be limited to: failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child. K.S.A. 38-2202

**Medical Neglect:** Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include the following, but shall not be limited to: failure to use resources available to treat a diagnosed medical condition if such treatment will make a child substantially more comfortable, reduce pain and suffering, or correct or substantially diminish a
crippling condition from worsening. A parent legitimately practicing religious beliefs who does not provide specified medical treatment for a child because of religious beliefs shall not for that reason be considered a negligent parent. K.S.A. 38-2202

**Lack of Supervision:** Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include the following, but shall not be limited to: failure to provide adequate supervision of a child or to remove a child from a situation which requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that results in bodily injury or a likelihood of harm to the child. K.S.A. 38-2202

**Educational Neglect:** Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. (K.S.A. 38-2202) This term may include the following, failure of the parent or caregiver to provide education as required by law.

**Substance Affected Infant:** Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. (K.S.A. 38-2202) This term may include the following, an infant (birth to 1 year of age) born affected by legal or illegal substances.

**Abandonment:** Forsake, desert or cease providing care for the child without making appropriate provisions for substitute care. K.S.A. 38-2202

**Adjudication:** A court hearing in which a determination is made whether a child is a CINC (child in need of care) or juvenile offender.

**Adoption Assistance:** Monies that a family adopting a child may receive when it is determined that the child will not go back to the family from which they have been removed. These payments may be for one-time adoption expenses, a monthly cash subsidy and/or medical assistance.

**Alternative Response:** Alternative Response was a program which was in effect from October 1, 2012- June 30, 2014. Reports which were assigned for Alternative Response used the Solution-Based Casework practice model to enhance family engagement and involvement. Comprehensive assessments assisted in identifying the underlying and contributing factors which brought the family to the attention of the agency.
Alleged Perpetrator: The person identified in the initial report or during the investigation as the person suspected of perpetrating an act of abuse or neglect. (K.A.R. 30-46-10) See also Substantiated Perpetrator.

Basic Eligibility: Eligibility for IV-E federal reimbursement for administrative expenses for children whose families meet several basic IV-E criteria.

Caregiver: Adult or youth who provides care for a child in the absence of, or in conjunction with the child’s parent or guardian. The caregiver may or may not reside in the home with the child.

Case Number: A unique computer-generated number assigned to each case.

Central Registry: The Child Abuse and Neglect Central Registry is a computerized name-based list of persons who have been confirmed, validated or substantiated for child abuse or neglect. The name of a perpetrator is not entered in the central registry until they have been afforded an opportunity for an interview and have exercised their right of appeal or the time limit for appeal has expired without action.

Child: anyone under the age of 18 or any adult under the age of 21 and in the custody of the Secretary.

Child in Need of Care: The Kansas Code for Care of Children (K.S.A. 38-2202(d)) defines Child in Need of Care as a person less than 18 years of age who:

1. Has been physically, mentally or emotionally abused or neglected or sexually abused.
2. Has been abandoned or does not have a known living parent.
3. Is without the care or control necessary for the child's physical, mental or emotional health.
4. Resides in the same residence as a sibling or other person under 18 years of age who has been physically, mentally or emotionally abused or neglected or sexually abused.
5. While less than 10 years of age, commits an act which if done by an adult would constitute the commission of a felony or misdemeanor as defined by K.S. A. 21-
3105 and amendments thereto OR knowingly possesses a firearm with a barrel less than 18 inches long.

6. Is willfully and voluntarily absent from the child's home without the consent of the child's parent or other custodian or is willfully and voluntarily absent at least a second time from a court ordered or designated placement, if the absence is without the consent of the person with whom the child is placed.

7. Is without adequate parental care, control or subsistence and the condition is not due solely to the lack of financial means of the child's parents or other custodian.

8. Is not attending school as required by K.S.A. 72-977 or 72-1111, and amendments thereto.

9. Except in the case of a violation of K.S.A. 41-715 or 41-2721, and amendments thereto, does an act which, when committed by a person under 18 years of age, is prohibited by state law, city ordinance or county resolution but which is not prohibited when done by an adult.

10. Has been placed for care or adoption in violation of the law.

11. Permanent Custodian is no longer willing or able to serve.

Child in Need of Care Petition: A petition filed with the clerk of the district court by the county/district attorney alleging a child or youth is a Child in Need of Care. Refer to K.S.A. 38-2233(b), concerning the filing of a Child in Need of Care petition by any other individual.

Child Support Services (CSS): This agency has the responsibility of seeking child support for children in DCF custody and in an out-of-home placement.

Child Welfare Case Management Providers: Child Welfare Case Management Providers are private organizations that contract with DCF to provide adoption, foster care, reintegration and family preservation services using a philosophy which includes the community, immediate and extended families, and concerned kin in planning for the child's safety, permanency and well-being.

Citizen Review Board: A group of citizen volunteers appointed by a court to review child in need of care cases and make recommendations to the court.

Clear and convincing standard: Evidence which shows the truth of the facts asserted is highly probable. This standard of evidence was used for case findings from July 1, 2004-June 30, 2016. Beginning July 1, 2016, the standard of evidence is preponderance.

Client Eligibility: All children who have been removed from their homes by a judge and placed in the custody of DCF or KDOC must receive an eligibility determination for Title IV-E.

Client ID Number: A unique number assigned to each individual who is known to KEES. This number is cross referenced with FACTS.
**Client Purchase Agreement:** Form PPS 2833-PPS Client Purchase Agreement-Payment Request and Authorization is used to document the request, approval, and payment for client purchases across all programs within PPS.

**COBRA:** A federal amendment to the Social Security Act. It enables Title IV-E eligible foster children and adoption assistance children to receive Medicaid coverage in the state in which they physically reside.

**Computer Systems:**

**FACTS**
Family And Children Tracking System is the agency’s child welfare information system. Information in FACTS is used to support the department budget, internal management, and reports to the legislature, federal government and the general public. FACTS includes information about the outcomes of abuse and neglect investigations, the child abuse and neglect central registry and foster care and adoption information.

**KAECSES**
Kansas Automated Eligibility System KAECSES is a major computer system which contained data for all children placed in state custody and removed from their home. As of September 13th, 2017, KEES replaced KAECSES for this function.

**KanPay**
KanPay is a sub-system of KAECSES. This system created an on-line eligibility process for vendor payments. This system was used by PPS for Family Services cases. KanPay was used when the family had no involvement in other assistance programs. Staff began using KEES for this function as of September 13, 2017. KanPay is no longer used by agency staff.

**KEES**
Kansas Eligibility and Enforcement System is an internet-based system designed for determining eligibility, issuing benefits, collecting data, and developing reports. KEES has replaced the KAECSES and KanPay systems as of September 13, 2017.

**MMIS**
Medicaid Management Information System - DCF staff utilize the MMIS to enter or review Medicaid data.

**SCRIPTS**
Statewide Contractor Reimbursement Information and Payment Tracking System - SCRIPTS makes payments to the Child Welfare Contract Management Provider and produces the federal claim for IV-E funding.
Referral information and IV-E customer eligibility is entered into FACTS and downloaded into SCRIPTS on a regular basis to maintain these functions. The federal claim is based on IV-E customer eligibility downloaded from FACTS and also based on Child Welfare Contract Management Provider services reported to SCRIPTS as encounter data.

SMART
Statewide Management, Accounting, and Reporting Tool. System used to make payments to all vendors.

**Contractor/Contract Agency:** A person or agency who enters into a contractual agreement with DCF to provide specified services.

**Court Appointed Special Advocate (CASA):** A responsible adult other than an attorney or guardian ad litem appointed by the court to represent the best interests of a child. (K.S.A. 38-2202(fg), K.S.A. 38-2206). A CASA may also be appointed under the Juvenile Offender Code or the Domestic Relations Code.

**Custody/Custodian:** Custody, whether temporary, protective or legal, means the status created by court order or statute which vests in a custodian, whether an individual or an agency, the right to physical possession of the child and the right to determine placement of the child, subject to restrictions placed by the court. (K.S.A. 38-2202(g)).

**D**

**Dedicated WARDS Account:** SSI money received for a youth in custody that is a lump-sum of, at a minimum 6 months accumulated, SSI benefits. Social Security deposits the lump-sum and must approve all withdrawals from this account.

**Deterioration:** The child’s condition, health or functioning becomes progressively worse indicating harm to the child.

**Disposition:** A court hearing following adjudication in which an order may be issued regarding services, custody, placement, sentencing for juvenile offenders or other matters.

**E**

**Endangered:** The risk or exposure to harm.

**Ex Parte Order:** An order issued by a judge without a hearing.
Facility Facilities include homes and child care providers regulated/licensed by the Department for Children and Families (DCF) Foster Care and Residential Facility Licensing, Kansas Department of Health and Environment or Kansas Department for Aging and Disability Services (KDADS). Facilities may also include homes and providers legally exempt from regulation and homes or providers which are operating as unregulated services.

Facility includes:

1. family foster homes,
2. residential child care facilities,
3. detention,
4. secure care,
5. attendant care facilities,
6. day care homes or centers.
7. Psychiatric Residential Treatment Facilities (PRTF), licensed by the Kansas Department for Aging and Disability Services (KDADS)

For purposes of complaints alleging abuse or neglect, "facility" includes any of the above entities which are subject to regulation, whether operating within or without the law.

Facility Reports: In facility reports the alleged perpetrator is a foster parent, a minor over the age of 10 in the facility, child care provider, employee in a facility, or another care giver other than the child’s parents.

Family: A family means any group of persons who act as a family system with or without a legal or biological relationship.

Family Centered Systems of Care: This is a family driven, individualized, culturally competent, and strength-based approach. The family is seen as the expert on their strengths and needs. The family identifies natural resources, including kin and shall be included in all case planning activities, allowing the family to determine their choices and actions.

Family in Need of Assessment (FINA): Family In Need of Assessment (FINA) assignments are specific family conditions, which do not meet criteria to assign for abuse/neglect, but are assigned to assess to determine whether services to the child and family are indicated.

The following are FINA sub-types:
**Caregiver Substance Use**: Parent/Caregiver is using substances and there is an indication the use is impacting parenting capacity or skills.

**Caregiver Unable/Unavailable to Provide Care**: Parent/caregiver is not able to care for the child due to the death, incarceration, deployment, etc. of a parent/caregiver and/or there is no other resource available. May include, a parent/caregiver lacking sufficient ability, power, and authority, and without services, deterioration of the children’s health/well-being is likely; and the children are at risk of removal.

**Child Substance Use**: Child using substances which negatively impacts the family/child functioning.

**Children with Behavior Problems**: Child’s actions/behaviors negatively impacting the family/child functioning (i.e. suicidal, danger to self and/or self-harming behaviors, out of control, sexually acting out, aggressive behaviors, criminal activities, and gang involvement. Excludes behaviors which meet definitions for Child Substance Use, Less than 10 Committing an Offense, Runaway or Truancy).

**Infant Positive for Substances**: An infant (birth to age 1) with a positive drug screen, and a medical professional has not determined the infant is substance affected, but there is an indication services may be needed.

**Less than 10 Committing an Offense**: while less than 10 years of age, commits any act which if done by an adult would constitute the commission of a felony or misdemeanor as defined by K.S.A. 2015 Supp. 21-5102, and amendments thereto.

**Runaway**: Child is willfully and voluntarily absent from the child's home or placement without the consent of the child's parent or other custodian.

**Truancy**: Child is not attending school, as required by K.S.A. 72-977, 72-1111, or 72-1113 and amendments thereto. Excludes home schools registered with the Kansas Department of Education.

**Family Preservation Referral**: A referral made to the Family Preservation Case Management Provider to provide services to keep the family intact and to prevent out of home placement for the child/children in the family, including pregnant women using substances, who may or may not have other children.

**Family Reports**: In family reports the alleged perpetrator is a parent of the child, other adult residing in the home, or a sibling or relative age 10 and older.
Family Services: Non-custody services provided directly to families by CPS specialists or through purchase of services by DCF. Family services are designed to meet identified needs or to support family strengths and are based on a safety or risk assessment of the child and family.

FC Referral: A referral made to a foster care provider to provide case management and supervision for children removed from the home and placed into court ordered DCF custody.

Female Genital Mutilation: Defined in Crimes and Punishments Chapter of Kansas Statutes, and may be considered for assignment of physical abuse. Per K.S.A. 21-5431 Female Genital Mutilation is defined as:

A. Knowingly circumcising, excising, or infibulating the whole or any part of the labia majora, labia minora or clitoris of a female under 18 years of age;

B. removing a female under 18 years of age from this state for the purpose of circumcision, excising, or infibulating the whole or any part of the labia majora, labia minora or clitoris of such female; or

C. causing or permitting another to perform the conduct described in subsection (a)(1) or (a)(2) when the person causing or permitting such conduct is the parent, legal guardian or caretaker of the victim.

D. Unless, the procedure is medically necessary pursuant to the order of a physician, and such procedure is performed by a physician.

Food Assistance: A federal income subsidy to buy food for families who have marginal income. Previously referred to as Food Stamps and is also known as Supplemental Nutrition Assistance Program (SNAP).

Foster Care: 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility.

Foster Family Home: means "a private home in which care is given for 24 hours a day for a small number of children away from their parent or guardian" (K.A.R. 28-4-311 (d)). Foster families must be licensed by DCF Foster Care and Residential Facility Licensing. In addition to licensing requirements, the home must be sponsored by a licensed child placing agency (CPA). The CPA recruits and trains foster parents. The CPA assesses foster parents post training to determine if the foster parents can meet the safety and well-being needs of children placed with them.
Guardian Ad Litem: An attorney appointed by the court to represent the interests of a person to act on his or her behalf in a particular legal proceeding including, but not limited to, an attorney appointed by the court to represent the best interests of the child in Child in Need of Care proceedings to represent the best interests of the child.

Guardianship: A status in which the court gives a person specified rights to the custody and control of a child subject to ongoing review by the court of jurisdiction.

H

Harm: Physical or psychological injury or damage. K.S.A. 38-2202(kl)

Healthwave 21: See KanCare 21

Host Family: An individual or family who provides temporary care of children through a program created pursuant to the Host Families Act, K.S.A. 38-2401 et.seq. (i.e. Safe Families for Children is an organization with a program created pursuant to the host families act.)

I

Icebreaker: An Icebreaker is a facilitated conversation that provides an opportunity for parents/caregivers and foster parents to meet face-to-face, talk about the needs of the child and share information about themselves and their family routines and traditions. The focus is on the care and well-being of the child.

Identified Adoptive Resource: A family may be considered an identified adoptive resource when they have submitted the Potential Identified Adoptive Resource Application form (PPS5316) to adopt (not necessarily all the supporting documentation).

Imminent: implies more than speculation but less than certainty. An event is imminent if a reasonable person using common sense, training or experience concludes an event will occur without delay unless there is prompt intervention.

K

KanCare: The KanCare program is the State of Kansas’ plan to transition Kansas Medicaid into an integrated care model. Kansas contracted with managed care organizations (MCOs), to coordinate health care for nearly all Medicaid beneficiaries.
**KanCare 21**: A Federal program to cover low income, uninsured children who do not qualify for Medicaid. This Children’s Health Insurance Program (CHIP) is funded with Federal and State money. A small premium is charged depending on the family’s income. This is only for children up to age 19. Previously known as Healthwave 21.

**K.A.R.**: Kansas Administrative Regulations

**K.S.A.**: Kansas Statutes Annotated.

**Kinship**: Placement of a child in the home of an adult with whom the child or the child’s parent already has close emotional ties. K.A.R. 38-2202

**Likelihood**: Implies more than speculation and less than certainty. An event is likely if a reasonable person using common sense, training or experience concludes that, given the circumstances, an event is probable without a change in those circumstances.

**Medicaid**: A government health care assistance program for families who are below the poverty level. Medicaid funds traditional medical services as well as a variety of behavior management services. A child removed from the home and placed in foster care usually qualifies for Medicaid since they are considered a family of one if their resources do not exceed the established limitations. The Medicaid program is funded with Federal and State money.

**Mental Health Consortium**: An affiliated group of mental health professionals and centers.

**Multidisciplinary Team**: A group of persons with special knowledge regarding the detection, investigation or treatment of child abuse or neglect. The Kansas Code for Care of Children authorizes DCF to request, and the court to appoint, a multidisciplinary team "to assist in gathering information regarding a child who may be or is a child in need of care" (K.S.A. 38-2228).
National Electronic Interstate Compact Enterprise (NEICE): A national electronic system for quickly and securely exchanging the data and documents required by the Interstate Compact on the Placement of Children (ICPC) to place children across state lines. With NEICE, a case can be created by a Sending State caseworker and reach the Receiving State caseworker within a day, sometimes within an hour. NEICE allows child welfare workers to communicate and provide timely updates to courts, relevant private service providers, and families awaiting placement.

Non-Abuse/Neglect (Family in Need of Assessment)- NAN (FINA): Children who come to the attention of the agency for reasons other than alleged abuse or neglect or juvenile offense and who meets one or more of the definitions in K.S.A. 38-2202(d). Non-Abuse/Neglect (Family in Need of Assessment) definition was replaced by Family in Need of Assessment (FINA) upon system changes July 1, 2018.

Non-family/Unregulated Care Giver: A person who is not the child's parent, guardian or other person who regularly cares for the child. (examples: teacher, coach, big brother/sister, neighbor, etc.)

Parent: when used in relation to a child or children, includes a guardian, and every person who is by law liable to maintain, care for or support the child. (K.S.A. 38-2202(u)).

Payment Eligibility: Eligibility for IV-E federal reimbursement for maintenance expenses (primarily room and board) for children in custody who meet all IV-E eligibility criteria.

Permanency: The child is being released from DCF custody after achieving reintegration, guardianship, finalization of adoption, or APPLA.

Permanency Hearing: A notice and opportunity to be heard is provided to interested parties, foster parents, pre-adoptive parents or relatives providing care for the child. The court, after consideration of the evidence, shall determine whether progress toward the case plan goal is adequate or reintegration is a viable alternative, or if the case should be referred to the county or district attorney for filing of a petition to terminate parental rights or to appoint a permanent guardian.

Pregnant Woman Using Substances: Reports assigned by the department indicating a pregnant woman is using substances. The purpose of the assessment is to determine the level of services needed and make referrals as needed.
Preponderance of evidence: Alleged facts and circumstances, more likely than not, meet the abuse/neglect definitions per K.S.A. and K.A.R.

Protective Custody: The status of a child believed by a law enforcement officer (Police Protective Custody) or a judge (Order of Protective Custody) that a child alleged to be a child in need of care needs to be removed from danger of harm and placed in a shelter or other emergency or temporary care pending a court hearing.

Protective Placement: The status of a child determined by a law enforcement officer (Police Protective Custody) or a judge (Order or Protective Custody) that the child is alleged to be a Child in Need of Care and should be removed from danger or harm, by placement into emergency or temporary care pending a court hearing.

Provider Agreement: An agreement between a provider of services and DCF for specific services the provider offers to families and children.

Redetermination: A re-assessment of IV-E eligibility criteria when a change in placement or circumstance occurs for a child in foster care.

Referral: Process of referring a child to a provider for out of home or in home services.

Relative: A person related by blood, marriage or adoption.

Resource Family: A family willing to provide short term care or serve as the adoptive or legal guardian for the child. The resource family is a valued member of the team and will participate in the case planning process, serve as a mentor to birth families, and will encourage parent/child interactions in a natural setting.

Siblings: Children who have one or more parents in common either biologically, through adoption, or through the marriage of their parents, and with whom the child lived before his or her foster care placement, or with whom the child would be expected to live if the child were not in foster care.

Sibling Separation: Separate placement of siblings who are in foster care.

Sibling Split: A decision not in the best interest of siblings to be placed together.
State Wards: Foster children become wards of the state when both maternal and paternal rights have been terminated and the child has not been formally adopted.

Child In Need of Care cases remain open under these circumstances and the DCF retains custody. For children who are directly relinquished to DCF, it will be necessary for the case managing entity and DCF to work together to approach the county/district attorney and request a Child In Need of Care petition.

Substantiated Perpetrator: A person who has been validated by the secretary or designee, using a preponderance of evidence, to have committed an act of abuse or neglect, regardless of where the person resides. The substantiated perpetrator’s name is placed on the Kansas Child Abuse and Neglect Central Registry and such person is thereby prohibited from residing, working, or volunteering in a child care facility pursuant to K.S.A. 65-516, and amendments thereto. (K.A.R. 30-46-10) See also Alleged Perpetrator.

Temporary Custody: Custody awarded by a Court based upon evidence in a hearing prior to disposition adjudication.

Truant: A child not attending school as required by law.

WARDS account: A separate accounting for each child for whom funds are received by DCF on behalf of the child in custody. The account shows all monetary transactions received for and paid out on behalf of the child in custody.

Working Day: A day when the Department is open for business; does not include Saturdays, Sundays or official state holidays.

0210 Staff Safety

If there is a possibility that the safety of a family member, DCF staff, contractor staff or the public may be jeopardized during an investigation, assessment or provision of services, (i.e. meth lab or human trafficking) the appropriate law enforcement agency shall be contacted for assistance. DCF is required by law to investigate and assess
reports of alleged child abuse and neglect but DCF staff are not required to place their own safety in unreasonable jeopardy to do so.

DCF staff should refer to the applicable regional safety plan when safety issues are a concern.

0220 Discrimination Prohibited by Law

All services shall be in compliance with Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 and K.S.A. 44-1009. No individual/family will be denied services because of race, color, national origin, sex, age, religion and mental or physical disability. The provision of services will be provided based on need and eligibility criteria.

Title VI of the Civil Rights Act of 1964 makes it unlawful to discriminate on the basis of a person's race, color, national origin, sex, age, and religion.

The Americans with Disability Act of 1990 prohibits discrimination because of a person's mental or physical disability (i.e. blind/visually impaired, deaf/hard of hearing, mobility impairments, speech impairments).

K.S.A. 44-1009(a)(3) states, "It shall be unlawful discriminatory practice for any person to refuse, deny, make a distinction, directly or indirectly, or discriminate in any way against persons because of the race, religion, color, sex, disability, national origin or ancestry of such persons in the full and equal use and enjoyment of the services, facilities, privileges and advantages of any institution, department or agency of the State of Kansas or any political subdivision or municipality thereof."

0221 Limited English Proficiency (LEP)

When working with individuals who are limited in their ability to communicate in English, reasonable steps shall be taken to ensure meaningful communication. This will normally include provision of an interpreter or providing written documents in their language, if available.

0230 Administrative Appeals

Kansas Statutes Annotated (K.S.A.) 75-3306, requires the Secretary of DCF to provide a fair hearing for any person who is an applicant, client, inmate, other interested person or taxpayer who appeals from the decision or final action of any agent or employee of the Department for Children and Families. Kansas Administrative Regulations (K.A.R.)
30-7-64 through 30-7-79 set out additional requirements concerning this administrative appeal process.

Adoptive staffing decisions are within the jurisdiction of the District Court pursuant to K.S.A. 38-2270 and are likely to be dismissed by the Hearing Officer for Administrative Appeals.

Those wishing to appeal may do so by submitting a request in writing within 30 days of a decision of final action. An additional 3 days shall be allowed if this notice of final decision is mailed.

Such a request may relate to an agency action or a failure to act with reasonable promptness on a case. This could include undue delay in reaching a decision on eligibility or making a payment, refusal to consider a request for payment, undue delay in adjustment of payment, rejection or termination of services. Most appeals arise from findings as a result of a child abuse/neglect investigation. The denial or delay of an adoptive placement due to geographic boundaries may also be the basis for an appeal. For additional information, see https://www.oah.ks.gov/.

**0240 Conflict of Interest**

Conflict of interest is a conflict between the private interests of a client and/or agency employee and the official responsibilities of a person in a position of trust. It is important for staff to avoid situations which present a conflict of interest or have the appearance of such a conflict. As PPS staff make decisions about children and families, situations should be avoided which present a conflict of interest. This protection is for both staff and the client.

DCF defines being a resource family for a child in the custody of the Secretary, while involved in a professional relationship with that child, as a conflict of interest.

DCF staff who carry out the work of the Department for Children and Families are prohibited from providing additional direct or indirect services to children in the Secretary’s custody or to families of children in the Secretary’s custody.
Professional involvement with, or case management responsibilities for a case involving a member of the family, or a person with whom the worker has close personal or business ties, presents a conflict of interest.

PPS staff shall notify his/her supervisor when given an assignment with a potential conflict of interest. The supervisor shall, in consultation and concurrence with the Regional PPS Program Administrator, determine whether it is appropriate to continue with the current assignment, or reassign the work to another PPS staff.

0242 Electronic Communication

Communication with individuals involved with DCF/CWCMP in the form of electronic communication should not be the sole means of communication. In-person and phone contact should be considered prior to use of electronic communication. In situations where the circumstances of the case require electronic communication confidentiality shall be maintained, occur within the boundaries of the professional relationship, and be limited to tasks specific to the individual’s case. Staff shall use agency supplied equipment for all electronic communication.

0250 Removal from Home and Transporting Children Not in the Secretary’s Custody.

DCF staff shall NOT take a child into physical custody without a written court order of custody. DCF staff shall NOT transport a child who is not in the Secretary's custody unless the child is accompanied by a parent or the parent has given written permission.

Only a law enforcement officer, court services officer, or the court has the authority to place a child in protective custody. When a law enforcement officer determines that protective custody is appropriate, the officer, not DCF, should place the child as provided by statute (K.S.A. 38-2232). It is important to remember that DCF staff or contractor staff acting on behalf of DCF, do not have authority to transport a child placed in protective custody by a law enforcement officer. If DCF staff were to transport a child in the protective custody of law enforcement a potential legal liability exists for the Department, and the DCF staff person. A law enforcement officer or the care provider with whom the police place the child may transport the child.

0270 Court Orders, Subpoenas and Testifying in Court

Staff shall comply with court orders. If the order appears to exceed statutory authority or requires actions beyond the agency's ability to perform, a referral shall be made to the regional attorney for guidance and any necessary action.
When served with subpoenas or other court orders to produce records and/or testify in court concerning confidential information per K.S.A. 38-2209 et seq. and K.S.A. 39-790b, staff shall:

A. Notify the regional attorney immediately.
B. When appearing to testify concerning information not authorized to be disclosed, provide the court and each attorney with a copy of this statement:

The information you seek is confidential and privileged, and I am authorized to disclose that information only upon an order from the court to do so.

Testify further according to the ruling and instructions of the court.

This statement is to be used only when DCF does not have a role in the court hearing which is specified by statute or DCF policy. It is not to be used when the court action is being taken under the Kansas Code for Care of Children (child protection services, foster care, etc.) at the request of DCF.

Whenever possible inform the court and the attorneys before the proceedings that this statement will be made and that upon instruction from the bench testimony will be given.

0271 Protocol to Request CINC Court Hearing be Closed

K.S.A. 38-2247(a) provides that proceedings pertaining to adjudications under the revised code for care of children shall be open to the public, unless the court determines closure or the exclusion of an individual is in the best interests of the child or is necessary to protect the privacy of the parents.

When circumstances appear to justify closure of a CINC adjudication hearing, a written request from DCF or the Child Welfare Case Management Provider shall be submitted to the Director of Prevention and Protection Services 10 calendar days before the scheduled hearing if at all possible. If the request is directly from the Child Welfare Case Management Provider, the Regional Director shall be copied. The request shall
summarize the facts of the case and the basis for believing closing the hearing is in the best interest of the child or necessary to protect the privacy of the parents.

The Director will review and submit the request with a recommendation to the Deputy Secretary and General Counsel. Upon receipt of the decision by the Deputy Secretary and General Counsel, the Director will notify the person who submitted the request.

**0280 Consents**

Persons authorized to give consent for matters involving a child depends on the purpose of the consent and the legal status of the child. Consents for children who are or may be in need of care are controlled primarily by K.S.A. 38-2217 for health care and K.S.A. 38-2218 for educational decisions. (K.S.A. 38-2217). See PPM 5244 for information regarding children in the custody of the Secretary.

**0290 Policy on Discipline**

Discipline is an essential part of child rearing and when used positively it contributes to the healthy growth and development of a child and establishes positive patterns of behavior in preparation for adulthood. The object of discipline is to promote behaviors beneficial to the child's development and welfare and to change and/or eliminate behaviors which are injurious to his or her well-being. Therefore, we encourage positive discipline as a most important aspect of child rearing practices for children and youth for whom the Department for Children and Families purchases and/or provides services and care.

Positive discipline when used for purposes of guiding and teaching the child, provides the child encouragement, a sense of satisfaction, and helps the child understand the consequences of his/her behavior. Effective, positive discipline imposes behavioral limitations on the child which can provide the child a sense of security, engender a respect for order, and effectively enlists the child's help rather than locking the child and adult into a power struggle or adversary, punishing relationship, and promotes the child's discovery of those values that will be of the greatest benefit to the child, both now and in the future.

There are laws which protect adults against actions which many children must endure and suffer under the guise of discipline. Many children who are in the care of DCF have previously suffered too much physical pain, fear, humiliation, and emotional stress. We cannot perpetuate this when we assume the positive roles in our child-rearing practices - of which positive discipline is an essential part.

Therefore, DCF does not view as positive, acceptable discipline any action administered in a fashion which may cause any child to suffer physical or emotional damage. Disciplinary acts which cause pain, such as hitting, beatings, shaking, cursing, threatening, binding, closeting, prolonged isolation, denial of meals, and derogatory
IT IS THE POLICY OF THE DEPARTMENT FOR CHILDREN AND FAMILIES THAT WE NOT PURCHASE OR CONTINUE TO PURCHASE SERVICES FROM THIRD PARTY PROVIDERS WHO USE DISCIPLINARY ACTS WHICH CAUSE PAIN SUCH AS HITTING, BEATINGS, SHAKING, CURSING, THREATENING, BINDING, CLOSETING, PROLONGED ISOLATION, DENIAL OF MEALS, AND DEROGATORY REMARKS ABOUT THE CHILD OR HIS OR HER FAMILY. NOR SHALL SUCH DISCIPLINARY ACTS BE TOLERATED WHEN PRACTICED BY DCF EMPLOYEES IN REGARD TO CHILDREN IN CARE OF THE AGENCY.

A. Physical Restraint
The purpose of physical restraint in a Youth Residential Center is to prevent a youth from causing injury to self or others and is used only when other means of behavior control is unsuccessful.
It is expected that therapeutic relationships among staff and residents will usually be sufficient to de-escalate incidents of out-of-control behavior of youth in care. When it is not possible to avoid the use of restraint in helping a youth regain control, passive physical restraint may be used to:

1. end a disturbance which threatens physical injury to the youth
2. end a disturbance that threatens physical injury to others;
3. remove a dangerous object from a youth with which the youth has threatened harm.

Physical restraint shall not be used for the purpose of punishment or discipline.

The Department for Children and Families will not purchase or continue to purchase services from providers who use physical restraint in a manner contrary to methods jointly approved by the Department for Children and Families and the Department of Health and Environment or otherwise in violation of statute or regulations.

B. Use of Time Out in Residential Child Care Facilities
Time out is a procedure used to assist the individual to regain emotional control by removing the individual from his or her immediate environment and restricting the individual to a quiet area or unlocked quiet room.

1. A resident in time out must never be physically prevented from leaving the time out area.
2. Time out may take place away from the area of activity or from other residents.
3. Staff must monitor the resident while he or she is in time out.

C. Emergency Safety Intervention
An emergency safety intervention must be performed in a manner that is safe, proportionate, and appropriate to the severity of the behavior, and the resident's chronological and developmental age, size, gender physical, medical, behavioral health and personal history must be taken into consideration.

The use of emergency safety interventions must be performed only through the use of nationally recognized restraint procedures applicable to this population designed to prevent a resident from harming self or others by exerting external control over physical movement. The approved interventions are listed in the YRC Standards and General Guidelines.

Physical restraint is the application of physical force without any mechanical device, for the purpose of restricting the free movement of a resident’s body. Physical restraint should be used only as last resort after all verbal de-escalation techniques have failed and when the resident is at-risk of harming themselves or others.

Mechanical restraint is the use of mechanical devices to restrict the free movement of the resident’s body, most often for purposes of preventing self-destructive behavior. Mechanical restraints are not allowed in YRC group or residential facilities.

0291 Physical Restraint

The purpose of physical restraint in a Youth Residential Center is to prevent a youth from causing injury to self or others and is used only when other means of behavior control is unsuccessful.

It is expected that therapeutic relationships among staff and residents will usually be sufficient to de-escalate incidents of out-of-control behavior of youth in care. When it is not possible to avoid the use of restraint in helping a youth regain control, passive physical restraint may be used to:

A. end a disturbance which threatens physical injury to the youth;
B. end a disturbance that threatens physical injury to others;
C. remove a dangerous object from a youth with which the youth has threatened harm.

An emergency safety intervention shall be performed in a manner that is safe, proportionate, and appropriate to the severity of the behavior, and shall take into consideration the resident's chronological and developmental age, size, gender, medical, behavioral health and personal history.

Physical restraint is the application of physical force without any mechanical device, for the purpose of restricting the free movement of a resident’s body. Physical restraint should be used only as last resort after all verbal de-escalation techniques have failed and when the resident is at-risk of harming themselves or others.

Physical restraint shall not be used for the purpose of punishment or discipline.
The Department for Children and Families will not purchase or continue to purchase services from providers who use physical restraint in a manner contrary to methods jointly approved by the Department for Children and Families and the Department of Health and Environment or otherwise in violation of statute or regulations.

0292 Use of Time Out in Residential Child Care Facilities

Time out is a procedure used to assist the individual to regain emotional control by removing the individual from his or her immediate environment and restricting the individual to a quiet area or unlocked quiet room.

A. A resident in time out must never be physically prevented from leaving the time out area.
B. Time out may take place away from the area of activity or from other residents.
C. Staff shall monitor the resident while he or she is in time out.

0293 Emergency Safety Intervention

The use of emergency safety interventions shall be performed only through the use of nationally recognized restraint procedures applicable to this population designed to prevent a resident from harming self or others by exerting external control over physical movement. The approved interventions are listed in the YRC Standards and General Guidelines located on the PPS website.

Mechanical restraint is the use of mechanical devices to restrict the free movement of the resident’s body, most often for purposes of preventing self-destructive behavior. Mechanical restraints are not allowed in YRC group or residential facilities.

0309 Public Records

Pursuant to the Kansas Open Records Act (K.S.A. 45-215 et seq.) it is DCF policy to provide access to public records and, unless otherwise prohibited, all public records may be inspected and copied by any person.

Public records include manual provisions, contracts, and Secretary’s Letters. Information concerning or identifying specific individuals are not public. Personnel records, social service case information, treatment records are examples of records which contain personal information about individuals and are not, therefore, public. Communications to or from agency attorneys are not public records.
A request for records must be responded to by DCF staff within three days indicating, if the records are not produced, the cause of any delay and the earliest date when the records shall be available.

It is permissible to require individuals seeking access to schedule a convenient time for review. Anyone inspecting a public record shall, upon request and payment of an authorized fee, be provided a copy. The DCF fee policy is set out at K.A.R. 30-2-12. However, the office need not provide the copies immediately upon demand, but as soon as possible without disrupting flow of essential operations.

**0310 Information Regarding a Child Alleged or Adjudicated as a Child in Need of Care**

The provisions of K.S.A. 38-2209 et seq. control the release of information from records and reports involving children alleged or adjudicated in need of care.

When investigating an allegation a child may be in need of care, K.S.A. 38-2210 requires a free flow of information with others involved in the investigation.

The DCF is required by K.S.A. 38-2212(c) to disclose information concerning children alleged to be in need of care to the extent necessary to carry out a lawful responsibility for the child. The intent of this section is to facilitate the sharing of information with entities to the extent they have a responsibility to educate, diagnose, treat, care for or protect the child. The DCF must determine what information should be shared. Generally, children benefit when the adults responsible for providing care or making decisions are fully informed. Disclosure of information which identifies the reporter is prohibited. If in doubt, consult a supervisor, regional attorney or the Regional PPS program administrator. It is agency policy that information is freely shared between DCF staff and Child Welfare Case Management Provider staff involved with the family.

K.S.A. 38-2212 specifically requires DCF to obtain information about the child and fully inform the foster parents.

**0311 Case Record Requests of Child Abuse or Neglect Resulting in a Fatality or Near Fatality**

The provisions of KSA 38-2212 (f) allows access to a case record of child abuse or neglect resulting in a fatality or near fatality. Except when the child was adopted and the record includes information about the child or birth parents prior to adoption, the
record becomes a public record. A request to access a case record of a child abuse or neglect resulting in a fatality or near fatality needs to be provided in writing to DCF. The request shall contain the requester's name and address and information necessary to ascertain the records to which the requester desires access.

The person in receipt of the request shall ensure the Open Records Coordinator in the Secretary's Office, the Director of PPS, and the DCF regional Attorney and Program Administrator are notified of the request. The Director of PPS, or Designee and the DCF Regional Attorney and Program Administrator, or Designee(s) shall coordinate review of the case file and how to proceed.

0312 Access to Information Regarding Closed Guardianship/Custodianship and Adoption Records

KSA 59-2122 provides for the opening of adoption records to parties of interest, their attorneys and the Department for Children and Families (DCF). Parties of interest include the adopted parents of a minor child and the adult adoptee. Interested party status does not apply to the birth parents, once the adoption is final. Birth parents are only permitted to update medical records per KSA 59-2122.

Case File Information is available to:

A. The adoptive parents of the minor child in the event of a health or medical need
B. The adult adoptee for any reason

Identifying information shall not be shared with the birth parent without permission of the adoptive parents of the minor child or of the adult adoptee. DCF may share medical information with the adoptive parent of a minor child or adult adoptee.

0313 Public Knowledge Case

KSA 38-2212 allows the agency to provide disclosure of procedural details related to the handling of a case in the event the investigation of a case or the filing of a CINC petition becomes public knowledge.

The person in receipt of the request shall ensure the Open Records Coordinator in the Secretary's Office, the Director of PPS, and the DCF regional Attorney and Program Administrator are notified of the request. The Director of PPS, or Designee and the DCF Regional Attorney and Program Administrator, or Designee(s) shall coordinate review of the case file and how to proceed.

0314 Adoption and Foster Care Records and Searches
Adults who are former foster children and were in the custody of the Secretary of DCF may request information from their case file. The items listed in 0314D shall be shared with them if it is available.

A. Adoption Records

It is the policy of the Department to offer all reasonable assistance to adults (age 18 or older) seeking information about:

1. Their own adoption,
2. Their birth parents and birth siblings, (where a relationship had been established prior to out of home placement and birth sibling is currently 18 years old or older)

K.S.A. 59-2122 (b) gives DCF the authority to contact birth parents on behalf of an adult adoptee for any reason or the adoptive parents of a minor in the event of a medical or health need. Identifying information shall not be shared with the birth parents without the written permission of the adoptive parents of a minor child or the adult adoptee.

DCF may contact an adult adoptee at the request of the birth parents once the adult adoptee reaches age eighteen. An inquiry shall be made to ascertain whether the person is interested in establishing contact with the searching person. If everyone is in agreement, DCF staff shall facilitate the sharing of information between the two parties.

B. Requests for Adoption Information

There may be a charge for copies of case record material. The DCF fee policy is set out in K.S.A. 30-2-12.

If available at the local DCF or Child Welfare Case Management Provider office, the adult adoptee may obtain information from the agency record that was authored by either DCF or the Child Welfare Case Management Provider. Information written by someone other than DCF or Child Welfare Case Management Provider staff, shall not be shared without written permission from the author. If the required authorization is not
available, the adult adoptee shall be informed of the availability of this information and
be referred to the author. When the Child Welfare Case Management provider or DCF
receives a request for information:

1. Inform the person(s) the information is available from DCF by contacting:
   Prevention and Protection Services (PPS)
   555 S. Kansas Ave.
   Topeka, KS 66603
2. Provide the person(s) with one of the following forms, as appropriate:
   a) PPS 0330 Adult Adoptee Requesting Copy of Adoption Record
   b) PPS 0335 Birth Parent Requesting Contact with Adult Adoptee
   c) PPS 0340 Adult Requesting Search for Birth Sibling(s)
   d) PPS 0350 Authorization to Release Information

A copy of the original birth certificate is to be sent with the request to initiate the search
and retrieval of adoption records. Inform the adult adoptee that if they were born in
Kansas, they will need to obtain their original Birth Certificate (this birth certificate was
issued prior to the adoption - it will be stamped void) by contacting:

Kansas Department of Health and Environment (KDHE)
Center for Health and Environmental Statistics
1000 SW Jackson Street, Suite 120
Topeka, KS 66612-2221

C. Foster Care Records

1. For adult former foster children who were in the custody of the Secretary of
   Kansas and both parents' parental rights have ended, the adult former foster
   child may request the information in D from their record by contacting the
   address listed in B., and filling out the PPS 0331 Adult Former Foster Child
   (PRT) Requesting Case File Information. If the adult left care at age 18, items
   listed in PPM 3214 are available to them.
2. For adult former foster children who were in the custody of the Secretary of
   Kansas without parental rights ending, the adult former foster child may
   request information in D from their record by contacting their Regional DCF
   Service Center and filling out the PPS 0332 Adult Former Foster Child (Non-
   PRT) Requesting Case File Information. If the adult left care at age 18, items
   listed in PPM 3214 are available to them.
3. See PPM 0440 for information about how long foster care files are kept.

D. Information if available, shall be released includes:
1. Social history including names, birth dates, addresses, telephone numbers, social security numbers of the adult adoptee's birth parents;
2. All birth and medical information completed by DCF
3. Case Plans prepared by DCF or Child Welfare Case Management Provider, (delete information which identifies resource parents and others who may have an expectation of privacy);
4. Correspondence addressed to the adult adoptee from the birth family;
5. Pictures of the birth family or adult adoptee;
6. Decree of adoption

E. DCF shall not release the following information:

1. Adoptive names and addresses of birth siblings, if 18 years of age or older, without their written permission;
2. Adoptive names and addresses of birth siblings, if under 18 years of age;
3. Names and addresses of extended family members, without their written permission;
4. Copies of Third Party information or reports completed by persons other than DCF or those individuals or agencies with whom DCF has contracted for services, without written permission from the author. The name of the agency and, if available, contact information to obtain such information or reports, shall be provided to the adult adoptee.

There may be a charge for copies of case record material. The DCF fee policy is set out in K.S.A. 30-2-12.

0315 Confidential Records

Consumers of social services have an expectation of privacy which shall be respected. Information obtained in the course of determining eligibility and/or providing services is confidential. However, children are best served when involved adults are informed and communicating openly.

Consistent with federal law, K.S.A. 39-709b limits the disclosure of confidential information to: (1) that which is reasonably necessary to assist the client to obtain and participate in services (administration of the program); (2) situations when the client provides written consent; (3) some limited emergency situations; and (4) when the court has issued an order or subpoena.
Information provided by other DCF programs such as Food Assistance, Economic & Employment Services (EES), Rehabilitation Services, and Child Support Services (CSS) and are covered by the provisions of K.S.A. 39-709b.

Case information shall be disclosed when the information is needed in the performance of official duties.

It is agency policy that information is freely shared between DCF staff and contract staff involved with the family. (See 0600 regarding Coordination of Services) Additionally, case information shall be shared as necessary to facilitate delivery of the service or to carry out DCF responsibilities with other agencies and entities with which the Department has contracted to perform specific services.

All case information shall be disclosed to auditors performing official auditing duties after they have adequately identified themselves by showing official identification credentials.

Court reports by or on behalf of DCF shall be made available to the attorneys, guardian ad litem, CASA, citizen review board, juvenile justice personnel involved in the court case and anyone else authorized by order of the court and subject to the conditions in the court's order. (K.S.A. 38-2211)

DCF investigative reports shall not be made available unless the Secretary or the attorney to whom the case has been referred for legal action or a court (including hearing officer) authorizes such disclosure in writing.

**Third Party Information**

Third party information is from non-DCF professionals/agencies and includes medical, psychiatric, investigative reports, social histories, substance abuse treatment records, school records, law enforcement reports etc. and DCF summaries of these documents.

Form MS 2122 (Community Mental Health Center Screening Assessment) or MS 2001 (Statement of Medical Necessity) and reports from family preservation, reintegration/foster care, and adoption providers under contract with DCF are not considered to be third party reports.

Records provided to DCF because a child is or may be in need of care become DCF records pursuant to K.S.A. 38-2209 and are subject to the same requirements for access, disclosure, re-disclosure as all other agency records whether maintained in paper or electronic form.

Although third party information may be disclosed, the best source for information remains the professional who compiled the information.
When there is some question about access to or disclosure, re-disclosure, or use of information, consult a supervisor, regional attorney or the Regional PPS program administrator.

0316 Inappropriate Disclosure of Confidential Information

An DCF employee who knowingly discloses confidential information concerning a present or past consumer of services is in violation of the provisions set forth in this section may be subject to:

A. Appropriate disciplinary action (official reprimand, suspension, demotion, dismissal, etc.); and
B. Criminal prosecution

0317 General Procedures Regarding Disclosure of Confidential Information

A. Review the rules and guidelines in this manual section to determine if disclosure of information is restricted, allowed or required. When there is doubt consult with a supervisor or regional attorney.

B. Prior to disclosure:

1. Obtain required release of information or consent to disclose the information, when applicable.

2. Consider the best interest of the child and the privacy concerns for those involved when releasing information.

3. Provide adequate supervision of the record when the request is for case record inspection or copying.

4. Document in the case record when a request for information has been received, from whom, the information shared, the basis for decision, to whom information was disclosed or refused and the date of disclosure.

5. Case information shall not be disclosed over the telephone unless the other party is positively identified.
0318 The Health Insurance Portability and Accountability Act (HIPAA)

The Department for Children and Families, as a single covered entity under HIPAA, understands that information we collect about our consumers and their health is personal. Keeping the health information of consumers private is one of our most important responsibilities. DCF and provider personnel will take all necessary precautions to ensure that consumer health information is kept private. Additional information is available at:

http://dcf.ks.gov/Agency/Pages/HIPPA%20Overview.aspx

A. Purposes of HIPAA

The federal Health Insurance Portability and Accountability Act of 1996 has two key purposes:

1. The "portability" portion protects health insurance coverage for workers and their families when they change or lose their jobs.
2. The "administrative simplification" portion requires national standards for electronic health care transactions, standard identifiers for providers, health plans and employers, privacy protection for health data in any medium, and security requirements for health data transmitted electronically. It addresses, through protections, the security and privacy of patient health data. The health data is referred to under HIPAA as "protected health information".

B. Protected Health Information

HIPAA regulations define health information as "any information whether oral or recorded in any medium that:

1. is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and
2. relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment of health care to an individual if there is a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) under HIPAA means individually identifiable health information. Identifiable health information refers not only to data that is explicitly linked to a particular individual but also includes health information with data items which reasonably could be expected to allow individual identification.

C. HIPAA Permitted Uses and Disclosures
1. Treatment - may use or disclose health information to provide the necessary treatment for individuals.

2. Payment Functions - may use or disclose health information about a customer to determine eligibility for plan benefits, obtain premiums, facilitate payment for the treatment and services, determine program responsibilities for benefits, and to coordinate program benefits.

3. Health Care Operations - may use information about customers to carry out necessary program related activities.

4. Required by Law - may share information required by a court order.

5. Public Health - may disclose health information to public health authorities.

6. Disclosures of Victims of Abuse, Neglect, or Domestic Violence - may disclose protected health information about an individual whom DCF reasonably believes is a victim of abuse, neglect, or domestic violence.

7. Health Oversight Activities - may disclose information to health agencies during the course of audits, investigations, inspections, and other proceedings related to oversight of the agency programs.

8. Judicial and Administrative Proceedings - may disclose information in the course of any administrative or judicial hearing.

9. Law Enforcement - may disclose health information to a law enforcement official.

10. Coroners, Medical Examiners, and Funeral Directors - may disclose information in the course of an autopsy or death.

11. Organ and Tissue Donation - may disclose information in the course of an organ or tissue donation.

12. Public Safety - may disclose health information to an appropriate person in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

13. National Security - may disclose health information to an appropriate person in order to prevent or lessen a serious and imminent threat to the nation's security.

14. Correctional Institutions and Other Law Enforcement Custodial Situations - may share health information with a law enforcement official who has lawful custody of an inmate.

15. Workers Compensation - may disclose health information to an appropriate person in the event of an on-the-job injury.

16. Appointment Reminders - may use and disclose health information to contact a customer with appointment reminders for treatment and/or services.

0320 Expanded Criminal History Checks
Records may be requested on individuals DCF is considering to care for children. Individuals shall have fingerprints taken to access Federal/National records from the Federal Bureau of Investigation (FBI).

A. Individuals who have lived in Kansas less than 5 years shall have a child abuse and neglect registry check from each state where they have lived within those past 5 years.

Additionally, at the discretion of the Regional DCF Program Administrator, an FBI check may be requested when DCF becomes aware of an incident which occurred that meets:

1. have a reported relinquishment/termination of parental rights from out of state, OR,
2. reported convictions of offenses considered prohibitive per KSA 65-516, OR, 3) all references are from out of state.

B. DCF staff shall be required to:

Submit a request to the Regional PPS Program Administrator or designee that details the reason for a nationwide background check.

If the request is approved, the Regional PPS Program Administrator or designee will provide the staff that made the request with a packet of documents which will need to be completed. The staff shall do the following:

1. Provide the individual(s) on which the nationwide background check is being requested with a copy of the letter outlining DCF's authority to obtain a nationwide background check. (See appendix 0A.)
2. Have the individual(s) complete and sign the "DCF Security Clearance Form", PM-6619. This form allows DCF to request a nationwide background check and shall be enclosed in the envelope provided for Law Enforcement agency (maintain a copy for the file).
3. Complete the "Security Clearance Request Form", Form number PM-6620, identifying the Regional PPS Program Administrator or designee as the person to whom results shall be returned. This form shall be enclosed in the envelope provided for Law Enforcement agency (maintain a copy for the file).
4. Provide the individual(s) with a fingerprint card and information detailing process to be followed.
5. Arrange for the fingerprint process and send to DCF Administration Personnel staff who forwards to FBI via KBI.
6. DCF Administration staff will also check child abuse and neglect registries of other states.
7. Results will be shared with the DCF staff who requested the information (this person is designated on the "Security Clearance Request Form", Form number PM-6620).
DCF will be assessed the fees, which can include the costs for the taking of the fingerprints by the Law Enforcement agency and any costs associated with the submission to the FBI by the KBI, for the background checks.

C. Examples of circumstances that warrant a nationwide record search:

1. Child(ren) is in Police Protective custody, and the family identifies a person(s), who has recently moved to Kansas, who is able to provide care for the child(ren) in the effort to prevent DCF custody.
2. A child who is in DCF custody and placement with a specific relative or non-related kin is being considered, however, the relative or non-related kin has resided in the state for less than 12 months.
3. A child who is not in DCF custody, but the Court is involved in the case, and the court is requesting more information on a potential placement resource for the child.

0410 Opening A Case

A case shall be opened, data entered into FACTS and case file established when:

A. A report is assigned for further assessment
B. A journal entry is received placing a child in the custody of the Secretary

The family record shall be open in the name of the head of household. Children within the family who are in the Secretary's custody placed out of home shall have their own individual file.

0420 Documentation

All case activities for all case types and all programs shall be documented. Documentation is integral to family centered services. Documentation is the foundation for professional accountability for the activities (investigation, assessment, and intervention), and the outcomes for safety, permanence and well-being for children and vulnerable adults.
A. General Documentation

Documentation shall be recorded in KIDS, KIPS, on PPS forms or appendices, and Child Welfare Case Management Providers' (CWCMP) or Community Family Service Providers’ (CFSP) forms. PPS forms shall be completely filled out using correct grammar and spelling. Documentation shall be completed in blue or black ink. When applicable, pages shall be numbered and “cont’d” shall be documented when narrative continues to the next page. Blank lines shall be marked through. Documentation of case activities and decisions shall occur as soon as possible for accuracy and availability of information when needed.

B. Contents of Documentation

Documentation shall be written so a person not familiar with the case is able to follow the writer’s logic and understand the basis for conclusions.

Documentation shall:

1. Include the full name of agency staff, identity and relationship of all individuals involved in the activity.
2. Include the date, time (begin and end), type of contact and location, if applicable.
3. Use clear, concise and descriptive language including, but not limited to, all observations and interactions seen, heard, smelled and/or touched.
4. Document all case activities, including, but not limited to, phone calls, text messages, emails, correspondence sent or received and in-person contacts.
5. Document relevant facts and observations supporting decisions/conclusions.
6. Document decisions and/or actions taken. Include the basis for each decision and/or action taken, or explain the reason no action was taken.

C. Additions and Changes to Case Information

It is important that staff shall avoid any appearance of altering records. As new information is obtained or when information changes, the information on the appropriate form(s) shall be updated by adding the new or changed information, initialing and dating the change. If information requires a correction, the information shall be corrected by crossing through the incorrect information with a single line, writing the correct information next to it, initialing and dating the change. A brief explanation of the reason for the change shall be written on the form or, if explained elsewhere in the record, cross referenced. Erroneous or revised information shall not be erased or covered with whiteout, felt tip-markers, etc.
0425 Contents of Assessment & Prevention, Family Services and Family Preservation Case Records

A. PPS Assessment & Prevention, Family Services and Family Preservation Case records shall contain the following sections:

Section 1: Logs, family contact sheets
Section 2: Legal Documentation
Section 3: Intake and Assessment
Section 4: Assessment and Case Planning
Section 5: Contracted Services
Section 6: Interstate Compact on the Placement of Children (ICPC) and Interstate Compact on Adoption and Medical Assistance (ICAMA)
Section 7: Eligibility and Financial Planning Payments

Section 8: Miscellaneous

Children within the family who are in the Secretary's custody shall have their own individual section containing court documents, case plans and medical documentation.

Within each required section, the material shall be organized in like groups, (e.g., All court reports together, all case plans together) depending on the case situation and the forms/documents used. Each section shall be labeled. The material within each section shall be maintained together in reverse chronological order with the most recent material on top. Duplicate material shall not be included in the case file with the exception of birth certificates and social security cards. Working copies shall be maintained in section 3 and originals in section 8.

The forms appearing under the section headings are a guide and not necessarily all the forms which might be appropriately filed in the section. Form numbers listed below are the forms currently in use. Forms which are equivalent or which serve the same function, shall be placed in the same sections as the current forms.

If a section is not applicable (e.g., interstate compact) a labeled placeholder shall be included to indicate the section has not been overlooked.

Forms completed shall be the order of case record sections:

B. Section 1: Logs, family contact sheets

All logs shall be page-numbered, contain month, date, year and full name of the worker.

1. PPS 3011 Visitation/Contact Log
2. PPS 1010 Social Service Case Activity Log
3. E-mails.

All e-mail correspondence shall be case relevant. When applicable, entire e-mail threads shall be included to avoid redundancy.

C. Section 2: Legal Documentation

1. Petition
   a. Applications, affidavits, or worksheets used in the preparation of the petition

2. Certified or file stamped copies of orders and journal entries
   a. Ex Parte Order of Protective Custody
   b. Temporary Custody Order
   c. Adjudication
   d. Dispositional Order
   e. Order of Informal Supervision
   f. Court order releasing child from DCF custody/jurisdiction of the court

PPS Forms:

1. PPS 0100 Authorization for Release of Confidential Information
2. PPS 5123 Consent to Medical Care (Parent)
3. PPS 5124 Consent to Medical Care (Supervisor)
4. External Releases of Information

D. Section 3: Intake and Assessment

Each report accepted for assessment shall be filed together as a separate packet of completed forms:

1. Copy of Birth Certificates
2. Copy of Social Security Card or verification of social security number
3. PPS 1000 - Face Sheet
4. PPS 1001- Report/Request for Services
5. PPS 1001A - Summary Results Preliminary Inquiry
6. PPS 1002 - Initial Assessment
7. Subsequent reports (PPS 1000, 1001, 1001A and 1002) on open case per PPM 2070, 4013 or 5122.
8. PPS 2000 - Request to Interview a Child at School
9. PPS 2001- Parental Consent to interview child at school
10. PPS 2003 - Family Based Safety Plan
11. PPS 2005 - UNCOPE
12. PPS 2007- Plan of Safe Care
13. PPS 2011 - Case Findings
14. PPS 2012 - Notice of Department Finding
15. PPS 2015 - Infant-Toddler Referral
15. PPS 2017 - Notification of Affirmed or Substantiated Case Finding
16. PPS 2018 - Review of Repeat Maltreatment in Six Months
17. PPS 2025 - Agency Response (Facility and Third Party Response) (Utilized on events assigned prior to July 1, 2017)
18. PPS 2030A - Agency Response (Family Based Assessment) (Utilized on events assigned prior to July 1, 2017)
19. PPS 2030B - Safety Assessment
20. PPS 2030C - Risk Assessment (short form)
21. PPS 2030D - Risk Assessment
22. PPS 2030E - Child in Need of Care - Non-Abuse/ Neglect Assessment
23. PPS 2030F - Family Based Assessment Summary
24. PPS 1006 - Report of Unexcused School Absences
25. Emergency Shelter Referrals

E. Section 4: Assessment and Case Planning

1. PPS 2035 - Family Service Risk and Safety Assessment
2. PPS 3003 - Court Report other reports required by District court
3. PPS 3005 - Case Transfer Summary
4. PPS 5140 - Educational Advocate Referral Form
5. PPS 3050 - Family Case Plan
6. PPS 3050A - Family Service/ Family Preservation Candidacy for Care
7. PPS 3051 - Permanency Plan
8. PPS 3052 - Administrative Requirements
9. PPS 3054 - Visitation Schedule
10. PPS 3055 - Permanency Plan Review
11. PPS 3056 - Permanency Plan Desk Review
12. PPS 3057 - Service and Codes
13. PPS 3057A – Independent Living Service Descriptions
14. PPS 3058 – Permanency Plan Checklist
15. PPS 4005 - Family Service Case Status
16. PPS 4010 – In-Home Family Services Supervision Consultation Log (DCF Family Services Case)
17. Behavior Contract
18. Consultation notes
19. Service Provider Reports
20. Court Service Officer Reports
21. Law Enforcement Reports
22. Medical and Dental assessments, evaluations, and service records
23. Mental/Behavioral Health

F. Section 5: Contracted Services

1. PPS 4005 - Family Service Case Status
2. PPS 4010 In-Home Family Services Supervisor Consultation Log (Community Family Services Provider Case)
3. PPS 5000 - Family Preservation Referral and Transmittal Sheet
4. PPS 5110 - Initial Referral to Out of Home Service Provider
5. PPS 5000A Family Preservation Acknowledgement of Referral/Change
6. PPS 5002 Request for Retraction

G. Section 6: Interstate Compact
1. PPS 9110 - ICAMA Form 6.01, Notice of Medicaid Eligibility/Case Activation
2. PPS 9115 - ICAMA Form 6.02, Notice of Action
3. PPS 9120 - ICAMA Form 6.03, Report of Change in Child/Family Status

H. Section 7: Eligibility and Financial Planning

Social Security Eligibility Packet
All correspondence with Social Security Administration.

1. Appendix 5U - Disability Determination Referral to Kansas Legal Services

Additional Information Packet:

1. ADM 3465 - Invoice and Timesheet: Purchase of Service
2. Client Service Agreements
3. Flex Funds requests
4. Receipts for goods or services
5. Other eligibility or financial information

I. Section 8: Miscellaneous
Correspondence [Other than reports or evaluations in letter format. Correspondence may optionally be kept in a separate folder within the miscellaneous section.]

Newspaper articles
The following items shall be placed in an envelope and attached to the back, right side of the folder:

1. Birth Certificates
2. Social Security Card or verification of social security number
3. Copy of Insurance Cards
4. Photographs/Electronic media

FACTS Printouts

FACTS face sheets and other printouts may be kept in a manner which best serves the continuity of the case activities and management functions. They may be kept in the section to which they pertain or in a separate folder, clearly identified, and maintained where convenient within the case record.

0430 Contents of Foster Care, Adoption and Independent Living Services Case Records

A. PPS Foster Care, Adoption and Independent Living Services Case records shall contain the following sections:

Section 1: Logs, family contact sheets
Section 2: Intake and Referral
Section 3: Legal Documentation
Section 4: Incident/Investigative Reports
Section 5: Case Planning
Section 6: Placement Information (Subsection: ICPC/ICAMA)
Section 7: Mental/Behavioral Health, Drug & Alcohol
Section 8: Medical
Section 9: Education
Section 10: Adoption
Section 11: Independent Living
Section 12: Correspondence
Section 13: Eligibility and Financial Planning
Section 14: Miscellaneous

Children within the family who are in the Secretary's custody shall have their own individual file.
Within each required section, the material shall be organized in like groups, (e.g., All court reports together, all case plans together) depending on the case situation and the forms/documents used. Each section shall be labeled. The material within each section shall be maintained together in reverse chronological order with the most recent material on top. Duplicate material shall not be included in the case file.

The forms appearing under the section headings are a guide and not necessarily all the forms which might be appropriately filed in the section. Form numbers listed below are the forms currently in use. Forms which are equivalent or which serve the same function, shall be placed in the same sections as the current forms.

If a section is not applicable (e.g., interstate compact), a labeled placeholder shall be included to indicate the section has not been overlooked.

Forms completed shall be the order of case record sections:

B. Section 1: Logs, family contact sheets

All logs shall be page-numbered, contain month, date, year and full name of the worker.

1. PPS 3011 Interaction /Visitation/Contact Log
2. PPS 1010 Social Service Case Activity Log
3. E-mails.
   All e-mail correspondence shall be case relevant. When applicable, entire e-mail threads shall be included to avoid redundancy.
4. PPS 3061 Monthly Individual Contact

C. Section 2: Intake and Referral

1. Copy of Birth Certificates
2. Copy of Social Security Card or verification of social security number
3. PPS 2030A - Agency Response (Family Based Assessment) (Utilized on events assigned prior to July 1, 2017)
4. PPS 2030B - Safety Assessment
5. PPS 2030C - Risk Assessment (short form)
6. PPS 2030D - Risk Assessment
7. PPS 2030E - Non-Abuse/ Neglect Assessment (Family in Need of Assessment)
8. PPS 2030F - Family Based Assessment Summary
9. PPS 5110 - Initial Referral to Out of Home Service Provider for Child in DCF Custody
10. PPS 5110A - Initial Referral to Out of Home Placement Provider for Child in DCF Custody-Consideration of Relative Placement and Additional Information
11. PPS 5120 - RE/FC/AD Acknowledgement of Referral Notification of Move/Placement/Change
12. PPS 0100 - Authorization for Release of Confidential Information
13. PPS 5123 - Consent to Medical Care (Parent)
14. PPS 5124 - Consent to Medical Care (Supervisor)
15. Appendix 5M- Referral to DCF for Continued Services

D. Section 3: Legal Documentation

1. Petition
   a. Applications, affidavits, or worksheets used in the preparation of the petition

2. Certified or file stamped copies of orders and journal entries
   a. Ex Parte Order of Protective Custody
   b. Temporary Custody Order
   c. Adjudication
   d. Dispositional Order
   e. Order or Journal Entry resulting from a permanency hearing
   f. Order of Informal Supervision
   g. Termination of Parental Rights
   h. Permanent custodianship
   i. Adoption Decree
   j. Court order releasing child from DCF custody/jurisdiction of the court

PPS Forms:

1. Appendix 5J - Relinquishment of Minor Child to the Agency
2. PPS 3003 - Court Report

E. Section 4: Incident/Investigative Reports

1. Provider Critical Events
2. PPS 0550 Critical Incident
3. Law Enforcement Reports
4. Child Abuse/Neglect Reports
5. Subsequent reports (PPS 1000, 1001, 1001A and 1002) on open case per PPM 5212.
6. Safety Plans

F. Section 5: Case Planning
   1. PPS 3005 Case Transfer Summary
   2. PPS 3051 - Permanency Plan
   3. PPS 3052 - Administrative Requirements
   4. PPS 3053 - Parent and Child Interaction Schedule
   5. PPS 3054 - Visitation Schedule
   6. PPS 3055 - Permanency Plan Review
   7. PPS 3056 - Permanency Plan Desk Review
   8. PPS 3057 - Service and Codes
   9. PPS 3057A – Independent Living Service Descriptions
   10. PPS 3058 – Permanency Plan Checklist
   11. PPS 3059 - Transition Plan for Successful Adulthood
   12. Case Plan Invites
   13. Case Plan Waivers
   14. PPS 3070 Aftercare Contact Agreement
   15. PPS 3071 Aftercare Monthly Report
   16. Social History
   17. Genogram
   18. Ecomap
   19. Timeline

G. Section 6: Placement Information (Subsection: ICPC/ICAMA)
   1. PPS 5144 - Proposed Placement with Relative
   2. PPS 5145 - Relative Home Study
   3. Respite information
      a) PPS 5120 - RE/FC/AD Acknowledgement Notification of Move/Placement/Change
      b) Placement Agreements
      c) Placement Reports
      d) Placement Disruption Reports
      e) Placement Discharge Summaries
      f) Appendix 5K APPLA Commitment Agreement
      g) Appendix 5L Custodianship Commitment Agreement
   4. PPS 9110 - ICAMA Form 6.01, Notice of Medicaid Eligibility/Case Activation
   5. PPS 9115 - ICAMA Form 6.02, Notice of Action
   6. PPS 9120 - ICAMA Form 6.03, Report of Change in Child/Family Status
   7. PPS 9130 - Interstate Compact Placement Request (100A)
   8. PPS 9140 - Interstate Compact Financial/Medical Plan If Child is Placed Out-of-State
   9. PPS 9100 - Case Manager Statement
Printed Documentation

10. PPS 9135 - ICPC Report on Child’s Placement Status (100B)
11. Appendix 9G – ICPC Regulation 7 Expedited Placement
12. PPS 9145- ICPC - Priority Home Study Request
13. ICPC Supervision Reports
   a) Appendix 9B – ICPC Supervision Report – 90 Days
   b) Appendix 9C – ICPC Supervision Report – 30 Days
   c) Appendix 9E – ICPC Residential Supervision Report

H. Section 7: Mental/Behavioral Health, Drug & Alcohol

   Screenings
   Evaluations
   Referrals
   Treatment Plans
   Progress Reports

I. Section 8: Medical

   1. PPS 5340 - Medical and Genetic Information for Child
   2. Kan Be Healthy
   3. Immunization Records
   4. Medical and Dental assessments, evaluations, and service records

J. Section 9: Education

   1. IEP and follow-up reports
   2. School progress, grade reports and attendance
   3. Disciplinary reports
   4. Awards and recognitions
   5. PPS 5140 Referral for Education Advocate
   6. Appendix 5H Consent for Release of Information
   7. Appendix 5Q Authorization for Disclose Information, Including Individual
      Identifiable Health Information (IIHI)
   8. PPS 5254 Best Interest Determination Summary and Educational
      Enrollment Information for School Placement Form

K. Section 10: Adoption

   1. Individual Recruitment Plan
2. PPS 5310 Adoption Exchange Information
3. PPS 5315 Adoption Exchange Case Status Update
4. PPS 5318 Family Assessment and Preparation Study (for the family approved to adopt the child)
5. PPS 5318A Adoptive Family Budget (for the family approved to adopt the child)
6. PPS 5319 Large Family Assessment, if applicable (for the family approved to adopt the child)
7. PPS 5330 Prediction Path
8. PPS 5341 Best Interest Staffing Recommendation Authorization
9. PPS 5343 Adoption Placement Agreement
10. PPS 5350 Agency Consent to Adoption of Minor Child (Committed) and/or
11. PPS 5355 Agency Consent to Adoption of Minor Child (Relinquished) and/or
12. PPS 5360 Agency Consent to Adoption of Minor Child (Committed and Relinquished)
13. Best Interest Staffing documents
14. Adoption process documents
15. Sibling split/separation documentation
16. Child specific recruitment information

L. Section 11: Independent Living

1. Casey Life Skills Assessment
2. Final version of PPS 3059 Transition Plan for Successful Adulthood
3. PPS 7000 Self Sufficiency Plan
4. PPS 7000A Independent Living Monthly Budget Plan
5. PPS 7001 Education and Training Voucher Program Plan
6. PPS 7210 Independent Living Subsidy Payment Unit Notification
7. PPS 7215 Independent Living Monthly Mentor Report
8. PPS 7220 Independent Living Mentor Agreement
9. PPS 7260 Application for Foster Child Education Assistance Program
10. PPS 7300 Independent Living Program Violation Notice
11. PPS 2833 Client Purchase Agreement
12. Employment and Post-Secondary Education Records
13. PPS 1010 Social Service Case Activity Log for the Self-Sufficiency Case
   Emails / Written Correspondence- All email correspondence shall be case relevant. When applicable, entire email threads shall be included to avoid redundancy.

M. Section 12: Correspondence

1. PPS 5125 Relative Notice Letter
2. Letters
N. Section 13: Eligibility and Financial Planning Payments

Each region will determine the color of the file folder for the financial packet for both IV-E and State only eligible cases. There will be one colored file folder for IV-E eligible packets and a different colored file folder for State only eligible. There will be a separate file folder for each foster care episode. The file folders will be located in the Section 7 of the social service file which will be kept by the eligibility specialist until the case is closed and then Section 7 will be placed with the rest of the social service file for archiving.

**Foster Care IV-E Eligibility Packet**

Section I

1. PPS 5435 - Eligibility Tracking Summary
2. Logs

Section II - Initial Eligibility

1. Cover Sheet/or Log supporting eligibility determination
2. PPS 5410A
3. PPS 5410B
4. FOCA
5. CLPR
6. Documentation of AFDC group
7. PRIP Screen
8. PPS 1000
9. Screen Prints to Support Income and Resources
   a. BARI
   b. BASI
   c. VEHI
   d. UNIN
   e. OTAP
   f. LIRA
   g. VIQM
   h. CHILD CARE
   i. PACC
   j. PAYR
   k. COMN
   l. COLL
   m. Kansas Payment Center Screens
   n. LCDA
   o. Any other information which supports the initial determination

(Items a-o will be fastened together)
10. Citizenship
   a. TPQY
   b. Birth Certificate

Section III - Court Documents

   1. Affidavit
   2. Petition/Complaint
   3. Initial Court Order placing child in State’s custody
   4. Journal Entries showing ongoing custody

Section IV - Redetermination

   1. Cover Sheet/or Log supporting eligibility determination
   2. PPS 5425A
   3. PPS 5425B
      (Items 1-3 will be fastened together for each redetermination)

Section V - Permanency Hearings

Section VI - Placements

   1. PPS 5440 - Placement Tracking for IV-E Eligible Youth
   2. FACTS Face Sheet (printed only at time of an audit or closure
   3. Acknowledgements of Placement Changes/PPS 5460
      Attached to this is the CLARIS print outs to verify the placement meets IV-E
      criteria for Payment. The first print out after the Acknowledgement /PPS 5460
      verifies when the youth first entered the placement eligibility. The next
      CLARIS print out verifies that during the redetermination the placement did or
      did not continually meet the eligibility criteria.

Foster Care State Only Eligibility

Section I

   1. PPS 5435 - Eligibility Tracking Summary
   2. Logs

Section II - Initial Eligibility

   1. Cover Sheet
   2. PPS 5410A
   3. PPS 5410B
   4. FOCA
   5. CLPR
   6. Documentation of AFDC group
7. PRIP Screen
8. PPS 1000
9. Screen Prints to Support Income and Resources
   a. BARI
   b. BASI
   c. VEHI
   d. UNIN
   e. OTAP
   f. LIRA
   g. VIQM
   h. CHILD CARE
   i. PACC
   j. PAYR
   k. COMN
   l. COLL
   m. Kansas Payment Center Screens
   n. LCDA
   o. Any other information which supports the initial determination
      (Items 1-9 will be fastened together)
10. Citizenship
    TPQY
    Birth Certificate

Section III - Court Documents

1. Affidavit
2. Petition/Complaint
3. Initial Court Order placing child in State’s custody
4. Journal Entries showing ongoing custody

Section IV - Redetermination

1. Cover Sheet
2. Medicaid redetermination
   Section V - Permanency Hearings

Section VI – Placements
Acknowledgements of Placement Changes/PPS 5460

**Social Security Eligibility Packet**
All correspondence with Social Security Administration.

**Permanent Custodianship Eligibility Packet**

1. PPS 6160 – Permanent Custodian Subsidy Agreement
2. PPS 6155 – Referral for Payment: Permanent Custodianship Subsidy  
3. PPS 6150 – Request for Permanent Custodianship Subsidy  
4. PPS 6165 – Permanent Custodianship Annual Report  
5. PPS 6170 – Permanent Custodianship Change in Status

### Adoption Subsidy Eligibility Packet

Place a copy of all documentation required used for the determination of adoption assistance in a separate adoption assistance folder in both the financial section of the youths’ case file and in the child’s permanent case file.

The Adoption Assistance financial section of the youth’s case file shall include:  
1. The PPS 6115 - Eligibility for Adoption Assistance  
2. A copy of the adoption petition; and the PRT Journal Entry or voluntary relinquishment  
3. The PPS 6110 - Referral for Adoption Assistance  
4. The Adoption Placement Agreement  
5. The PPS 6130 - Adoption Assistance Agreement  
6. The child’s social history or case planning documentation related to the determination of the child’s special needs  
7. The family assessment of the adoptive family  
8. Documentation of attachment to a foster parent, placement with a relative, or individual recruitment plan or case planning conference notes related to the reasonable efforts to place without adoption assistance  
9. All foster care eligibility determination documentation  
10. Documentation of eligibility or receipt of SSI  
11. HCBS Waiver Information Packet, if applicable  
12. Adoption decree  
13. Disability documentation from a physician, hospital, clinic or other qualified licensed medical or professional practitioner of the youth’s physical or mental disability  
14. The PPS 6135 Adoption Assistance Review  
15. PPS 1010 and documentation of the negotiation process  
16. Documentation from post adoption requests

### Additional Information Packet:

1. ADM 3465 - Invoice and Timesheet: Purchase of Service, not associated to Independent Living, Permanent Custodianship or Adoption Subsidy will be filed in the back of the file  
2. PPS 5135 - Acknowledgement of Parental Obligation  
3. Past FACTS face sheets  
4. Other Miscellaneous information

---

O. Section 14: Miscellaneous
Newspaper articles
Personal articles, letters, awards,
The following items shall be placed in an envelope and attached to the back, right side of the folder:

1. Birth Certificates
2. Social Security Card or verification of social security number
3. Copy of Insurance Cards
4. Photographs

B. Child Welfare Case Management Provider Case Records

Cases referred to the Child Welfare Case Management Provider on or after October 1, 2014 shall have case records consistent with PPS required case record order. Files shall be child specific and in reverse chronological order Each Child Welfare Case Management Provider shall use the same format for case record organization.

Cases will be re-ordered by the Child Welfare Case Management provider at the DCF PPS office for the purpose of audits, if requested by DCF PPS.

0431 Records of Consultations Between DCF Staff and DCF Attorney

The records of consultations between DCF staff and the DCF attorney are protected by attorney/client privilege. Records of consultations with the attorney are to be clearly marked as attorney/client contacts and maintained separately from the social services file or in a separate folder within the file and identified in a manner that the information shall not be shared with third parties.

0440 Archiving and Storage of Records

The Division of Prevention and Protection Services is responsible for records archiving and storage.

A. Records Maintained at the Local DCF Office:

Foster Care cases which are not eligible for archiving (parental rights have not been terminated) shall be maintained in the regional service centers. These files shall be
destroyed when the child reaches 21 years of age and the case has been closed for at least 72 months. Per PPM 0441, this excludes all cases records, including siblings and family members, which involve a child death. The child’s case must meet all four criteria to be eligible for destruction: age, length of time closed, parental rights intact and unrelated to a child death.

The following records shall be maintained at the local DCF office:

1. Investigation and Assessment
2. Family Preservation
3. Family Services
4. Foster Care (Parental Rights Intact)
5. Foster Care Eligibility
6. Permanent Custodianship (Parental Rights Intact)
7. Independent Living Subsidy
8. Adoption Assistance (until case closure–then sent to the Records Center for scanning)

B. Records Sent to DCF Record Center:

Each region shall designate a Records/Archive Liaison.

1. The DCF Records Center is responsible for archiving case files which are never to be destroyed. Records Center staff scan the files into Documentum. Documentum is the database of record for cases never to be destroyed. Cases which shall be scanned and stored in Documentum include the following:

   a) Adoptions finalized in Kansas
   b) Guardianship/Custodianship cases where parental rights have been severed or relinquished.
   c) Aged out foster care youth whose parents’ rights have been severed or relinquished.
d) A deceased child’s records and all records of their siblings and family members.
e) All investigations accepted for investigation of alleged abuse and/or neglect, regardless of finding, (substantiated/confirmed/affirmed/unsubstantiated/unconfirmed).

2. Records archived within Documentum may be used by PPS staff to support case decisions and provide relevant history in current situations. For these reasons, it is important to maintain Documentum in a manner which promotes efficiency and ease in locating needed information. The following actions shall be completed prior to sending the child’s file to the Records Center for scanning:

a) DCF and Provider files for the child are merged
b) Duplicate information within the merged file is removed and destroyed
c) Add any information which may not be in the file such as electronic records/information

C. DCF Regional Archive/Records Liaison Responsibilities:

1. Ensure the following information is maintained in the record for the child whose file is being scanned and archived in Documentum:

a) Social history and background information/Genetic and Health information
b) SSI related documents
c) School records
d) Birth and health information
e) Medical, dental, and hospital records
f) Psychological reports and/or evaluations
g) Legal documents and reports to the court
h) Reports prepared by the Child Welfare Case Management Providers
i) Reports prepared by resource parents or facility staff
j) Case logs
k) Pictures, letters from family, keepsakes, (if not already provided to the child).
l) Case planning documents
m) Financial Records to include Title IV-E Eligibility, Subsidy records for Permanent Custodianship and Independent Living, Adoption Assistance, and any other financial document(s) pertinent to the child’s historical record.

n) Initial Intake and Assessment Reports
o) All pertinent case information, including any additional records, reports, or documents pertinent to the child’s historical record.
D. Case and Box Preparation for Scanning and Shipment to the Records Center

Instructions

1. Case File

   a) Tape torn pages; tape small pieces of paper to a standard 8 ½ X 11 sheet of paper
   b) Copy onion-skin and carbon documents to a standard 8 ½ X 11 sheet of paper
   c) Place pictures, letters, and keepsakes from family in separate envelope, with their name and date of birth on the envelope
   d) Complete a search in Documentum and update an existing record or create a new record
   e) Print the PPS 0400 directly from Documentum
   f) Place PPS 0400 in the front of the file; if there is more than one file folder for a child, place a PPS-0400 in each folder for the child with a number, i.e., 1 of 2, 2 of 5, etc.

2. Shipping Preparation:

   a) Create a "New Box" in the Record Storage Application, which can be found at: http://intranapps.dcf.ks.gov/apps/recordstorage/Pages/default.aspx
   b) Print the PPS 0415 after entering the contents
   c) Place a copy of the PPS 0415 on top of the files in the box to be shipped
   d) Region keeps a copy of the PPS 0415 for their records
   e) On the outside of the box write the box number assigned by the Record Storage Application
   f) In Documentum, enter the box number on each case record the box contains.
   g) When ready to ship, update the Record Storage Application to "In Transit" DCF Records Center.
   h) Notify Records Center staff to arrange for pick up or delivery. There is no limit to the number of boxes per delivery

3. Record Center Information

   a) “Storage File-Letter/Legal” boxes shall be used to ship case files to the Records Center. Qualified boxes may be ordered by emailing DCF.RecCtr@ks.gov
   b) Records Center Location: 555 S Kansas Ave, Basement, Topeka, KS 66603
Also, refer to Section 0441, Retention of Records.

0441 Retention of Records

Effective January 1, 2019, all cases accepted for investigation of alleged child abuse and/or neglect shall be retained indefinitely.

Prior to January 1, 2019, DCF Regional Records of unsubstantiated cases accepted for investigation or services not included in section 0440 were retained for six years following case closure.

A. When a report of abuse and/or neglect has been confirmed, validated, substantiated, affirmed, or unsubstantiated, even if overturned in an appeal or later expunged, the record shall not be destroyed.

B. No case record shall be destroyed while an audit or appeal is in process or has been filed.

C. If a youth previously in the custody of the Secretary becomes a parent and incurs a substantiated finding prior to their foster care file being destroyed, their foster care file shall not be destroyed and shall be kept with their intake and assessment file(s).

D. All case records, including siblings and family members, which involve a child death shall not be destroyed, regardless of the case finding decision.

The regions shall keep incoming ICPC cases, except adoptions finalized in Kansas, for six years after closure, and then the files may be destroyed. This allows relevant information to be kept available should a subsequent home study referral be received for the same family. All adoptions finalized in Kansas, and State Ward cases, shall be archived.

The regions shall keep outgoing ICPC cases maintained in the child’s case file.

PPS Administration ICPC Files:

PPS Administration will keep incoming and outgoing ICPC foster care, relative, residential, and public adoption cases for three months after closure, and after that time it shall be destroyed. All information in the ICPC file is also maintained in the DCF Regional Office file and/or the Provider file.

Also, refer to Section 0440, Archiving Records, for additional information.
0510 Critical Incident

A. Defining Critical Incident:

The term critical incident shall include a child death, child near death, serious bodily injury, foster child with severe injuries, foster parent with criminal proceedings related to abuse, foster parent is likely to be substantiated, or any incident which may draw public, legislative, or media concern.

1. Child Death: means a child who dies from alleged abuse or neglect or a child who received services from PPS and dies for any reason.

2. Child Near Death: A child who received services from PPS, and a physician has certified an act placed the child in serious or critical condition.

3. Serious bodily injury means: bodily injury which involves substantial risk of death, extreme physical pain, protected and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

B. Reporting a Critical Incident

Information regarding critical incidents may be received by the Kansas Protection Report Center (KPRC), by DCF, Community Family Service Provider (CFSP), or by Child Welfare Case Management Provider (CWCMP) staff. The first to become aware of the critical incident, either KPRC, DCF, CFSP, or CWCMP staff shall complete the initial notification and, with the exception of KPRC, shall follow up with the written report. KPRC provides the initial notification to DCF regional staff (see 1.a. below) and the regional staff completes the written report.

If there is a question as to whether a situation should be defined as a critical or significant incident, the incident shall be reported as a critical incident. Incidents need not be reported more than once.

1. Initial Notification:

Reporting a critical incident requires an initial notification which shall be completed verbally or by e-mail, as soon as practical, but no later than 12 hours of knowledge of the critical incident.

a. KPRC Initial Notification Process

If a critical incident is reported during DCF business hours, KPRC staff shall send the report to the KPRC Sups mailbox. The Initial Assessment shall be completed on the report per section 1000. Outside of DCF business hours,
KPRC staff may receive reports involving a critical incident. The report shall be documented per normal procedures and sent to the KPRC Sups Mailbox.

The KPRC supervisor sends to PPS Director, Regional Director, PPS Deputy Directors, Case Review and Critical Incident Administrator, PPS Legal, Assistant Regional Director, KPRC Program Administrators, Regional PPS Assessment and Prevention Administrator, and Foster Care Contract Administrator.

b. CFSP Initial Notification Process

When CFSP staff is the first to become aware of a critical incident the CFSP staff shall provide initial notification to DCF, unless the critical incident involves suspected child abuse/neglect. Critical incidents involving concerns for child abuse/neglect shall be made to DCF through the KPRC immediately after the provider is aware of the incident.

The report shall be sent via email to the regional intake email:

i. Kansas City Region: DCF.KCPRC@ks.gov

ii. East Region: DCF.EastIntake@ks.gov

iii. Wichita Region: DCF.WICIntake@ks.gov

iv. West Region: DCF.WPRC@ks.gov

The subject line of the email shall include the following:

[County] "CFSP Critical Incident Report"

Example (Wichita): SG CFSP Critical Incident Report

c. CWCMP Initial Notification Process

When CWCMP staff is the first to become aware of a critical incident the CFSP or CWCMP staff shall provide initial notification to DCF, unless the critical incident involves suspected child abuse/neglect. Critical incidents involving concerns for child abuse/neglect shall be made to DCF through the Kansas Protection Report Center immediately after the provider is aware of
the incident. If a family has been referred to the CWCMP, critical incidents shall be reported to DCF until the end of the aftercare period.

d. DCF Initial Notification Process

When DCF staff is the first to become aware of a critical incident, or is notified of a critical incident by the CFSP or CWCMP, the DCF staff shall provide initial notification to his/her immediate supervisor. The PPS supervisor shall notify the appropriate Administrator (Assessment and Prevention/ Foster Care Contract) depending on the circumstances of the case. If the case is open to the CFSP or, has been referred to the CWCMP, and DCF is the first to become aware of the critical incident, DCF shall provide notification to the CFSP or CWCMP.

2. Written Report

The initial notification shall be followed by a written report by the next working day of the DCF (excluding KPRC), CFSP or CWCMP staff’s knowledge of the incident. The written report shall describe the incident, immediate actions taken, the condition of the child, and potential next steps. The Critical Incident form PPS 0550 shall be used by DCF staff. The PPS 0550 or a form with the same elements shall be used by the CFSP or CWCMP to submit the written report.

Once DCF staff either receives the written report from the CFSP or CWCMP, or completes the PPS 0550, the written report shall be forwarded to his/her immediate supervisor. The DCF supervisor shall forward to the appropriate Assessment and Prevention Administrator or Foster Care Contract Administrator, depending on the circumstances of the case. The Administrator shall determine whether the incident is a critical or a significant incident. If the incident is determined a significant incident, refer to PPM 0512.

The Assessment and Prevention Administrator or Foster Care Contract Administrator shall provide the written report to the Regional Director or designee. The Regional Director or designee shall review the written report and if warranted submit to the Critical Incident Team which includes the PPS Director, PPS Deputy Directors, PPS Legal Counsel and Case Review and Critical Incident Administrator.

If the incident is not submitted to the Critical Incident Team, the Assessment and Prevention Administrator or Foster Care Contract Administrator shall determine and coordinate any needed follow-up.
0512 Significant Incident

A. Defining Significant Incident

A Significant Incident is an unanticipated event which does not rise to the level of a critical incident, but has the potential risk of a serious adverse outcome.

1. Significant Incident involving a child in the custody of the Secretary include but are not limited to:

   a. Death of a parent/primary caregiver (provide date of death)
   b. Runaway or missing from placement. PPM 5245 shall be followed.
   c. Arrested for a juvenile offense
   d. Alleged abuse or neglect
   e. Child is an alleged perpetrator or victim of a criminal assault of any kind
   f. Attempted suicide
   g. Serious physical illness
   h. Unanticipated medical attention that requires treatment beyond first aid
   i. Pregnancy. See B.2.b.
   j. Birth. See B.2.b.
   k. Emergency change in placement
   l. Use of illegal drugs
   m. Suspension of the license of a group or residential facility used by children
   n. Alleged victim of human trafficking
   o. Alleged perpetrator of animal abuse

q. Other. Document specifics.

2. Significant Incidents involving a child with an open Family Preservation or Family Services Case, who is not in the custody of the Secretary include but are not limited to:

a. Death of a parent/primary caregiver (provide date of death)
b. Unanticipated medical attention that requires treatment beyond first aid
c. Alleged abuse or neglect
d. Child is an alleged perpetrator or victim of a criminal assault of any kind
e. Attempted suicide
f. Unplanned placement away from the family home
g. Runaway (PPM 4103 shall be followed for FS cases, and PPM 5123 shall be followed for FPS cases)

3. Significant Incidents involving a child or adult with an open Investigation and Assessment case include but are not limited to:

a. Death of a family member (provide date of death)
b. Runaway

4. Significant Incidents involving DCF Community Family Service Provider (CFSP) or Child Welfare Case Management Provider (CWCMP) staff:

a. Work related serious injury or death
b. Incidents in which staff safety was seriously compromised

B. Reporting a Significant Incident

Information regarding significant incidents may be received by the Kansas Protection Report Center (KPRC), by DCF staff CFSP staff, or by CWCMP staff. If there is a question as to whether a situation should be defined as a critical or significant incident, the incident shall be reported as a critical incident per PPM 0510 B. Incidents need not be reported more than once. Reports shall describe the incident, immediate actions taken, the condition of the child, and potential next steps.

1. KPRC
Reports involving a Significant Incident which are not assigned for further assessment by the KPRC shall be forwarded to the DCF worker with the open case.

2. CW CMP

If a family has been referred to the CW CMP, significant incidents shall be reported to DCF until the end of the aftercare period.

A child who has been reported to the CW CMP as missing from placement for any reason shall be reported to DCF and law enforcement within 2 hours of the CW CMP being informed of the child's missing status, with communication of the significant incident to DCF by the next working day of the Provider's knowledge of the significant incident. (See PPM 4103, 5123 or 5245 for responsibilities when a child is missing)

A significant incident involving suspected child abuse/neglect shall be reported to DCF through the Kansas Protection Report Center immediately after the provider is aware of the incident. Communication of all other significant incidents shall occur by the next working day of the CW CMP's knowledge of the significant incident.

Significant Incident Involving the Death of a Parent:

a. Reports involving the death of a parent/primary caregiver shall include the date of death. DCF shall provide the parent/primary caregiver name and date of death to the FACTS unit for data entry.

Significant Incident Involving DCF becoming aware a child in the custody of the Secretary is pregnant:

a. Reports informing that a child in the custody of the Secretary is pregnant or giving birth shall include documentation of due diligent efforts to determine paternity.
   b. When a significant incident involves DCF becoming aware a child in the custody of the Secretary is pregnant, the information shall be immediately routed from the CW CMP to the Regional Director.
   c. The Regional Director shall review the circumstances of the significant incident and shall communicate with the CW CMP about the appropriate next steps to ensure the best interests of the child in custody are met.

3. DCF
When DCF staff is the first to become aware of a significant incident, or is notified of a significant incident by the CFSP or CWCMP, the DCF staff shall notify his/her immediate supervisor. The DCF supervisor shall notify the Assessment and Prevention Administrator or Foster Care Contract Administrator who shall determine whether the incident is a critical or significant Incident. If the incident is determined to be a critical incident, refer to PPM 0510.

For significant incidents, the Assessment and Prevention Administrator or Foster Care Contract Administrator shall determine and coordinate any needed follow-up.

4. CFSP

The CFSP shall notify DCF when the CFSP is the first to become aware of a significant incident.

The report shall be sent via email to the regional intake email:

a. Kansas City Region: DCF.KCPRC@ks.gov
b. East Region: DCF.EastIntake@ks.gov
c. Wichita Region: DCF.WICIntake@ks.gov
d. West Region: DCF.WPRC@ks.gov

The subject line of the email shall include the following:
[County] “CFSP Significant Incident Report”
Example (Wichita): SG CFSP Significant Incident Report

The report shall be forwarded to the Assessment and Prevention Administrator who shall determine whether the incident is a critical or significant Incident. If the incident is determined to be a critical incident, refer to PPM 0510.

For significant incidents, the Assessment and Prevention Administrator shall determine and coordinate with the CFSP any needed follow-up.

0514 Critical Incident Case Review

Every critical incident is reviewed by the Critical Incident Program Administrator or designee within 3 working days of receipt to determine if the incident shall be reviewed by the DCF Critical Incident team. The DCF Critical Incident team includes; the PPS Director, PPS Deputy Directors, PPS Legal Counsel and Case Review and Critical Incident Administrator. Upon request by the PPS director or designee, the Regional Director or designee coordinates gathering of specific information regarding the case.
A. Review of Critical Incident by DCF Critical Incident Team:

If the Initial Critical Incident Response involves a death as the result of abuse, neglect or exploitation there shall be a review of the facts as soon as possible, from the receipt of the Initial Critical Incident Response. The review may occur via teleconference or in person. The review shall be coordinated by the PPS Director or designee. Participants include; the PPS Director or designee, the PPS attorney, the Case Review and Critical Incident Administrator, the Regional Director or designee, other members of the DCF Critical Incident Team as deemed appropriate by the Regional Director or PPS Director.

If the Initial Critical Incident Response does not involve a death, the PPS Director or Regional Director may request a Critical Incident Review if it is believed the incident warrants review by the DCF Critical Incident Team.

B. Providing Additional Information and Updates:

The DCF critical Incident Team may request additional information or updates to case status. This information shall be provided as requested within 2 business days of the request, or within a timeframe designated by the Regional Director or designee. The subject line of the email shall state, Case Name-“Attorney/Client Privileged Information”.

0520 Notice of Child Death to Kansas State Child Death Review Board KSCDRB

DCF shall notify the Kansas State Child Death Review Board (KSCDRB) of any child death involving a child currently being served by DCF or from a family with DCF history. Within 5 business days of the discovery, the assigned CPS Specialist or supervisor shall complete the KSCDRB Case Information Summary PPS 0500, and send it to the PPS Director. The Director or designee will forward the summary to the Executive Director of the KSCDRB within one business day of receipt.

0600 Coordination of Services within DCF

Legally, all DCF agencies are considered one entity. Everyone who works for the Department is considered a part of the whole. When the Secretary has entered into a contract or memorandum of agreement or understanding the terms are binding on the entire agency. All DCF staff and all contract staff are expected to work together in a coordinated fashion to carry out the agency mission. This requires communication among the various divisions, regions, contract agencies and individuals. Disputes within DCF or with DCF contractors are settled via our chain of command and grievance
procedure. Use of the courts to settle internal disputes diminishes, and perhaps destroys our ability to carry out our responsibility as an equal branch of government.

0601 Kansas Department for Aging and Disability Services (KDADS)/Behavioral Health Services (BHS) for Addiction and Recovery

Substance use disorders treatment and child welfare are overlapping areas of practice. The Family Based Assessment includes questions regarding substance use disorders to assist staff in determining the need for further screening and assessment services. Families in need of a more comprehensive assessment may be referred to the Pre-Paid Inpatient Health Plan (PIHP) associated substance use disorders assessment and treatment provider.

A. To be eligible for KDADS/BHS funded services the individual must:

1. Be a State of Kansas resident
2. Have income that is less than 200% of Federal Poverty Guidelines.
3. Have no other means of paying for treatment

Families referred to the PIHP associated substance abuse assessment and treatment provider by DCF staff, and meeting the above criteria, may be eligible to receive assessment services at no charge. Families with available insurance coverage should seek services first through the process established by that company.

B. Addiction and Prevention Services provides funding for an array of programs across the state including these specialized services:

1. Social Detoxification for customers under the influence of drugs or alcohol or experiencing acute withdrawal. (Individuals may access those services directly)
2. Residential and outpatient programs for pregnant women and women with dependent children.
3. Residential and outpatient programs for adolescents.

Those individuals qualifying for medical cards enter the treatment system by the same process as KDADS/BHS funded customers and covers assessment and treatment services with the exception of detoxification.

0603 Economic and Employment Support (EES)

PPS staff should have knowledge of DCF resources and economic assistance programs which may be available to persons having PPS involvement. PPS staff
should refer families with whom they are working to EES when it is identified that a family needs income support.

A. EES Programs

EES staff have eligibility determination expertise which they can share with PPS staff regarding the following programs:

1. Temporary Assistance to Needy Families (TANF) (cash assistance for families)
2. Elderly and Disabled Medical Assistance (E and D)
3. Child Care subsidy payments (necessary for employment or education)
4. Food Assistance (SNAP)
5. Work Program Services (job training, job search and related employment assistance)
6. Low Income Energy Assistance Program, LIEAP (helps pay heating and cooling bills)

EES staff work closely with Child Support Services (CSS) and Social Security Administration (SSA) staff, giving EES the ability to direct low income persons to even more resources. CSS collections or SSA benefits can stabilize an otherwise unstable, low income family. The income support options listed here can be vital to PPS staff helping a family achieve reintegration or some other planned permanency goal.

B. Cooperation with Work Related Requirements

To comply with changes resulting from welfare reform, Kansas DCF has implemented policies which provide for sanctions when persons fail to meet work related requirements for refugee, case assistance and food assistance. PPS, CSS and EES staff must share information and the EES supervisor must review the case circumstances before a penalty is applied. This is required for first time and subsequent penalties on TANF, but not food assistance.
1. Description of Penalties

Penalties are utilized only when customers have clearly chosen not to cooperate and the consequences are understood. A minimum 10 day notice is required before a penalty action can occur. See http://content.dcf.ks.gov/ees/KEESM/current/Home.htm

2. Good Cause

The EES worker must check with PPS to determine if the family has any PPS involvement that might support a "good cause" claim which created the family's non-cooperation. If "good cause" for non-cooperation with program requirements is not established, then EES can proceed with a penalty.

3. Notice of Penalty

Notices from EES will be sent to the client informing them of the penalty action.

4. Child in Need of Care

The fact that a family is under a penalty resulting in stoppage of benefits is not, in and of itself, a basis for making a child protection referral to PPS. However, if CSS, EES or other agency staff have reason to suspect a child is in need of care, a report shall be made.

**0604 Rehabilitation Services**

Kansas Rehabilitation Services (KARS) shall facilitate the transition of students who are receiving special education services to vocational rehabilitation services under KARS responsibility. This transition must be planned before the youth leaves school.
Youth age 14 and older that are in the custody of DCF may be eligible for KARS services. Regional PPS staff will:

A. Consult the Rehabilitation Services Manual for information about eligibility and services.
B. Coordinate the inclusion of Kansas Rehabilitation Services in the case conferences of potentially eligible youth, as needed.

0606 HCBS Services by Waiver

A Waiver is an exception to the Medicaid State Plan which provides services beyond the scope of services available to Medicaid consumers. It is intended to provide services to a consumer in their own home and community, the least restrictive environment, at a cost savings to the Medicaid program. Home and Community Based Services include a variety of medical and non-medical services which meet the needs of those served by the waiver.

Children and youth who are, being served through DCF or one of the DCF PPS contracts are eligible to participate in the Waivers and receive services on the same basis as any other child.

For types of waivers, eligibility requirements and application information, see waiver overview chart at http://csp.kdads.ks.gov/agency/css/Documents/WaiverDescription.pdf.

0607 Psychiatric Residential Treatment Facility Services

Psychiatric Residential Treatment Facilities (PRTFs) provide out-of-home psychiatric residential treatment to children and adolescents whose mental health needs cannot be effectively and safely met in a community setting. These programs are intended to provide active treatment in a structured therapeutic environment for children and youth with significant functional impairments resulting from an identified mental health diagnosis, substance use diagnosis, sexual abuse disorders, and/or mental health diagnosis with co-occurring disorder (i.e., substance related disorders, intellectual/developmental disabilities, head injury, sexual misuse disorders, or other disabilities which may require stabilization of mental health issues).

The residential treatment facility is expected to work actively with the family and other agencies to offer strengths-based, culturally competent, trauma-informed, medically appropriate treatment designed to meet the individual needs of the residents.
PRTF services are included in the Medicaid State Plan, and therefore, can be accessed by all children who are receiving Medicaid benefits including non-custody youth and those served by KDOC-JS, if they meet the screening criteria for accessing this service. Services are accessed by contacting the child’s Managed Care Organization (MCO) and requesting a screening for admission. The MCO makes all decisions regarding eligibility for admission and discharge. Once eligibility is determined, the PRTF’s shall be contacted for admission availability and acceptance.

For information regarding children who are placed in a PRTF from another state, refer to PPM Section 9000.

0611 KAN Be Healthy Program Participation

A. KAN Be Healthy is a preventive health care program for Medicaid eligible children under the age of 21.

B. It encourages parents and other care givers to obtain periodic well-child visits to the doctor for their children, thereby keeping immunizations up to date and treating medical conditions when they first appear.

C. It promotes good health by identifying and treating medical, dental, developmental and emotional conditions.

D. Children in the custody of the Secretary, shall participate in the KAN Be Healthy Program.

E. To participate in the program a child must have a health screening performed by their primary care provider (family practice physician, pediatrician, or the Health Department).

F. The primary provider will refer to other providers for any treatments needed.

0621 Kansas Department of Health and Environment- Division of Health Care Finance (DHCF)

KAN Be Healthy is the Kansas name for the federally mandated Medicaid Program, Early Periodic Screening Diagnosis and Treatment, (EPSDT).
Health screenings are required for children to be participants in the Kan Be Healthy Program and eligible to receive expanded services. The screenings are at specific intervals, which consist of, but not limited to a health history, developmental assessment, complete physical exam, vision screening, hearing test, urinalysis, blood test, immunizations, other tests as needed, and referrals for treatment. Refer to Kansas Department of Health and Environment/Division of Health Care Finance website for more details.

A. Medicaid Mental Health Service Delivery

Medicaid mental health/substance abuse services are provided to Medicaid eligible recipients through a Managed Care Organization (MCO) and provided by a Community Mental Health Center (CMHC) or individual practitioner, who is enrolled as a KanCare provider.

B. Orthodontia Services

Orthodontia may be a Medicaid covered expense if deemed medically necessary. Prior authorization is required through the assigned MCO. The dentist is responsible for submitting requests for prior authorization. Orthodontia is not to be authorized as a special service payment.

C. Medical Services through Public Schools

Certain services provided by the school districts in Kansas are covered by Medicaid. For every child with an Individual Education Plan (IEP) which identifies a medical need, the school will be reimbursed for providing the service or necessary equipment. These services are not available to those children who are home schooled or attend privately funded schools.

D. Equipment
Medicaid will provide medically necessary equipment, e.g. hearing aids, glasses, wheelchairs, etc., prior authorization is required. There may be program limitation on the type, style and frequency of equipment provided. The Medicaid Liaison in each Regional DCF Office can provide guidance regarding these services.

0622 Kansas Department of Corrections - Juvenile Services (KDOC-JS)

The Kansas Legislature has made provisions for the Kansas Department of Corrections - Juvenile Services (KDOC-JS) and DCF to share information when appropriate. The Kansas Code For Care Of Children - K.S.A. 38-2210 states:

To facilitate investigation and ensure the provision of necessary services to children who may be in need of care and such children's families, the following persons and entities with responsibilities concerning a child who is alleged or adjudicated to be in need of care shall freely exchange information. This includes the Secretary of KDOC-JS.

K.S.A. 38-2212(c)(2) provides KDOC-JS shall have access to information, records or reports received by DCF as reasonably necessary to carry out their lawful responsibilities to maintain personal safety of KDOC-JS staff and the personal safety of individuals in their care or to diagnose, treat, care for or protect a child alleged or adjudicated to be in need of care.

A. DCF Responsibilities:

1. Investigation of Abuse/Neglect:
   Conduct investigations and make findings on alleged abuse and neglect of adjudicated juvenile offenders. Upon an affirmed or substantiated finding of abuse or neglect, DCF will notify the county or district attorney and the Secretary of KDOC-JS.

2. Non Abuse/Neglect Reports:
   DCF shall make a referral to the Secretary of KDOC-JS when a report is received that an adjudicated juvenile offender is alleged to be a child in need of care for reasons other than abuse or neglect. DCF shall take no further action. See MOA with KDOC-JS at Appendix 0001.

3. Interstate Compact Cooperation:
   DCF administers the Interstate Compact of the Placement of Children (ICPC) and shall cooperate with KDOC-JS to assist in the interstate placement of juvenile offenders who are referred to Kansas or from Kansas to another state for placement in a licensed residential treatment facility. Placement referrals will be made without regard to adjudication.
4. IV-E Eligibility Determination:

Juvenile offender services are provided under the auspices of the Kansas Department of Corrections - Juvenile Services. DCF determines eligibility for Medicaid and IV-E funding for children placed in KDOC-JS custody. Juvenile offenders in KDOC-JS custody who are removed from their homes but are not incarcerated, remain part of the overall Kansas foster care population.

B. KDOC-JS Responsibilities

1. Notify DCF for eligibility determination or redetermination whenever a Juvenile Offender: enters the custody of the Secretary of KDOC-JS for an out of home placement; obtains a juvenile offender adjudication; has changes affecting Title IV-E or Title XIX Medicaid eligibility; or is discharged from KDOC-JS custody. Please reference sections 5940, 5941, 5943, and 5944 of the PPS Policy and Procedure Manual for details.

2. Providing Data to DCF

KDOC-JS shall provide DCF with data regarding juvenile offenders which is deemed necessary for DCF to maintain updated information in the DCF information system.

0700 Indian Child Welfare Act Jurisdiction

The Indian Child Welfare Act (ICWA) 25 U.S.C. 1901 et seq. recognizes the sovereignty of Indian Tribes and Nations including their jurisdiction over Indian children. ICWA applies to child in need of care cases. It does not apply to divorce and juvenile offender cases.


If the child is of Native American and is a member of a federally recognized tribe or is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe, the Indian Child Welfare Act controls. Determination of the child's heritage and eligibility shall be made at the earliest possible time it appears likely the child will come into custody. If the tribe has elected not to intervene in the child in need of care case, the agency is responsible to follow the placement preference as articulated in the Indian Child Welfare Act.

The order of placement preference for Native American Children is as follows:

A. a member of the child's family;
B. another family of the same tribe
C. a family of another Native American tribe;
D. a non-Native American family

The case managing staff shall provide documentation of their efforts to adhere to the placement preference.

Definitions:
An Indian is any person who is a member of an Indian tribe, or who is an Alaska Native and a member of a Regional Corporation.
An Indian child is any unmarried person under age 18, and either a member of an Indian tribe or the biological child of a member and eligible for membership. Tribes determine membership. Children adopted by non-Indians may still be members or eligible for membership.
An Indian custodian is any Indian person who has legal custody of an Indian child under tribal law, custom or state law.

0710 Multiethnic Placement Act./ Inter Ethnic Placement Act (MEPA/IEPA)

Congress enacted the Multiethnic Placement Act (MEPA) in 1996 and modified it with Interethnic Adoption Provisions (IEP) in 1997. The intent is:

A. reduce the length of time to adoption
B. facilitate the diligent recruitment and retention of foster and adoptive families, and
C. eliminate discrimination on the basis of the race, or national origin of either the prospective parent of the child.

Race or color or national origin may not be used as the basis for any denial of placement, nor may such factors be used as a reason to delay or deny any foster or adoptive placement.

Kansas is required to provide for the diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the state for whom foster and adoptive homes are needed.

It is the policy of the Department not to delay the placement of any child for adoption or foster care based on race, color or national origin of the adoptive parent, foster parent, or the child. The Department will not deny any person the opportunity to become an adoptive or foster parent on the basis of race, color or national origin. This means that the Department cannot delay the placement of a child searching for a family of the same racial or ethnic background when there are families of other racial or ethnic background available who otherwise would be appropriate for the child and would meet the child’s social, emotional, and physical needs.
Non-compliance to this act constitutes a violation of the Civil Rights Act.


**0812 Identification of Indian Children**

It is presumed that a child is an Indian child if the child or any other person informs the worker that the child is Indian. If the child's tribal affiliation is known, notice shall be made to that tribal agency. If the identity or location of the parent or Indian custodian and the tribe cannot be determined, a letter shall be sent to the Secretary of Interior requesting assistance.

The following tribes have reservations located within Kansas borders: the Iowa Tribe of Kansas and Nebraska, Sac and Fox Tribe of Missouri in Kansas, Prairie Band of Pottawatomi and Kickapoo. All Kansas tribes have agreed to assist with identifying Indian children and their tribal affiliation.

**0813 Reports Involving Indian Children**

If, during the investigation of a report of child abuse or neglect, information is obtained which indicates that a child is or may be a member of an Indian tribe or eligible for tribal membership, that fact and available supporting information shall be documented in the case record.

When conducting an investigation involving an Indian family, the family shall be informed that they may request an Indian interpreter. Assessment of the family must take into account the prevailing social and cultural conditions and way of life of the Indian community.

If an out-of-home placement or loss of parental custody is being considered, the requirements of the Indian Child Welfare Act apply. The court of the child's tribal affiliation must be contacted immediately to determine whether the tribal court elects to assume jurisdiction.

The Department has entered into agreements with Native American Family Services (for the Iowa), Sac and Fox Tribe of Missouri in Kansas, Prairie Band of Pottawatomi and the Kickapoo Social Services to provide protective and/or family services to Native Americans of the tribes located in Kansas. If in doubt whether these arrangements apply, contact the PPS Program Administrator in that region.

**0814 Court Custody Proceedings**

The tribal court has exclusive jurisdiction over any child custody proceeding involving an Indian child who resides or is domiciled on the reservation. If the child is a ward of the
tribal court, the tribe retains exclusive jurisdiction regardless of the residence or domicile of the child.

In any state court proceeding concerning the custody of an Indian child, the state court shall transfer jurisdiction to the tribal court at the request of either parent, the Indian custodian or the child's tribe unless the court finds there is "good cause to the contrary"; either parent objects; or the tribal court declines jurisdiction.

The tribal court has the right to intervene at any point in a state court custody proceeding. The state court must notify the parent, Indian custodian and the Indian child's tribe of any pending proceeding, information about the proceeding and of their right to intervene, when the court knows or has reason to know that an Indian child is involved.

The DCF worker shall provide to the district or county attorney, when known, the following information:

A. full name and birth date of the child or children involved;
B. the maiden names of all females;
C. tribal affiliation; and
D. the identity of a qualified expert witness who can testify that continued custody with the Indian custodian is likely to result in serious emotional or physical damage to the child.

If the tribal affiliation is not known and cannot be determined using available resources, notice must be given pursuant to 25 C.F.R. 23.11.

**0815 Parental Rights Termination**

No termination of parental rights may be ordered by a state court unless a judicial determination is made that the continued custody of the child by the parent or Indian custodian is likely to result in serious emotional or physical damage to the child. This determination must be supported by evidence beyond a reasonable doubt and must include testimony of a qualified expert witness. The existence of community or family poverty, crowded or inadequate housing, alcohol abuse, or non-conforming social behavior do not constitute grounds for the termination of parental rights.

**0817 Adoptive Placement of Indian Children**

In any adoptive placement of an Indian child under state law, preference shall be given to placement with: (1) a member of the child's extended family as defined by the tribe; (2) other members of the Indian child's tribe; or (3) other Indian families.

The Indian child's record shall reflect that a child is placed according to the preferences or document why this did not occur.
0818 Voluntary Consent to Adoption

Where an Indian parent or Indian custodian voluntary consent to adoption the consent must be before a judge of a court of competent jurisdiction, who certifies that the terms and consequences of the consent were fully explained and fully understood.

Any consent given prior to, or within 10 days after the birth of the Indian child is not valid.

A consent may be withdrawn at any time prior to the entry of a final decree of adoption and the child shall be returned to the parent or Indian custodian.

DCF staff shall consult with the regional attorney before accepting a relinquishment from an Indian parent or custodian.

0900 Eligibility and Payment Procedures

To fund services for families who are clients of Prevention and Protection Services (PPS), it is necessary to establish three categories of eligibility: a) customer eligibility, b) service eligibility, and c) provider eligibility.

PPS provides services to children and families through contracted child welfare case management provider. DCF pays providers predetermined case rates per child or per family. DCF claims federal funds, not exceeding this case rate, for eligible services to eligible children from eligible providers. Title IV-E Foster Care is a significant source of federal funds. Most federal funding sources require individual eligibility determination. Accurate eligibility determinations helps assure DCF receives federal funds when the State is entitled to them.

Services are provided to children and families whether or not they can afford to pay. Individual customer eligibility determines what source of federal funding may be claimed by DCF for services. Families are expected to participate in determining eligibility and paying for services based on their ability. However, needed services are provided regardless of family income or ability to pay.

0901 Federal Funds Are Vital to DCF

The state has the primary responsibility to pay for services needed by eligible children and families when they have insufficient resources but the federal government also shares these costs. These federal funds are a substantial share of the annual DCF budget. Maintaining the state’s eligibility for these funds is vital to providing quality services.

Kansas must demonstrate eligible customers are provided eligible services from eligible providers in order to document State entitlement to federal funds.
0902 Claiming Federal Funds

To receive Federal funding, Kansas must demonstrate and document we are serving eligible customers, with eligible services by eligible providers. The federal government does not share service and administration costs for all customers.

It is imperative requirements for determining customer eligibility for various funding sources are followed. It is equally important payments for eligible services to eligible customers are accurate. Kansas shall track services the agency provides to eligible customers and claim federal dollars related to these costs.

When children or families have private health insurance it shall be utilized before agency governmental funds are expended.

DCF is responsible for establishing set rates for services provided by child placing agencies. DCF Audit Services audits costs of the services provided to children in care by our Providers to determine the rates to be paid for these services are based on actual costs.

Based on populations served by DCF, other divisions within the agency also have funding resources and manuals guiding staff. This manual does not repeat detailed eligibility and process information available in other manuals. Manuals are cross-referenced as appropriate.

0910 Child Welfare Contract Management Provider Service Delivery and Encounter Data

Costs for services provided by the Child Welfare Case Management Provider (CWCMP) are paid by DCF at established rates. The CWCMPs report their expenditures for services delivered to DCF through encounters. Kansas employs a system to manage encounter data received by the CWCMP using the Statewide Contractor Reimbursement Information and Payment Tracking System (SCRIPTS). Kansas uses SCRIPTS to support federal and state claims for services provided by our CWCMPs. Encounters reported to DCF by the CWCMP are continually monitored for accuracy. Departments within DCF provide ongoing review activities related to system functioning, validity of data and claims.

A. Child Welfare Case Management Provider:
   1. Shall submit quarterly financial reports to the Office of Fiscal Management, detailing service expenditures.

B. Office of Fiscal Management (OFM)
   1. Shall ensure SCRIPTS meets Federal claiming requirements
2. Shall keep abreast of Title IV-E and TANF maintenance claiming rules
3. Shall monitor encounter data utilized in the claim
4. Shall produce administrative claims and compile final claim submissions
5. Shall reconcile services with encounter data and ensure there is supporting documentation
6. Shall monitor financial statements quarterly for accountability and perform related reviews for contract compliance

C. Audit Services

1. Shall audit the SCRIPTS system and claiming for those services by DCF Providers. Activities include, but are not limited to:

   a) Testing the adequacy of support for encounters.
   b) Ensuring duplicate services are not being reported and duplicate payments are not being made to the Provider.
   c) Testing reporting system operations to ensure system edits are operating as designed.
   d) Quarterly claims for services through Office of Fiscal Management
   e) Ongoing review of Title IV-E Maintenance claim.

0920 REST (Random Employee Sampling Technique) and RMTS (Random Moment Time Study)

REST (Random Employee Sampling Technique) is a time study completed by DCF staff. RMTS (Random Moment Time Study) is completed by Child Welfare Case Management Provider (CWCMP) staff. In these studies, agency and Child Welfare Case Management Provider (CWCMP) staff document time they spend working on case related activities. These results are included in the formula for the DCF Cost Allocation Plan which is used to calculate the federal funds received for DCF programs, including IV-E administrative and training costs.

Eligibility for federal reimbursement of administrative costs has a close relationship to the REST and RMTS surveys. When customers are eligible for federal sources of funding, federal financial participation (FFP) is available for the salaries of the staff serving those customers. In order to claim the FFP for staff (administrative and training) costs, DCF must determine the amount of time staff spend administering the different programs.

REST/RMTS are techniques developed to save staff the administrative burden of completing comprehensive time logs. The concept uses statistical techniques to sample "random moments" of time. REST /RMTS greatly reduces the paperwork required of staff. Federal reimbursement for worker's salaries is captured by a very small sample of "moments".

1000 Intake
1000 Intake

The Intake process begins upon contact with a reporter alleging a circumstance of child in need of care. The report date and time shall be the start of a reporter’s call with an intake staff. For reports received via letter or fax, the report date and time shall be the time the information is transferred to the PPS 1000 series intake forms.

The intake process ends with the Initial Assessment decision of Not Assigned For Further Assessment, the decision to accept the report for investigation and/or further assessment, or with the decision to place the report on Preliminary Inquiry for the purpose of gathering additional information.

1011 Interstate Compact for the Placement of Children (ICPC)

ICPC referrals accepted from other states shall be opened on the PPS 1000 series by the Kansas Protection Report Center (KPRC). For the purpose of intake, the reason for case assignment is documented as ICPC on the PPS 1002. See policies and procedures for ICPC are addressed in PPM section 9000. See Appendix 1A for guidance on assignment

1012 Requests for Child Protective Service (CPS) Courtesy Interviews From Other States

Requests for a courtesy interview from another state shall be forwarded to the KPRC. For the purpose of intake, these requests shall be processed by the KPRC. The intake shall have an initial assessment decision of not assigned due to courtesy interview. KPRC shall send an email to the regional mailbox in the region responsible and provide the KIPS report number. The intake is available in KIPS for the CPS specialist completing the courtesy interview.

Kansas City Region: DCF.KCPRC@ks.gov
East Region: DCF.EastIntake@ks.gov
Wichita Region: DCF.WICIntake@ks.gov
West Region: DCF.WPRC@ks.gov

1014 Court Order or Request from an Entity Other than DCF for a Home Study
Court ordered home studies will be completed by DCF.

Home studies not court ordered but requested by the court or other entities will be completed at the discretion of the Program Administrator. The decision of the Program Administrator should be based on current case load activity and availability of other resources in the community to complete the home study. The requesting entity should be provided with information of other agencies who could provide the services.

Request from an entity other than DCF or ICPC which are accepted for a home study shall be forwarded to KPRC to complete the PPS 1000 with FINA as the assignment reason. The local DCF office may assess a fee. The fee should be based on the current rate in the community for similar services.

**1015 Child Protection Service (CPS) Alerts**

A. CPS Alerts Received From Other States

CPS alerts are received from a child welfare or law enforcement agency in other states by Prevention and Protection Services or the local DCF office. For the purposes of intake, these alerts are not required to be documented on the PPS 1000 series. When an alert is received, it shall be forwarded to the Kansas Protection Report Center. KPRC staff shall search FACTS, KAECSES and KEES upon implantation of KEES to determine any current or past agency involvement. If the family has current or past agency involvement, the alert shall be forwarded to the local office with the most recent involvement. If no previous agency involvement is found, KPRC shall transmit the contents of the alert either electronically or by other means to all regional mailboxes, the KPRC supervisor’s email mailbox (PRCsups), and other service programs as indicated by the nature of the presenting concern. Appendix 1C may be used to forward the information received from another state.

B. CPS Alerts to Other States

When DCF needs to send a CPS alert, critical information relating to the protection concern shall be forwarded to any state’s child welfare and/or law enforcement agency by the local office as needed. The alert shall contain
identifying information for the family, summarize the protection concern, and list a DCF contact person. Appendix 1C may be used to forward the information to the receiving state.

Name and addresses of child welfare agencies in other states can be located in The National Directory of Children, Youth and Families Services or on-line from the American Public Human Services Association web site. Search for the current web site location using the entire name of the association. When the current web site is located, click on links and select state contacts.

1016 Central Registry Requests

A. Checks to be completed by Local/Regional DCF Office
   The following Central Registry Checks may be completed by the local/regional DCF Office:
   1. Assessment activities on a current open case.
   2. Emergency/same day relative/kinship placement during working hours.
   3. Planned, but not same day, possible relative/non-related kin placement.

B. Checks to be completed by Central Registry Unit
   Requests for adoption home studies/packets shall be completed by the Central Registry Unit. This request requires a signed release of information from the individual being checked on Central registry and a fee may be applied (examples include employment or volunteer requests).

C. Checks to be completed by the Kansas Protection Report Center
   The Kansas Protection Report Center shall complete after hours Central Registry checks for the Child Welfare Case Management providers if the check will facilitate an immediate/emergent placement of a child with a relative or non-related kin. The Child Welfare Case Management provider shall submit the request on the PPS 1011 including a signature from the person to be checked. The request shall include a fax cover sheet on the provider letterhead which shall state the purpose of the registry request including why the request is needed after hours. Fax the request to: KSPRC (Kansas Protection Report Center) 1-866-317-4279. When possible, a phone call to the Kansas Protection Report Center notifying the fax has been sent will assist in facilitating the registry check. Kansas
Protection Report Center shall contact the Child Welfare Case Management provider with the results of the registry check no more than two hours from the receipt of the fax. No fee shall be assessed for these checks for a child in the custody of the Secretary.

1017 Central Registry Requests received from other States

State Child Welfare Agencies; not to include sub-contracting agencies, may submit Child Abuse/Neglect Central Registry requests. These requests shall be made in writing and can be received via mail or fax.

In order to process a request for Central Registry, the following information is required for the person being checked:

A. name;
B. alias, other names used, and/or maiden name, if applicable;
C. date of birth;
D. social security number

Results of the Central Registry Request can be mailed or faxed to the State requesting the information. Administration or Regional Office staff, with access to the Registry, can process these requests. The PPS 1011 does not need to be completed, and a fee does not apply.

1100 Recording Intake Information on the Face Sheet PPS 1000

DCF receives reports of Child Abuse/Neglect 7 days/week, 24 hours/day. Reports are made to the Kansas Protection Report Center via the toll-free number, email or fax.

All reports and allegations received by the department shall be recorded on form PPS 1000 series via the KIPS system.

KPRC staff shall list all household members, non-custodial/residential parents, current live-in partner and alleged perpetrator identified by the reporter on the PPS 1000, Face Sheet.
A FACTS search shall be completed on all reports. If there is a prior or current open case, the CASE screen information for each case number from FACTS shall be added to the “Prior DCF Involvement” section of the PPS 1001. If there is prior history of assessment or finding decisions regarding the family in FACTS, the FAMS screen shall be added to the “Prior DCF Involvement” section of the PPS 1001.

If the reporter has provided partial information regarding a child or adult subject of a report, FACTS/KIPS/KEES shall be searched to identify the family. Only the additional alleged perpetrator, alleged victim and case head identified on the open CASE screen in FACTS are required to be added to the Participants in KIPS for the PPS 1000 page 1. All other individuals listed on the open CASE screen shall be updated in FACTS by the region after assignment, once the individuals living in the household have been verified. (Per PPM 2025, 2700 and 2721)

A KEES search may be utilized as a resource, if needed, to verify an address. If the KEES search identifies dates of birth or social security numbers for participants, these shall be added whether the case is open or closed. If the KEES case is open and the address conflicts with information provided by the reporter, the KEES address shall be indicated on the “Prior DCF Involvement” section of the PPS1001 with the address source cited.

Information received by KPRC from the reporter regarding collateral contacts, service providers, relatives, and kin shall be listed on page two of the PPS 1000, Face Sheet.

1200 Information Gathered At Intake

A. For all reports, the reporter shall be asked questions to elicit the information needed to make decisions related to safety of the child(ren). Questions asked shall cover the following six areas of family life. Information gathered shall be documented in the corresponding sections provided on the PPS 1001, Section I. Appendix 2F Six Areas of Family Life for Assessment, may be used as a guide during the intake interview.

1. Extent of situation- includes description of harm/injury; location and severity of injury; how the injuries were inflicted (e.g., open hand, closed fist or with an object); when and where this occurred and any previous occurrences.
2. Circumstances surrounding the situation- including the caregiver’s explanation; the child(ren)’s condition; history and duration of the situation; co-existing factors such as substance abuse, mental health issues or domestic violence; contextual
issues such as, use of instruments, acts of discipline, threats, caregiver(s) intentions; and the caregiver(s) acknowledgement and attitude about the maltreatment.

3. Child functioning- Description of the how the child functions on a daily basis including: capacity for attachment; general mood and temperament; intellectual functioning; communication and social skills, expressions of emotions/feelings; behavior; peer relations; school performance; physical and mental health; and vulnerability.

4. Discipline approaches and typical context- including disciplinary methods; concept and purpose of discipline; context in which discipline occurs; and cultural practices.

5. Parenting practices- includes satisfaction in being a caregiver; caregiver knowledge and skill in parenting and child development; caregiver expectations and empathy for a child; decision making in parenting practices; parenting style; history of parenting behavior; and protectiveness.

6. Caregiver functioning (with respect to daily life management and general adaptation including substance use and mental health functioning)- includes communication and social skills; coping and stress management; self-control; problem solving; judgment and decision making; independence; home and financial management; employment; rationality; physical health and capacity and functioning within cultural norms.

B. Additional information which shall be gathered includes:

1. Age of child(ren).
2. Name of person alleged to be causing the harm/injury, and information regarding access of this person to the child.
3. Other individuals or agencies who have information about this incident and how to contact them;
4. When and where can the child be located (e. g., school, parents, home, etc.).
5. Availability of a non-abusing adult to protect child from further harm.

C. Additional Questions for Specific Areas of Concern:

Additional questions shall be asked during intake interviews to gather information from reporter’s which will enhance child safety and risk decisions and shall be documented in the corresponding sections provided on the PPS 1001, Section I. Appendix 1D shall be used as a guide to ask additional questions during the intake interview. The following requirements apply:
1. Domestic Violence:

In order to elicit information regarding potential domestic violence between the child’s caretakers, all reporters shall be asked the following question:

Are you aware of any verbal and/or physical fights between the adults in the home?

The reporter’s response shall be documented on the PPS 1001, Section I. If the reporter alleged domestic violence, or the previous question indicated the presence of domestic violence, Appendix 1D(A) shall be used as a guide to ask questions during the intake interview to gather additional information.

2. Pregnant Woman Using Substances:

When a reporter contacts the agency with information a pregnant woman is using substances, the reporter shall be asked questions to gather additional information regarding all children in the household. Appendix 1D(B) shall be used as a guide to ask additional questions during the intake interview.

3. Substance Affected Infant

When a reporter contacts the agency with information an infant is born with allegations of prenatal substance use by the mother, the reporter shall be asked additional questions regarding the mother’s substance use and possible effect on the infant. Questions shall include information regarding all children in the household. Appendix 1D(C) shall be used as a guide to ask additional questions during the intake interview.

4. Methamphetamine Labs

When allegations of meth labs in a home where children are present or reside are reported, the reporter shall be asked additional questions. Appendix 1D(D) shall be used as a guide to ask additional questions during the intake interview.

5. Child is Not Attending School
When a report is received regarding a child not attending school from a person who is not a school employee, the reporter shall be asked additional questions. Appendix 1D(E) shall be used as a guide to ask additional questions during the intake interview.

6. Court Referrals

When a report is received from court personnel, additional questions shall be asked to ascertain the family/child’s specific need requiring an assessment for services. Appendix 1D(F) shall be used as a guide to ask additional questions during the intake interview.

7. Family Needing Services

When a report is received with a request for services for a family, either directly from the family or from another person, additional information shall be gathered regarding the family/child’s specific need requiring an assessment for services. Appendix 1D(G) shall be used as a guide to ask additional questions during the intake interview.

1221 Confidentiality for Reporters

Agency policy requires protection of information which would identify a person who reports suspected child abuse or neglect. However, the protection is not absolute. DCF can make no promises beyond the Agency’s responsibility to follow the law. Form PPS 1001, Report or Request for Services, contains information identifying the reporter and shall not be copied or disseminated in any manner which violates the confidentiality requirements of the Kansas Code for Care of Children (K.S.A. 38-2209-2213 and 38-2210 et seq.).

1222 Notice of Action to Reporters

Persons who have reported that a child may be a child in need of care may be notified of agency action regarding their report. Upon request, reporters shall be informed of agency action either by verbal contact or mailing of the PPS 1005, Notice of Action to Reporters. This notice summarizes the agency’s decision to accept the report for further investigation and assessment or not following the Initial Assessment decision. Verbal notices shall be documented in the case record.

1230 Reports From Law Enforcement Agencies
Law enforcement agencies are authorized and required by statute to "receive and investigate reports of child abuse or neglect for the purpose of determining whether the report is valid and whether action is required to protect a child" [K.S.A. 38-2226(a)] and to report the investigation to DCF [K.S.A. 38-2223(c)]. DCF may and should accept conclusions of a law enforcement officer at face value unless there is evidence to do so would jeopardize the safety of a child.

When a report is received from law enforcement, the department determines if further assessment is needed even if the law enforcement agency has already acted on the report. The same criteria for deciding DCF action applies to reports from a law enforcement agency as from any other source. Staff should take steps necessary to assure that reports requested from law enforcement agencies are received and reviewed without delay.

If law enforcement requests assistance from DCF in the investigation of third party (non-family/unregulated care giver) child abuse or neglect, the department will assist. The report shall be forwarded to the responsible region as a courtesy interview. See PPM 1352.

When a report is received from law enforcement orally, DCF staff shall request a written report of the situation and any action taken by the law enforcement agency.

Delay or failure of the law enforcement agency to investigate or to provide a written report does not relieve the department from the responsibility to determine whether abuse or neglect has occurred or if further steps are necessary to protect a child. The Initial Assessment decision and assignment of the report should not wait on a written report from law enforcement.

1240 Reports Involving Native American Children

Children enrolled or eligible to enroll as members of a Native American tribe require referral to Native American tribal authorities in some situations. Whenever it appears that a child may come into the custody of DCF or whenever a child has been placed in DCF custody by a court, it is very important that the worker ask whether the child or parent is enrolled in a Native American Tribe. It is the responsibility of the assigned DCF office to notify appropriate parties of reports involving Native American Children. See PPM section 0800.
1300 Initial Assessment of Report Alleging a Child is in Need of Care

An Initial Assessment shall be completed on all reports received by the agency. The Initial Assessment is to determine when there are reasonable grounds to believe abuse/neglect exists and immediate steps are needed to protect the health and welfare of the abused or neglected child; or whether the Family is in Need of Assessment to determine if services to the child and family are indicated. Appendix 1A may be used to guide the initial assessment decision.

The Initial Assessment is completed when Kansas Protection Report Center (KPRC) staff make one of the following determinations:

A. Not Assigned for Further Assessment
B. An investigation and/or further assessment is indicated

1301 Initial Assessment by the Protection Report Center

The KPRC shall assess all reports received by the agency. The assessment shall determine the agency's response to the reported allegations. KPRC staff shall consider safety and risk factors to inform the initial assessment decision. Appendix 1A may be used to consider safety and risk factors. Safety and risk factors which may be considered include, but are not limited to:

A. age of the children,
B. perpetrator's access to children,
C. physical or mental condition of care giver,
D. location of the injury,
E. seriousness of incident,
F. medical needs of the child,
G. the child's ability to protect self,
H. others ability to protect child,
I. recency of an injury,
J. current condition or behavior of the child,

K. agency action needed to protect children from harm and

L. action needed to preserve evidence,

M. prior department involvement

N. other

KPRC staff should use Appendix 1A to review all possible assignment types and definitions to determine if there are reasonable grounds to believe the criteria for assignment of abuse and/or neglect, Family In Need of Assessment (FINA), Pregnant Woman Using Substance, Interstate Compact for the Placement of Children, or Independent Living is met, and whether the report should be assigned for further assessment, not assigned for further assessment, or placed on preliminary inquiry.

If the report meets criteria for acceptance for further assessment, PPS 1002, Initial Assessment, which documents the level of response and time frame for department response, shall be completed.

See PPM 1302 if the report does not immediately meet criteria to accept for further assessment.

1302 Search for History for the Initial Assessment Decision

If the report is not immediately accepted for further investigation and/or assessment, a search for history is not required, but may be conducted, as needed, to guide the Initial Assessment Decision.

A. The following searches may provide additional information to guide the Initial Assessment Decision:

1. Search for previous cases regarding all family members on FACTS.
2. Search for previous cases regarding all family members on KIDS.
3. Search alleged perpetrator on the UNIS screen and the CERS screen in FACTS.
   a. CERS- The Central Registry Search screen is used to display the names of perpetrators of abuse/neglect after the appeal period has ended or after an appeal decision has been upheld. WKRP may be substituted. Search by name and SSN, if available.
   b. UNIS- The Unconfirmed / Not Involved Search screen is used to search for individuals who have an unsubstantiated finding. It can also be used to search for substantiated perpetrators listed on UNNI that are displayed during the appeal process. Search by name and SSN, if available. The UNIS screen may provide other case #s an individual is associated with.
4. Search by individual name of the alleged perpetrator on the KIDS system.
5. Search for the alleged perpetrator using the offender search on the Kansas Department of Corrections web site.
6. Search for the alleged perpetrator using the Kansas Bureau of Investigations, Kansas Registered Offender web site and the National Sex Offender web site.

If, at any point during the search process, a determination is made there is reason to assign, the searches may be discontinued, and the report assigned for further assessment.

1303 Search for Kansas Department of Corrections-Juvenile Services (KDOC-JS) Custody Status

When a report is received alleging abuse or neglect occurred in a facility subject to regulation by DCF Foster Care and Residential Facility Licensing or in a Psychiatric Residential Treatment Facility (PRTF) licensed by the Kansas Department on Aging and Disability Services (KDADS), a KAECSES search shall be completed to determine if the alleged victim is in the custody of the KDOC-JS. Upon implementation of KEES the status shall be reviewed in KEES. If the alleged victim is in the custody of the KDOC-JS send the report to KDOC-JS per PPM 1381.

If the alleged perpetrator is a juvenile resident of the facility, a KAECSES search shall be completed to determine if the alleged perpetrator is in the custody of the KDOC-JS. Upon implementation of KEES the status shall be reviewed in KEES. If the alleged perpetrator is in the custody of the KDOC-JS, a copy of the report shall be sent electronically to KDOC-JS at: KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov).
1310 Criteria for Determining no further PPS action needed

If following the Initial Assessment, a determination is made the report may not meet criteria to assign for further assessment, the following criteria shall be used to determine if the report may be completed with the decision to Not Assign for Further Assessment:

A. The Statutory Definition of a CINC or PPM Directives are not met for the following reasons:

1. No indication the child has been harmed or is likely to be harmed or endangered.
2. Care giver’s behavior does not harm a child or place a child in a likelihood of harm or being endangered.
3. Reports Alleging Abuse or Neglect in the Past. See PPM 1370.
4. Report concerns child care licensing standards only. See PPM 1381

B. Report Fails to Provide the Information Necessary to Locate Child:

KPRC staff shall make reasonable efforts to locate the child/family by assessing all possible options based on the information provided in the report. A report may contain information such as a location near a known landmark or the name of a relative who knows the whereabouts of the child/family.

When KPRC staff determine a report may not meet criteria to assign due to lack of information to locate the child/family, the KPRC supervisor shall be consulted to verify all resources have been exhausted to locate the child/family. KPRC staff shall document the reasonable efforts to locate the child and family; and the consultation with the KPRC supervisor on the PPS 1001a.

C. DCF Does Not Have Authority to Proceed and/or a conflict of interest (See PPM1340)
1. Alleged child abuse/neglect occurring in an institution operated by the Kansas Department for Aging and Disability Services (KDADS)

2. Alleged child abuse/neglect occurring in an institution operated by the Kansas Department of Corrections (KDOC)

3. Alleged child abuse/neglect by persons employed by the Department for Children and Families (DCF) or Kansas Department for Aging and Disability Services (KDADS)

4. Alleged abuse/neglect of an adult victim not in the custody of the secretary

5. Report regarding a family living on a Native American Reservation or Military Installation

6. Reports which involve a conflict of interest

D. Incident Has Been or Is Being Assessed by DCF and/or Law Enforcement

If a previous report with the same allegations, same victims and same perpetrators has been assessed or is currently being assessed the Initial Assessment of the current report can be completed with the decision to Not Assign for Further Assessment. The Basis for the decision to Not Assign for Further Assessment on the PPS 1002 should reference the event number of previous report.

1311 Documenting no further PPS action needed

The specific reasons for not completing further assessment shall be documented in the "Basis" in Section V of the PPS 1002, Initial Assessment. When an Initial Assessment is completed with the decision to Not Assign for Further Assessment KPRC staff responsible for the Initial Assessment decision shall sign and date, including the time, to document in KIPS when the assessment decision was made.

The Basis shall address each of the allegations in the report, any risk factors identified in review of history and the specific reasons no further assessment is necessary. The Basis shall be written in such a manner that a person unfamiliar with the case could, by reading this narrative section and the areas noted with a check mark on the PPS 1002, determine the reason the case was being completed with the decision to Not Assign for Further Assessment. Considering the reported information, information from preliminary
inquiry and past DCF history, the documentation needs to provide a sufficient basis for the decision to Not Assign for Further Assessment.

1320 Preliminary Inquiry

The Kansas Code for Care of Children provides for DCF to conduct a Preliminary Inquiry as a result of the department having received information that a child appears to be in need of care [K.S.A. 38-2230]. Preliminary Inquiry is for the purpose of determining whether an allegation of abuse or neglect is known to the agency through a current completed investigation, gaining additional information regarding an allegation or non-abuse/neglect circumstance, and/or whether the interests of the child require further assessment.

The Preliminary Inquiry information shall be obtained as soon as practical and shall not exceed three (3) working days from the date the report is received by the agency. For the purpose of Preliminary Inquiries, three working days begin the first working day after the report is received by the agency according to the date recorded on the PPS 1000 page 1.

If it appears from a reporter’s information that a child may be harmed within the preliminary inquiry time frame, the report shall be assigned for investigation and/or assessment. If actions to gather additional information requires in person contact with a child, family, or caregiver by DCF or a Child Welfare Case Management Provider the report shall be assigned for investigation and/or further assessment based on information from the reporter.

Preliminary Inquiry may include any of the following activities relative to the case situation.

A. Reports Alleging Abuse or Neglect:
   1. Gathering additional information from the DCF or Child Welfare Case Management Provider staff assigned to a current open case or a recently closed case regarding the family subject to the report.
   2. Gathering information to locate or identify a child.
   3. Gathering additional information from other DCF programs.
   4. Coordinating a referral to law enforcement, another public agency or community service.
5. Contacting reporter to clarify information received or request additional information.

6. Contacting any person in the report identified with possessing additional information.

7. Contacting schools, health care providers or any agency identified as providing services to the family.

B. Report Indicating Requests for Services or Other Non-Abuse/Neglect Concern

   1. Gathering additional information from DCF programs, other public agency, and/or community contact via either telephone or in person.

   2. Connecting the family to a public agency or community service.

### 1321 Reports Requiring a Preliminary Inquiry

If a report is not immediately accepted for further investigation and/or assessment based on information from the reporter, a Preliminary Inquiry shall be completed for any one of the following reasons to complete an Initial Assessment Decision:

A. Report of a family with a current case open for investigation, family services, family preservation, reintegration foster care or adoption case management services excluding adoption subsidy, custodianship subsidy and previous reports with the same allegation, same alleged perpetrator and same alleged victim; or

B. Report involves an alleged perpetrator previously investigated for abuse/neglect and/or found on the abuse/neglect central registry; or

C. Reported information is vague and additional information may be available from other sources such as schools, health care providers, DCF Programs, Child Welfare Case Management Providers or other agencies; or

D. Reported information identifies persons with additional information necessary to make an assessment decision; or

E. Reports alleging a child has been abused or neglect by a non-family/unregulated care giver requiring coordination with law enforcement to complete the Initial Assessment; or

F. Reported cause of injury does not match the description of the injury; or

G. Reported injury is typical of a child abuse injury with no explanation given to the cause of injury; or

H. Other source of additional information is identified to inform the Initial Assessment Decision.
1323 Initial Assessment of Reports Regarding Methamphetamine Labs

If DCF receives a report alleging a methamphetamine lab in a home where children are present or reside, the report shall receive an initial assessment based on the information contained in the report.

If the report is not assigned, KPRC staff shall forward the report to the appropriate law enforcement agency.

1324 Documenting the Preliminary Inquiry

The PPS 1001 shall document the request for a Preliminary Inquiry, specify the information requested, establish the time within which it is required, and document the decision. Information obtained shall be recorded on the PPS 1000 A, Summary of Results of Preliminary Inquiry.

1325 Initial Assessment of Reports Indicating Human Trafficking

Reports received by the Kansas Protection Report Center (KPRC) which indicate sexual abuse with concerns for commercial sexual exploitation or aggravated human trafficking per K.S.A. 38-2202 and Appendix 1-A, are referred to in policy as human trafficking (HT). Reports concerning human trafficking shall be assigned for further assessment, unless criteria per PPM 1430 Report of the Same Specific Abuse/Neglect Incident by a Different Reporter on an Open Case are met.

When concerns for human trafficking are indicated, the report shall be assigned for further assessment as abuse/neglect. The Allegation Subtype shall be Human Trafficking-Sex, or Human Trafficking-Labor depending on the allegations contained in the report. See Appendix 1A for guidance. See PPM 1521 for Response Time Assignment.

1330 Timeframe for Initial Assessment

All reports, including FINA, shall have an Initial Assessment made without delay. The maximum time allowed to make an Initial Assessment decision or request a Preliminary Inquiry is the end of the next half work day from the time the report is received.
A. KPRC staff shall make one of the following determinations during this time frame:

1. Not assigned for further assessment
2. A preliminary inquiry is needed to gather additional information
3. An investigation and/or further assessment is indicated

When a Preliminary Inquiry is requested, the Initial Assessment decision shall not be delayed beyond the requested time frame. Following the completion of a Preliminary Inquiry, KPRC staff shall make an Initial Assessment decision by the end of the next half work day from the time the report is returned following the preliminary inquiry.

B. Examples of when Initial Assessments should be completed:

1. Report received between 8:00 am and 12 noon will need an Initial Assessment decision made by 5:00 pm of the same day.
2. Report received between 12:01 pm and 5:00 pm will need an Initial Assessment by 12 noon the following work day.
3. Report received by KPRC after 5:00 pm, including reports received during week-ends will need an Initial Assessment decision by 12 noon the following work day.

1340 Reports Which DCF Does Not Have Authority to Proceed, Involves a Memorandum of Understanding or Conflict of Interest

A. DCF Does Not Have Authority to Proceed

The following are referrals and reports DCF is not permitted by K.S.A. 38-2226 to investigate. In such cases, the information taken by the KPRC shall be transmitted promptly to the appropriate person or agency. The reporter may also be encouraged to make such report directly to the appropriate person or agency in order to ensure all the relevant information is provided to the correct agency.

A report shall not be accepted for investigation and/or further assessment for abuse/neglect under the following circumstances:
1. Report of Alleged Child Abuse/Neglect Occurring in an Institution Operated by the Kansas Department for Aging and Disability Services (KDADS).

Reports of alleged child abuse/neglect occurring in an institution operated by the Kansas Department for Aging and Disability Services (KDADS) shall be forwarded to the appropriate law enforcement agency.

Institutions operated by KDADS include:

a. Kansas Neurological Institute (KNI)
b. Larned State Hospital (LSH)
c. Osawatomie State Hospital (OSH)
d. Parsons State Hospital and Training Center (PSH&TC)

KPRC staff shall complete an initial assessment on any allegation involving a child who resides in an institution operated by KDADS, but is suspected of having been abused or neglected while on a home visit, as a family report.

Institutions operated by KDADS are different from KDADS licensed facilities, such as a Psychiatric Residential Treatment Facility (PRTF). See 1386 for Reports Involving KDADS Licensed Facilities

2. Alleged Child Abuse/Neglect Occurring in an Institution Operated by the Kansas Department of Corrections

Reports of alleged child abuse/neglect occurring in an institution operated by the Kansas Department of Corrections (KDOC) shall be made to the Office of the Attorney General, Division of Criminal Investigation, e-mail reports to: General@ksag.org with the subject line: SISI; or Phone (785) 296-2215 ask for Division of Criminal Investigation. Additionally, a copy of the report shall be forwarded to the KDOC-Juvenile Services (JS) by sending it via e-mail to: KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov).

KDOC-JS Institutions include:

a. Kansas Juvenile Correctional Complex
b. Larned Juvenile Correctional Facility

Foster homes, day care providers, group homes, or others who contract with DCF or KDOC-JS are not included.

3. Reports of alleged child abuse/neglect which involve the following shall be referred to the appropriate law enforcement agency per K.S.A. 38-2226 (c):
a. An employee of the Department for Children and Families (DCF) or Kansas Department for Aging and Disability Services (KDADS) identified as an alleged perpetrator, or

b. The child(ren) of persons employed by DCF or KDADS identified as alleged victim(s), regardless of the role of the employee in the report.

The referral shall contain a request for a report of the completed law enforcement investigation returned to the PPS Assessment and Prevention Administrator for the purposes of a case finding.

Refer to PPM 1660 for reports containing Family In Need of Assessment (FINA) concerns regarding DCF employees.

Foster parents, day care providers, or others who are employed by agencies that contract with DCF are not considered employees of DCF.

4. Reports of Abuse/Neglect of an Adult Victim Not in the Custody of the Secretary

The alleged victim is age 18 or older reporting current abuse and the adult victim is not in the custody of the Secretary. An Adult Protective Services report shall be completed. For reports of abuse occurring in the past see PPM 1370.

B. Reports Involving a Memorandum of Understanding

Reports regarding a family living on a Native American Reservation or military installation shall follow procedures established in the current Memorandum of Understanding with the Native American Tribe or Memorandum of Agreement with the Military Installation.

C. Reports Which Involve a Conflict of Interest

In some cases a person may not technically be a DCF employee but has such a close working relationship that the appearance of a conflict of interest is created such as a work/training participant. In those cases it is preferable to request assistance from a law enforcement agency or a worker from another DCF office/region may be requested to assess the report. See PPM 0240.
Reports with a Child Welfare Case Management Provider employee listed as an alleged perpetrator shall be referred to a different region/county or office from where the employee regularly works to ensure there is no real or perceived conflict of interest to complete the investigation/assessment. The office where the case is open in FACTS is the responsible office and will complete the tasks per PPM 1421. The office completing the investigation shall complete the tasks per PPM 1422.

1350 Non-family/Unregulated Care Giver Reports -Third Party Reports

A non-family/unregulated care giver report is a report alleging a child has been abused or neglected by a person other than the child's parent, relative, custodian/care giver or member of the household. Such persons may include, but are not limited to the following:

A. Teachers, administrators, or other employees of a school, other than a home school, in which the child who is the subject of a report of abuse or neglect is enrolled or attends [K.S.A. 21-3520 (8)]; See PPM 1353
B. Employees and administrators of recreational and/or character building organizations in which a child who is the subject of a report of abuse or neglect participates;
C. Babysitters;
D. Acquaintances of the family;
E. Strangers.
F. Human trafficking related “boyfriend”/”pimp”/”controller”/”manager”/”daddy”.

1351 Initial Assessment Decisions Regarding Non-Family/Unregulated Caregiver

If DCF receives a report alleging a child has been abused or neglected by a non-family/unregulated care giver, the department shall complete the Initial Assessment using the same criteria as reports involving parents and caregivers; with the exception of:

A. Reports involving abuse or neglect in schools, refer to PPM 1353;
B. Reports referred to law enforcement agency, refer to PPM 1352.
All non-family/unregulated care giver reports shall be assessed to determine if there is evidence or suspicion of parental involvement or failure to protect the child meeting criteria to assign for further assessment regarding the parental action or inaction.

1352 Non-Family/ Unregulated Care Giver -Third Party Reports Referred to Law Enforcement

Reports of alleged abuse or neglect by a non-family/ unregulated caregiver, with the exception of Human Trafficking related concerns, may be placed on preliminary inquiry and referred to the appropriate law enforcement agency. Reports with Human Trafficking concerns shall be assigned for further assessment per PPM 1325.

A. KPRC staff shall contact the appropriate law enforcement agency to verify whether or not the law enforcement agency will investigate the allegation.

B. The following shall be considered for the Initial Assessment decision:

1. If law enforcement accepts the report for investigation and is not requesting DCF assistance with the investigation the Initial Assessment may be completed with the decision to Not Assigned for Further Assessment for the reason the incident has been or is being assessed by DCF and/or law enforcement [AAS].

2. If law enforcement accepts the report and requests DCF assistance with the investigation, the report shall not be assigned for further assessment and forwarded to the responsible region as a courtesy interview using the following email addresses.

   Kansas City Region: DCF.KCPRC@ks.gov
   East Region: DCF.EastIntake@ks.gov
   Wichita Region: DCF.WICIntake@ks.gov
   West Region: DCF.WPRC@ks.gov

3. If law enforcement does not accept the report for investigation, the report shall be accepted for further assessment if it otherwise meets criteria to assign for further assessment.

1353 Investigation Involving Reports of Abuse Neglect in Schools

A. Reports Resulting From Actions Within School Policy

Reports of disciplinary action within school policy are generally a matter for resolution by the administration or Board of Education. As such it is not a matter for an
investigation by DCF. The Initial Assessment shall be completed with the decision Not Assigned for Further Assessment and forwarded to the appropriate school administrator and to the county/district attorney. If requested by the county/district attorney or law enforcement agency, DCF will assist in an investigation.

Examples of such reports include: excessive force used while administering corporal punishment, unreasonable detention or isolation otherwise permitted by school policy.

B. Reports Resulting From Actions Not Within School Policy

Reports of abuse/neglect which are not within or the result of school policy are, in most cases, a matter for law enforcement investigation as a Non-family/Unregulated Care Giver Report. Refer to PPM 1352.

Examples of such reports include: sexual misconduct of a teacher toward a child or physical injuries to a child not occurring as a result of the school's discipline policy

1354 Documentation of Case Acceptance and Timelines for Non-family Unregulated Care Giver Reports

The Initial Assessment, PPS 1002, shall be used to determine whether the report meets the criteria for acceptance. If DCF accepts a non-family / unregulated care giver report for investigation and assessment, a case shall be opened. A report of an assigned non-family / unregulated care giver is opened in FACTS for each family in which there is a child who is alleged to have been abused or neglected. The case is opened as with any other case but the parents' role type will be coded in FACTS as "FAM" (family).

The time line for a non-family / unregulated care giver investigation is the same as for any other case. Document if the time assigned cannot follow normal procedures because of the need to cooperate with a law enforcement investigation.

1360 Reports Concerning a Youth Who Has Been Adjudicated as a Juvenile Offender

DCF is responsible for receiving and completing an Initial Assessment of reports of youth who have been adjudicated as a juvenile offender and who are alleged or suspected to be in need of care.

1362 Reports Involving a Youth Adjudicated as a Juvenile Offender

A. Reports in Which Abuse or Neglect is Alleged or Suspected
Reports alleging abuse or neglect of youth adjudicated as juvenile offender are subject to the same Initial Assessment policies as other reports. Notice of the acceptance of a report and the result of DCF investigation shall be provided to the Kansas Department of Corrections - Juvenile Services (KDOC-JS) by e-mailing the report to KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov).

B. Reports Which Involve Family In Need of Assessment

DCF shall refer to the Kansas Department of Corrections - Juvenile Services (KDOC-JS) at KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov) when a report is received that a youth adjudicated as a juvenile offender is alleged or suspected to be a child in need of care for reasons other than abuse or neglect. DCF shall not take further action.

1370 Reports Alleging Abuse or Neglect in the Past

All reports received which occurred in the past shall receive an Initial Assessment, regardless of the current age of the child/adult. There is no specific time period in which a report of child abuse or neglect is received by the Kansas Protection Report Center to consider allegation(s) which occurred in the past for further assessment.

The department may occasionally receive a report from a person who is now an adult, alleging they were abused or neglected as a child. The law is silent regarding reports from or concerning a person 18 years of age and older about an incident that occurred during childhood. The adult victim should be encouraged to make a report to a law enforcement agency, especially if it is within 5 years after the alleged abuse or neglect occurred or was discovered, whichever is later. The adult victim may also wish to contact an attorney regarding whether there may be any other actions, including civil lawsuit, available to the adult victim.

The issue of whether a report of prior abuse or neglect shall be investigated is within the discretion of the KPRC staff responsible for completing the Initial Assessment on the report. A report shall not be completed with the decision to not assign for further assessment needed for the sole reason it occurred in the past.
Guidelines for deciding whether to accept a report of past abuse or neglect:

A. Does it appear likely, without investigation, that the same child or other children under the same care are currently being maltreated or likely to be maltreated? Factors to be considered in making this determination are: current allegations of abuse, other reports or incidents regarding the alleged perpetrator based on a FACTS search, any affirmed, confirmed, substantiated or validated findings regarding the alleged perpetrator, and the age or ages of any children currently under the care of the alleged perpetrator.

B. Does it appear likely at this time an investigation would be able to obtain enough information to determine a case finding decision using the preponderance standard of evidence? Factors to be considered in making this determination are: how old the participants are, where do the participants currently reside, and is it reasonable to believe participants can be located?

If the answer to one or both of these questions is "Yes", the need for an investigation is presumed unless the alleged perpetrator is not known or the current whereabouts of the alleged perpetrator are unknown. If the answer to both questions is "No", the case may be completed with the decision to not assign for further assessment for the reason the report does not meet the definition of a child in need of care.

For reports received regarding an alleged victim 18 years old or older, if the report is assigned for further assessment, the adult may or may not be considered an alleged victim but will likely be a collateral contact or witness in any event. If there is no current abuse or neglect or suspicion of abuse or neglect of a child, the department is neither obligated to respond with an investigation and assessment nor prohibited from doing so.

1381 Reports Regarding a Facility Subject to Regulation

The Department for Children and Families has the responsibility to receive, investigate and assess allegations of abuse or neglect which are alleged to have occurred in a child care or residential care facility. Kansas Statutes (K.S.A. 38-2226(e)) requires DCF staff to promptly report to the Kansas Department of Health and Environment (KDHE) of "any investigation involving a facility subject to licensing or regulation by the Secretary of Health and Environment."
An initial assessment shall be completed for all reports received with allegations of abuse or neglect of a child involving a facility subject to licensing or regulation by KDHE, DCF Foster Care and Residential Facility Licensing or the Kansas Department for Aging and Disability Services (KDADS).

A. Allegation of Abuse

Reports alleging physical, emotional or sexual abuse in a facility with the care giver or other person within the facility as the alleged perpetrator receive an Initial Assessment decision based on the same criteria of all other reports.

B. Allegation of Neglect

If a report alleges neglect in a facility, it is necessary to determine whether the reported information involves only lack of compliance with a regulatory requirement or whether the alleged infraction rises to the level of neglect which has resulted in harm or a likelihood of harm to a child. KPRC staff shall complete an Initial Assessment and document the reasons for the decision.

Reports which indicate a regulatory requirement appears to have been violated, but no harm has occurred or is likely to occur in the immediate future, are not considered neglect for the purpose of a DCF investigation. The Initial Assessment shall be completed with the decision to not assign for further assessment.

Reports which indicate neglect, lack of supervision or other regulatory infraction identifying a care giver or other person within the facility as the alleged perpetrator, and has resulted in harm to a child or which will likely result in harm in the immediate future, shall be accepted for investigation by the DCF.

C. Initial Assessment Assigned for Investigation

When a report has been assigned, the Kansas Protection Report Center shall send the notification as specified below within five working days of receiving the report. A report which a reasonable person would conclude is an emergency requiring prompt intervention by KDHE, DCF Foster Care and Residential Facility Licensing or KDADS shall be referred within two hours of the Initial Assessment decision or when KDHE, DCF Foster Care and Residential Facility Licensing or KDADS are next open for business.

Reports shall be sent electronically. The reporter information shall be included in the notification.

The notification includes the following with some exceptions as noted below:

1. PPS 1000, Face Sheet
2. PPS 1001, Report/Request for Services
D. Reports on Child Care Facilities

The Kansas Protection Report Center shall forward notification to parties identified below on reports involving Licensed Day Care Homes, Group Day Care Homes and Child Care Centers. Notification of reports regarding the care giver or other person within the facility as the alleged perpetrator at these child care facilities shall be forwarded as specified below:

1. KDHE Administration via e-mail. See PPM 1381 I.
2. DCF Child Care Provider Manager.

E. Reports on Family Foster Homes

The Kansas Protection Report Center shall forward notification to parties identified below on reports involving Family Foster Homes. Notification of reports regarding the care giver or other person within the home as the alleged perpetrator shall be forwarded as specified below:

1. DCF Foster Care and Residential Facility Licensing via e-mail. See PPM 1381 J.
2. Child Placing Agency sponsoring a family foster home.
3. DCF worker identified on the open FACTS CASE screen if the child is being served by a Child Welfare Case Management Provider.
4. Kansas Department of Corrections- Juvenile Services (KDOC-JS) when the alleged victim/perpetrator is in the custody of the Commissioner of KDOC-JS. See PPM 1381 K.

F. Reports on Residential Care Facilities

The Kansas Protection Report Center shall forward notification to parties identified below on all reports involving Group Boarding Homes and Residential Centers. Notification of reports regarding the care giver or other person within the facility as the alleged perpetrator shall be forwarded as specified below:

1. DCF Foster Care and Residential Facility Licensing via e-mail. See PPM 1381 J.
2. DCF worker identified on the open FACTS CASE screen if the child is being served by a Child Welfare Case Management Provider.
3. Kansas Department of Corrections- Juvenile Services (KDOC-JS) when the alleged victim is in the custody of the Commissioner of KDOC-JS. See PPM 1381 K.
4. DCF Support Services in the region where the facility is located:
G. Reports on Psychiatric Residential Treatment Facilities

The Kansas Protection Report Center shall forward notices involving Psychiatric Residential Treatment Facilities (PRTF) to parties identified below. Psychiatric Residential Treatment Facilities are licensed by Kansas Department for Aging and Disability Services (KDADS). Notification of reports regarding the care giver or other person within the facility as the alleged perpetrator shall be forwarded as specified below.

1. KDADS via e-mail. See PPM 1381L.
2. DCF worker identified on the open FACTS CASE screen if the child is being served by a Child Welfare Case Management Provider
3. Kansas Department of Corrections- Juvenile Services (KDOC-JS) when the alleged victim is in the custody of the Commissioner of KDOC-JS. See PPM 1381 K.

H. Initial Assessment with the decision to Not Assign for Further Assessment

When the Initial Assessment determines the decision to not assign for further assessment, the Protection Report Center shall send the notification as specified below within five working days of receiving the report. Reports shall be sent electronically. The reporter information shall be included in the notification.

Notification shall include:

1. PPS 1000, Face Sheet
2. PPS 1002, Initial Assessment
3. PPS 1001A, Summary of Results of Preliminary Inquiry, as applicable

On child care facilities, notification shall be sent to:
1. KDHE Central Office via e-mail. See PPM 1381 I.

On residential care facilities, notification shall be sent to:

1. DCF Foster Care and Residential Facility Licensing via e-mail. See PPM 1381 J.
2. DCF worker identified on the open FACTS CASE screen if the child is being served by a Child Welfare Case Management Provider

On Psychiatric Residential Treatment Facilities, notification shall be sent to:

1. KDADS via e-mail. See PPM 1381L.
2. DCF worker identified on the open FACTS CASE screen if the child is being served by a Child Welfare Case Management Provider

I. Electronic Notification of Reports to KDHE

The Kansas Protection Report Center shall send all notices of an intake regarding concerns in a child care facility to KDHE electronically with the following procedures.

The forms to be sent shall be converted to .pdf file format and sent to:
kdhe.CCLReports@ks.gov

The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDHE.
   1. Type of communication: Intake
   2. Type of facility: Child Care (CC)
   3. County where the facility is located: Two letter county code.
   4. Name of Facility: The name of the facility or the last name of the licensee

J. Electronic Notification of Reports to DCF Foster Care and Residential Facility Licensing

The Kansas Protection Report Center shall send all notices of an intake regarding concerns in a family foster homes and residential facilities to DCF Foster Care and Residential Facility Licensing electronically with the following procedures.

The forms to be sent shall be sent to: DCF.CCLReports@ks.gov
(DCF.CLLReports@ks.gov)
The subject line of the e-mail shall contain specific information necessary to identify the type of report for DCF Foster Care and Residential Facility Licensing.

1. Type of communication: Intake
2. Type of facility: Foster Care (FC), or Residential Facility (RF)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

K. Electronic Notification of Reports to KDOC-JS

The Kansas Protection Report Center shall send all notices of an intake to KDOC-JS electronically with the following procedures.

The forms to be sent shall be converted to .pdf file format and sent to: KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov).

The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDOC-JS.

1. Type of communication: Intake
2. Type of facility: Foster Care (FC), or Residential Facility (RF)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

L. Electronic Notification or Reports to Mental Health/KDADS

The Kansas Protection Report Center shall send all notices of an intake to Mental Health Performance Improvement Field Staff/KDADS electronically with the following procedures.

The forms to be sent shall be converted to .pdf file format and sent to: KDADS.MHPRCReports@ks.gov

The subject line of the e-mail shall contain specific information necessary to identify the type of report for Mental Health or PRTF.

1. Type of communication: Intake
2. Type of Facility: Residential Facility (RF), Community MH Center (CM)
3. County where the facility is located: Two letter county code
4. Name of facility: The name of the facility or the last name of the licensee
For cases where multiple agencies require notification, it is appropriate to send one e-mail including copies to all involved agencies. This will allow for transparency between agencies; assuring all, the appropriate notices have been sent.

1382 Reports of a Person Known to Work, Reside or Regularly Volunteer in a Licensed/Regulated Facility Suspected of Abusing or Neglecting His or Her Own Child

When a report is received alleging that a person who works, resides or regularly volunteers in a licensed/regulated facility is suspected of abusing or neglecting his or her own child or another child not connected with the facility, an Initial Assessment of such allegation is completed based on the context of allegation and relationship between that person and alleged victim. A report is not made to KDHE at the time of intake; however notice of findings may be required. See PPM 2544.

1383 Reports Regarding Approved Family Foster Homes

Although not required to be licensed, approved family foster homes are required to meet licensing standards. If it is known or suspected that such a home does not meet these standards, a report should be made to KDHE.

1384 Reports Regarding Kinship Placements

If a report is received of abuse/neglect with a care giver in a Kinship placement as the alleged perpetrators, the Kansas Protection Report Center needs to determine if the home is licensed or approved. If the home is licensed or approved by DCF Foster Care and Residential Facility Licensing, a notice shall be made to DCF Foster Care and Residential Facility Licensing per 1381 J. Kinship placements not licensed or approved by DCF Foster Care and Residential Facility Licensing are investigated as a family report.

1385 Reports Involving Adults Under 21 Years of Age and in Custody of the Secretary of DCF

When PPS receives a report involving an Adult under 21 years of age and in custody of the Secretary of DCF, the report shall be assessed as a child report and assigned per the PPS Policy and Procedure Manual.

1386 Reports Involving KDADS Licensed Facilities
For the purposes of this policy, KDADS Licensed Facilities shall include Community Mental Health Centers, Affiliated Community Mental Health Service Providers and Private Psychiatric Hospitals only. KDADS licensed facilities are not the same as institutions operated by KDADS. See 1340 for institutions operated by KDADS.

Child abuse/neglect reports received with the alleged perpetrator being a provider of CMHC services shall be referred to Law Enforcement as a non-family/unregulated care giver per PPM 1350 - 1352. Notification of the reports shall be forwarded as outlined in 1386 D.

Child abuse/neglect reports received with the alleged perpetrator residing in the facility shall be assessed and assigned per policy based on the PPM definitions of abuse/neglect. Notification of the reports shall be forwarded as outlined in 1386D.

A. Reports with the decision to not assign for further assessment

Initial Assessment completed with the decision to not assign for further assessment on all reports regarding KDADS licensed facilities shall be forwarded by the Kansas Protection Report Center to Mental Health Performance Improvement Field Staff.

B. Reports involving KDADS Licensed Facilities accepted for investigation by Law Enforcement

If law enforcement accepts the report of child abuse/neglect for investigation, KPRC staff shall complete the Initial Assessment decision to not assign for further assessment. The Kansas Protection Report Center shall:

1. forward a copy of the report including the "Basis" to Mental Health Performance Improvement Field Staff.
2. forward a Notification of Investigation, PPS-1008, to the KDADS Licensed Facility, attention: Director of Children Services, identified in the report as a
notification of a report being investigated and identify the alleged facility staff
and agency responsible for investigation.

C. Reports accepted for investigation by DCF

Reports assigned for investigation as a 3rd Party Perpetrator and forwarded for
assessment according to regional procedures. The Kansas Protection Report
Center shall:

1. forward the Notice of Investigation, PPS-1008 and a copy of the report to
   the Mental Health Performance Improvement Field Staff.
2. forward a Notification of Investigation, PPS-1008, to the KDADS Licensed
   Facility, attention: Director of Children Services, identified in the report as a
   notification of a report being investigated and identify the alleged facility staff
   and agency responsible for investigation with a copy to the assigned CPS
   Specialist to add to the case file.

D. Notification to Mental Health Performance Improvement Field Staff shall be made by
sending a copy of the report to: KDADS.MHPRCReports@ks.gov

Notification shall include:

1. PPS 1000, face sheet
2. PPS 1001, Report/Request for Services
3. PPS 1001A, summary of Results of Preliminary Inquiry, as applicable

The subject line of the email shall contain specific information necessary to
identify the type of report to MH.

4. Type of Communication: Intake
5. Type of Facility: CMHC
6. County where the facility is located: Two letter county code
7. Name of Facility: The name of the facility (if it is a 3rd party report)

**1387 Case Opening on Any Facility Report**

If the report is accepted for investigation/assessment on any facility, a case shall be opened for each child or sibling group who is alleged to have been abused or neglected and only on those children. For the purposes of the case file and FACTS, the parent(s) or other caregiver in the home of each child or sibling group and not the facility is listed as head of household and becomes the case name.

**1388 Reports Requiring Notification to Department for Aging and Disability Services (KDADS) or Community Support Services (CSS)**

**A. Child subject of the report with a disability or on a waiver:**

When a report is received which alleges the child subject of the report is on an HCBS waiver or has a disability, related to physical or cognitive development, autism or traumatic brain injury, the report shall be sent to the KDADS.CSSPRC@ks.gov mailbox.

The subject line of the email shall contain specific information necessary to identify the report for KDADS.

1. Type of communication: Intake
2. Two letter county code with dashes: -Wy-
3. Case head last name: Smith
4. Intake id number: 1006983

For example; Intake-Wy-Smith 1006983

If the reporter is unsure if the child is on an HCBS waiver, KPRC staff shall check waiver status on the CAP2 screen in KAECSES. Upon implementation of KEES the status shall be reviewed in KEES. If the reporter is unsure of disability status, but believes the child has a disability as specified above, the report shall be sent to the KDADS.CSSPRC@ks.gov mailbox.

**B. Child or family member receiving mental health services:**

If a report is received which identifies anyone in the family as receiving mental health services, the report shall be sent to the KDADS.MHPRCReports@ks.gov mailbox. The subject line shall read: Intake-two letter facility code-two letter county code-facility name. For example: Intake-CM-DG-Bert Nash. Facility codes for PPS are outlined in PPM 1381.

The subject line of the email shall contain specific information necessary to identify the report to CSP.
1. Type of communication: Intake
2. Two letter facility code: CM
3. Two letter county code with dashes: -Dg-
4. Facility name: Bert Nash

For example; Intake-CM-DG-Bert Nash

1390 Reports Alleging Abuse/Neglect Out of State

A report alleging abuse or neglect may be assigned in the following circumstances:

A. If the incident occurred in Kansas, regardless of where the victim is currently found or resides, or
B. If the incident occurred in Kansas, regardless of where the perpetrator is currently found or resides, or
C. If the child resides in Kansas or is found in Kansas, regardless of where the incident occurred.

1400 Assignment of Reports

When there is no current open PPS case established, procedures for opening a case are to be followed as indicated in PPM section 1410. Other listed procedures apply when the subject of the report is a child in custody of the Secretary of DCF, the family is currently receiving family services or family preservation services, or when there is an open case for investigation/assessment.

1405 Assigning Allegations when the Person Responsible is a Minor

Peer-to-peer fighting, peer bullying, and siblings fighting shall not be assigned with the minor identified as the alleged perpetrator. Consideration should be given to the caregiver(s) responsibility in the situation to determine if an abuse/neglect investigation is needed. If the family or child appears to need additional services not already in place, a FINA case may be considered.

Allegations where the alleged perpetrator is a minor may be assigned in serious situations, such as allegations of sexual abuse.

To assign an investigation for neglect in Kansas, the acts or omissions resulting in harm to a child or presenting a likelihood of harm must occur by a person responsible for the
care of the child. Prior to assigning a case with a minor as the alleged perpetrator for neglect, it should be ascertained the minor alleged perpetrator was in a defined caregiving role.

1410 Assignment of Reports Not Currently Open for Investigation/Assessment

A report alleging a child may be a child in need of care which is accepted by DCF shall be assigned to the local DCF office where the child resides or shall be available for investigation and assessment and services.

If the report of abuse/neglect at a child care facility is accepted for investigation, the local DCF office where the facility is located is responsible for the investigation of the allegations, regardless of where the child resides.

If services by another state or DCF office are required, the assigned DCF office is responsible for coordinating the requests for services.

In situations which do not appear to fit this policy, the Assessment and Prevention Administrators in the involved Regions shall determine which region shall take responsibility for the report.

1415 Assignment of Reports Indicating Pregnant Woman Using Substances

Reports concerning pregnant woman using substances shall receive an initial assessment using the information gathered per Appendix 1D (B) and the risk and safety factors per PPM 1301 to determine the assignment decision. The initial assessment may consider a pregnant woman currently using substances, or has a history of substance use and is at risk of relapse.

A. Reports Involving Nicotine Use

If the only substance reported is nicotine, the report shall not be assigned for further assessment.
B. Reports Received With No Children Residing In The Home

Reports indicating a pregnant woman is using substances, or has a history of substance use and is at risk of relapse with no children residing in the home shall have a KEES (upon availability) system search completed at the time of intake to determine if the pregnant woman is receiving TAF cash benefits. If the Pregnant Woman is receiving TAF cash benefits, the report shall not be assigned for further assessment. A copy of the report shall be provided to the assigned EES worker.

If the pregnant woman is not receiving TAF cash benefits, the report will be assigned as a Pregnant Woman Using Substances (PWS) with a 72-hour response time.

C. Reports Received With Children Residing In The Home

Reports indicating children in the home shall be assessed based on the reporters allegations or indications of need for services. If the reported allegations do not warrant assignment as abuse/neglect or FINA, the report shall be assigned as a Pregnant Woman Using Substances (PWS) with a 72-hour response time.

Assignment of a Report Involving a Child in the Custody of the Secretary and the Custody Case is Opened in a Region Other Than Where the Incident Occurred

An abuse/neglect report received when a child is in placement in a region different from the region with an open case, both offices must be involved in the investigation.

The region where the case is open is designated as the "responsible office", and the county in the region in which the incident occurred is the "investigating office".

1421 Tasks of the Responsible Office

The responsible office is the office where the case is open in FACTS. When it is necessary to have an event investigated by another office, the responsible office is responsible to:
A. Provide the investigating office with relevant information as requested.
B. Provide notices of the report to appropriate persons (e.g., parents, assigned CPS specialist, GAL, CA/DA, Judge).
C. Accept reports, findings and forms from the investigating office.
D. Complete the Repeat Maltreatment Review if the case finding is second substantiation on the victim within six months.

See PPM section 2000.

1422 Tasks of the Investigating Office

The tasks of the investigating office are to accept the report of abuse/neglect. Assess the report per policy and make appropriate findings.

A. Make necessary FACTS entries for assessment and findings.
B. Investigate the report.
C. Take emergency protective action if necessary.
D. Keep the responsible office informed of the progress of the case.
E. Determine and give notice of findings regarding the incident and the perpetrator as required in PPM section 2000.
G. Forward report (PPS 1000 series), assessment (PPS 2030 series) and case finding (PPS 2011) to responsible office.
H. Forward the notices of findings to the responsible office.

The intent of this policy is for the office with the incident (for a child in DCF custody) or facility in their area to be aware of any protection issues for the child reported or other children in placement or in the facility and facilitate local involvement in any KDHE regulatory action. If there are situations where this policy is not appropriate, the Assessment and Prevention or Foster Care Contract Administrator in the Region of the "responsible office", in consultation with the Assessment and Prevention or Foster Care Contract Administrator of the "investigating office", shall determine how best to handle the report.

1430 Report of the Same Specific Abuse/Neglect Incident by a Different Reporter on an Open Case
When a report is received from a second or subsequent reporter, and the allegations describe the same specific incident containing no new allegations of Abuse/Neglect as in the report currently being investigated/assessed by DCF, the Initial Assessment shall be completed with the decision not to assign for further assessment.

Situations of ongoing abuse/neglect providing a description of the families’ circumstances rather than a specific incident, such as, but not limited to ongoing conditions of the home, ongoing yelling or name calling, or ongoing domestic violence are not subject to this policy and shall receive an initial assessment decision based on the information contained in the report.

**1431 Initial Assessment of a FINA Event on an Open Case**

Reports received indicating Family in Need of Assessment (FINA) concerns shall receive an initial assessment to determine whether criterion is met to assign for further assessment. When FINA criteria is met, and it is determined the case is open to PPS for assessment, family services, family preservation, or foster care a preliminary inquiry to the worker with the open case may provide information to inform the initial assessment decision.

The report may be assigned for further assessment when there is a request from the PPS supervisor to assign. Some cases remaining open on FACTS may warrant assignment of a FINA event when it is determined the Child Welfare Case Management Provider (CWCMP) is not responsible for services. Such cases may include, but are not limited to, reports received with an open foster care case on a newborn in the removal home, or on children in the removal home with the case plan of adoption. The case plan goal in FACTS may not always indicate adoption when there is concurrent planning. A preliminary inquiry to the worker with the open case may inform this initial assessment decision.

When there is not a request from the PPS supervisor to assign the subsequent FINA concern, the initial assessment may be completed with the decision to not assign for further assessment and addressed as part of the open case. See PPM 1432 for forwarding procedures.

All reports containing human trafficking concerns per K.S.A. 38-2202 shall be assigned for further assessment of abuse/neglect Human Trafficking-Sex or Human Trafficking-Labor, regardless of the current open case type, unless, criteria per PPM 1430 Report of the Same Specific Abuse/Neglect Incident by a Different Reporter on an Open Case are met.

Reports faxed from Juvenile Intake Assessment Services (JIAS) involving a child in the custody of the Secretary receiving foster care services who has run away shall be reviewed by KPRC staff. When it is determined the report contains runaway concerns
only, and any abuse/neglect concerns have already been assessed, the report shall be forwarded to the region with the open case, via the intake email. These reports are not required to be entered in KIPS.

1432 Forwarding Subsequent Not Assigned Reports on an Open Case

All subsequent reports received on an open case shall receive an Initial Assessment by the Kansas Protection Report Center (KPRC). If the initial assessment decision is to not assign the report for further assessment, the report shall be forwarded to the regional intake email:

Kansas City Region: DCF.KCPRC@ks.gov
East Region: DCF.EastIntake@ks.gov
Wichita Region: DCF.WICIntake@ks.gov
West Region: DCF.WPRC@ks.gov

PPS regional staff refer to PPM 2070. See PPM 0510 Critical Incident and 0512 Significant Incident.

1450 Additional Children in the Family identified in an ongoing investigation

If during the course of an investigation/assessment, there is reason to believe other children under the same care are possible victims of the same allegations in the assigned investigation/assessment, the additional children shall be added to the current investigation and does not require a new report.

1451 Additional Perpetrator Identified after Initial Assignment

If during the course of an investigation/assessment of a report, there is reason to believe that there is another perpetrator for the same allegation and incident reported, the additional perpetrator shall be added to the current investigation and does not require a new report.

1452 Additional Concerns Related to the Child(ren) in the Family identified in an ongoing investigation

During the course of an investigation/assessment if PPS staff become aware of abuse or neglect issues, other than those contained in the assigned report, a new report is
required. An Initial Assessment decision shall be completed based on the content of the new report.

1453 Child(ren) from another Family identified in an ongoing investigation

If during the course of an investigation/assessment, PPS staff become aware that a child from another family may also be abused or neglected, a new report is required. If necessary, the CPS Specialist shall take appropriate protective action, pending the KPRC initial assessment of the new report.

1454 Children in Facilities Subject to Regulation by KDHE identified in an ongoing investigation

During the course of an investigation, if PPS staff have reason to suspect other children under the same care are abused or neglected, a new report is required. An Initial Assessment is completed and assigned based on the content of the new report.

1500 Response Time Assessment

The Kansas Code for Care of Children in K.S.A. 38-2230 mandates that when there are reasonable grounds to believe abuse or neglect exists, immediate steps shall be taken to protect the health and welfare of the abused or neglected child as well as that of any other child under the same care who may be in danger of abuse or neglect.

When a report alleging a child is abused or neglected is assigned for assessment the Kansas Protection Report Center Specialist shall determine the appropriate response time consistent with the information reported.

Completion of form 1002, Initial Assessment documents the response time assigned.

1520 Response Time

Response time begins with the time of the assignment as designated on the PPS 1002, Initial Assessment. Response time ends when the department has determined the safety of the child or made reasonable efforts to make such determination.
1521 Criteria for Establishing Response Times

Reports assigned for abuse/neglect concerns shall be assigned with either a same day or 72-hour response time. KPRC staff shall determine the response time for abuse/neglect assignments according to the following criteria:

A. Same Day:

When there is reason to believe that a child has been seriously harmed or is in immediate serious danger, DCF shall ascertain the safety of the child and take action necessary to protect the child or cause action to be taken by emergency personnel such as law enforcement officers the same day the report is received. See PPM 1530 for determination of joint investigation with law enforcement.

Examples of reports which shall be assigned for same day response:

1. Any alleged abuse or neglect of a child under one year of age.
2. Any child with current marks or bruises.
3. Life threatening situation for a child of any age, including the child is currently engaging in self-harming behaviors.
4. Sexual abuse, including human trafficking, of a child with the alleged perpetrator having access.
5. Child without minimal care to prevent loss of life or serious physical injury.
6. Child expresses fear of returning home.
7. Child in protective custody of law enforcement.
8. An imminent concern a parent may seriously harm his/her child.

B. 72 Hours:
Any allegation or suspicion of abuse or neglect not assigned a same day response. DCF must ascertain the safety of the child within 72 hours excluding week-ends and state holidays of acceptance of the report.

In any case where evidence may be lost through delay, such as bruises or body fluids, use of law enforcement or medical personnel to document the condition of the child or environment should be arranged for or the department should promptly respond.

1523 Basis for Decision Regarding the Assignment of Report

Briefly describe the reasons for assigning the report for assessment and response time selected. The decision must be understandable to the person to whom the case may be referred and to outside case reviewers, including the court if the record is subpoenaed. This field spells out the "why" and the "when" the assessment will be conducted.

The basis should identify the alleged victim and alleged perpetrator associated with each allegation type assigned. If there is an allegation of abuse/neglect identified which is not being assigned for assessment, the basis shall indicate an allowable reason according to policy that the allegation will not be assessed. Refer to 1360.

1530 Determination of Joint Investigation With Law Enforcement

Joint investigations between DCF and the appropriate law enforcement agency or agencies are mandated by statute (K.S.A. 38-2226(b)) when a report alleges serious physical harm to, serious deterioration of or sexual abuse of the child; and action may be required to protect the child.

KPRC staff shall assess all abuse/neglect assignments to determine whether a joint investigation with law enforcement is required.

A. When this criterion is met, KPRC staff shall complete PPS 1002 Section X, indicating a joint investigation is required according to statute.
B. If a joint investigation is not required, an explanation shall be documented on the PPS 1002 Section X.

1540 Reports to a Law Enforcement Agency for Criminal Investigation

DCF may report a case to a law enforcement agency if the department determines no action is necessary to protect a child but criminal prosecution should be considered. All reports which require DCF intervention and possible criminal violations should be coordinated with law enforcement. DCF shall cooperate with law enforcement to maintain integrity of any criminal investigation.

1600 Initial Assessment on FINA Reports

A Family in Need of Assessment (FINA) may involve children with behavior problems, truancy, runaway, less than 10 years of age committing an offense, child substance use, caregiver substance use, and infant positive for substances. Refer to PPM 0160 Glossary for definitions, and to Appendix 1A for guidance on the Initial Assessment Decision for each FINA sub-type. Reports which contain multiple FINA concerns may be assigned with multiple FINA sub-types.

Assignment as a FINA requires either:

A. The parents/caregivers are not aware of the issue to be able to address on their own; or

B. The parents/caregivers are aware of the issue and are willing to address, but are at the time of the report not able to address on their own, and need an assessment for possible services.

Reports may be considered for a FINA assignment when, at the time of the report, it is unknown whether the parents are aware of the issues. When the report indicates the parent/caregivers are aware of the issue and are not willing to address, the report should be assessed for possible abuse/neglect assignment, using Appendix 1A for guidance.
Such reports shall be accepted for assessment unless it meets criteria to complete the Initial Assessment with the decision to not assign for further assessment.

FINA reports shall have an Initial Assessment decision within the time frames outlined for reports of abuse and neglect. See PPM 1300.

1610 Criteria for Completing an Initial Assessment with no further PPS action needed on FINA Reports

Criteria for completing an Initial Assessment with the decision to not assign for further assessment listed for abuse/neglect reports in PPM 1310 are also applicable to FINA reports. In addition, the following reasons apply to FINA reports:

A. Report indicates family is receiving services on their own.
B. Report indicates the concern has been referred to or is the responsibility of another agency.

If a referral is made to another agency, the basis for not assigned for further assessment shall indicate the agency where the information was sent.

1630 School Attendance

The Kansas Code for Care of Children [K.S.A. 38-2202(d)(6)] includes children who are not attending school as required by law in the definition of child in need of care. The statutes on compulsory school attendance [K.S.A 72 -1113] place responsibility with the schools for determining the validity of excuses for absences and require the schools to designate one or more employees as responsible for notifying DCF or the county/district attorney of unexcused non-attendance.

See PPM 0160 Glossary for definitions of Educational Neglect and Truancy.

Reports received regarding a child not attending school as required by law shall receive an Initial Assessment, utilizing Appendix 1A as a guide, to determine whether the report meets criteria to assign as Educational Neglect, FINA with the sub-type Truancy, or to not assign for further assessment.
DCF offices should develop written procedures and coordination concerning the reporting of non-school attendance with each school district. DCF is authorized to enter into an agreement with a county/district attorney to allow all reports of non-school attendance, not meeting criteria to assign as Educational Neglect, to go directly to the county or district attorney's office. Schools who report unexcused absences to DCF are to use the PPS 1006, Reports of Unexcused Absences. The local office shall provide the schools with a supply of form PPS 1006, Reports of Unexcused Absences.

A. Child Age 7 or More but less than 13 Not Attending School As Required By Law

A report received from a person designated by a school system to report the non-attendance of a child age 7 or more but less than 13 as required by law shall be accepted by DCF for assessment of either Educational Neglect or FINA Truancy per Appendix 1A. The school district has the authority to schedule additional school days for a student, including summer months. [K.S.A. 72-1111] Inexcusable absences from any additional school days required for a student, including summer school are also considered a violation to the compulsory school attendance requirement. Therefore, DCF should verify reports of non-school attendance with the school even during the summer school session.

A report of a child age 7 or more but less than 13 not attending school from a person other than designated school system staff shall be placed on Preliminary Inquiry. As part of the Preliminary Inquiry, the school shall be contacted to determine if the child is attending school as required by law. If the school verifies the child is not attending school as required by law, the report shall be assigned for assessment (Educational Neglect or FINA Truancy per Appendix 1A).

If the information regarding non-school attendance is determined by the school district to be inaccurate, and there is no other abuse/neglect or FINA concern, the Initial Assessment of the report may be completed with the decision to not assign for further assessment as the report does not meet the statutory definition of Child in Need of Care.

B. Non-attendance of a Child Age 13 or More and Less Than 18 Years Old

Reports of non-attendance of children age 13 or more but less than 18 shall be forwarded to the county or district attorney, regardless of the Initial Assessment Decision. Reports of non-attendance of children age 13 or more but less than 18 shall
receive an Initial Assessment to determine whether criteria is met to assign for abuse/neglect with the allegation type of Educational Neglect. When the Initial Assessment determines no other abuse/neglect concerns, or need for further assessment, the Initial Assessment Decision may be completed with the decision to not assign for further assessment, for the reason the report does not meet the statutory definition of Child in Need of Care.

C. Enrollment of Exceptional Children

Children receiving special education services as an exceptional child are subject to compulsory attendance at an age that may differ from the ages of children required to attend school under the provisions of K.S.A 72-1111. If a child has been determined to be an exceptional child, is receiving special education services, and a determination has been made that special education services are necessary for such child, the child shall attend school. This compulsory attendance for exceptional children does not apply to children who fall in to the gifted category of exceptional as defined in K.S.A 72-962.

D. Home School

The schooling of children in private/home schools is not defined in statutes, but Kansas recognizes Non-Accredited Private Schools/Home Schools. Registration of Non-Accredited Private Schools/Home Schools is required per K.S.A. 53,100-102. If a report is received by DCF that a child is not attending school as required by law for the reason the child is being home schooled, DCF shall determine whether the private/home school is registered with the Kansas Board of Education to provide private or home instruction. Verification with Kansas Board of Education can be made by calling (785)296-6066. If the private/home school is not registered, or there is reason to believe the child may otherwise be in need of care, the report will be assigned for assessment.

1640 Reports Alleging Sexual Behavior or Abuse Between Children Less Than 10 years of Age

Reports alleging sexual behavior or actions between children under the age of ten should consider the following factors to reach an Initial Assessment decision:

A. ages of children, especially differences in age;

B. the context and frequency of behaviors;
C. any force or coercion by any child involved;

D. whether the behavior is within normal range of childhood curiosity.

If there is indication in the report regarding actions or inactions of care givers or individuals over the age of ten that are causing or contributing to this sexual behavior, the report may be assigned as abuse/neglect with alleged victims and perpetrators identified. If there is any indication in the report that the child may be a victim of sexual abuse by a caregiver or person age ten and over, the report shall be assigned for sexual abuse with alleged victims and perpetrators identified. Concerns involving only sexual behaviors of children under the age of ten which warrant assignment, the report shall be assigned as a Family in Need of Assessment report type.

1650 Initial Assessment of Substance Affected Infant

When a report is received regarding an infant affected by substance abuse, withdrawal symptoms or Fetal Alcohol Spectrum Disorder, Appendix 1A shall be used to guide the initial assessment decision. When criteria are met, the report shall be assigned for further assessment of abuse/neglect with the sub-type Substance Affected Infant. The report shall be assigned for a same day response.

When a hospital makes a report regarding an infant born with positive drug toxicology, and criteria is not met to assign the report as a Substance Affected Infant, the report should be assessed to assign as a FINA with the sub-type Infant Positive for Substances. Appendix 1A shall be used to guide the initial assessment decision. The assignment determination should focus on the situation of the child rather than solely on the substance abuse of the mother. If a determination is made to assign the report as Infant Positive for Substances, the report shall be assigned for a same day response due to the high-risk infant and to address any immediate needs of the family.

The report shall be assigned for a same day response to address any immediate needs of the family.

1660 DCF Employee Involved in a Non-Abuse/Neglect Report

Reports on non-abuse/neglect (Family In Need of Assessment) issues involving the family of an DCF employee shall receive the same considerations as other non-abuse/neglect reports. If report is assigned, the family should be assessed and offered available services.
The Assessment and Prevention Administrator will determine which unit in the region, or request another region to complete the assessment, offer and provide services.

**1670 Response Times for Reports of Family In Need of Assessment Accepted for Assessment**

If a report is accepted for Family in Need of Assessment FINA, the report shall be assigned a 7 working-day response with the following exceptions:

A. A child currently in protective custody of law enforcement shall be assigned a same day response.

B. Reports involving an infant positive for substances shall be assigned as a same day response.

C. A report the child currently is engaging in self-harming behaviors, the parents are aware and are requesting services to address the behaviors shall be assigned a same day response.

D. A child under the age of one shall be assigned a 72-hour response, excluding an infant born positive for substances.

E. A report assigned as a FINA which contains allegations a pregnant woman is using substances shall be assigned with a 72-hour response time.

**1672 Response Times for IL and ICPC**

If a report is accepted for Independent Living (IL) or Interstate Compact for the Placement of Children (ICPC), the report shall be assigned with a 20 working-day response time.

**1700 Override of Accepted Reports**

A decision to reverse the Initial Assessment Decision of a report assigned for further assessment may be warranted when additional information becomes available.

A. Sufficient Information Needed to Request to Reverse the Initial Assessment Decision:
Documentation will be determined sufficient to request to reverse the Initial Assessment Decision only under the following circumstances:

1. The specific incident assigned was recently assessed or is currently being assessed in an event by DCF;
2. Law enforcement assessed the assigned incident, sufficient information is available to determine criteria is not met to assign for abuse/neglect or FINA, the safety of the child(ren) was determined per PPM 2310 criteria and no other potential safety or risk factors were found which may require further assessment;
3. Additional information is received indicating the report does not meet the statutory definition of abuse/neglect or FINA or PPM directives;
4. DCF does not have authority to proceed and/or a conflict of interest. See PPM 1310C and PPM 1340;
5. FINA case and services are no longer indicated;
6. Reasonable attempts to determine safety as defined in PPM 2300 were made to contact a family of unknown identity, and the agency was unable to identify the family. If the family's identity is known the assessment shall be completed. Available resources to attempt to contact shall be exhausted. For example, searching all DCF systems- KIDS, KIPS, FACTS and KEES, contacting the reporter, if known, attempting to locate through current address via mail or landlord, school records, employment, known friends or relatives. Any additional information received from these contacts to locate the family shall be pursued. Documentation of all attempts shall be attached to the report as a note in KIPS.
7. PWS case with a subsequent Abuse/Neglect or FINA case assignment and services shall be assessed and provided in the new event.

B. Submitting Request to Reverse the Initial Assessment Decision:
1. Prior to submitting a request to reverse the Initial Assessment Decision, the CPS specialist shall consult with the PPS supervisor.
2. The PPS supervisor shall review the documentation prior to submitting a request for a reverse of the Initial Assessment Decision to the Kansas Protection Report Center to determine whether any potential safety/risk or FINA concerns are present which suggest the need for further assessment.
3. The PPS supervisor shall submit supporting documentation and the PPS 1004 Request for Reverse of the Initial Assessment Decision to the Kansas Protection Report Center supervisor’s e-mail address DCF.PRCSups@ks.gov (DCF.PRCSups@ks.gov). The subject line of the e-mail shall indicate a 1700 Request.
4. The request shall be made by the Family Based Assessment due date per PPS 1002, Section IX.

C. Reversing the Initial Assessment Decision:
   1. A Kansas Protection Report Center supervisor shall determine whether the documentation submitted meets criteria to reverse the Initial Assessment Decision.
   2. Upon review of the information, the Kansas Protection Report Center supervisor may request additional information from the PPS supervisor.
   3. Upon determining the submitted information is sufficient, the Kansas Protection Report Center supervisor shall make a decision by the next working day.
   4. The Kansas Protection Report Center supervisor responsible for reversing the Initial Assessment Decision shall add the PPS 1004 to the intake as a note in KIPS. Kansas Protection Report Center supervisor shall provide documentation supporting the decision in the Basis of the PPS 1002 Section V. The original basis statement indicating the acceptance of the report shall not be deleted.

D. Situations excluded from requesting to reverse the Initial Assessment Decision include:
   1. The alleged victim(s) denies the allegations, or does not disclose abuse or neglect, requiring further investigation and assessment.
   2. There is an indication additional interviews with siblings, care givers, or collaterals may provide information needed to complete a comprehensive assessment to address the allegations safety and/or risk concerns.

1800 Intake FACTS Procedures

Complete screen navigation requirements for establishing events are located in the Event Management section of the FACTS User Manual Volume II, Section 200. Codes for intake screens in FACTS are located in the USER Manual Volume I, Section 800.

1811 Intake

Information will first be completed in KIPS then data will be transferred to FACTS and pre-fill only the BEGN, ROLE and SORT screens. The EVRL screen will still need to
be completed in FACTS on both screened in and screened out events. Information on EVRL shall be entered by close of the business day following the date of the Initial Assessment decision.

1812 Initial Assessment Decision

Preliminary inquiry information will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the SORT screen.

1821 Search Sources

A. Agency Service Activity (SCAN)

The SCAN screen is a high level client index search of FACTS, KS Cares, KanPay, KAECSES, and Child Support Enforcement systems for existing information on any client served by these program areas. Upon implementation of KEES the status shall be reviewed in KEES. Utilizing SCAN produces a list of names from which the user can select and flow to a family’s FACTS CASE screen to view previous open and closure dates and the family’s case number if applicable.

B. Family Decision History (FAMS)

FAMS is a search screen that displays all previous investigative finding decisions associated with a family’s case number. A FACTS Case number is required to access a FAMS screen for a family.

C. Central Registry Search (CERS) Screen

The CERS screen displays the names of confirmed or validated (prior to 7/1/2004) and substantiated (effective 7/1/2004) perpetrators of abuse/neglect after all applicable appeal time periods have been exhausted. CERS search is utilized in adding the EVRL screen. An individual name or social security number is required when using CERS. Names will appear in CERS when all the following circumstances have been met:

1. Perpetrator finding is Confirmed (CN) or Validated (CV) (prior to 7/1/2004)
2. Perpetrator finding is Substantiated (SB) (effective 7/1/2004)
3. 60 days have passed since the date of case finding
4. No active appeal in FACTS for this perpetrator
5. No active corrective action plan for this perpetrator (prior to 7/1/2004)
D. Unconfirmed/Not Involved (UNIS) Search Screen

An individual name or social security number is required when using UNIS. The UNIS screen is used to search for information about alleged perpetrators who are in any of the following categories:

1. Substantiated perpetrator of abuse/neglect (prior to 7/1/2004);
2. Validated perpetrator of abuse/neglect during the 60 day (or longer) appeal period (prior to 7/1/2004);
3. Substantiated perpetrator of abuse/neglect during the 60 day (or longer) appeal period (effective 7/1/2004);
4. Affirmed perpetrator of abuse/neglect (effective 7/1/2016);
5. Unsubstantiated (a.k.a. unconfirmed) abuse/neglect;
6. Person not involved in an incident of abuse/neglect.

E. Event List Search (EVLS)

EVLS is a search for previous reports involving a family. This search will produce event numbers for all reports, and is a tool to prevent adding duplicate events. An individual name and time frame is required when using EVLS.

1830 Adding CPS Reports on BEGN

Intake information from the reporter will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. Information on the BEGN screen is also located on the PPS 1000 and PPS 1001.

1831 Event/ Contact ID

Intake information from the reporter will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. KIPS will establish the Event/Contact ID and will transfer the ID to FACTS.

1832 Entering Reporter Information

Reporter information will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. If the reporter for the event is anonymous, “anonymous” shall be entered as the last name in KIPS. The reporter’s last name is a required field for FACTS. For events alleging abuse took place outside of Kansas, the incident county code shall be entered as “NK” (Not Kansas) in KIPS. This information will then be transferred to FACTS and pre-fill the appropriate fields.
1833 Entering Maltreatment Allegation/Presenting Situation

Information on abuse neglect allegations/presenting situations will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. FACTS will allow a total of five allegations/presenting situations to be transferred. The request only code of 'N' indicates the report is regarding an Abuse or Neglect maltreatment type.

1834 Entering Non Abuse Neglect Presenting Situations

Information on non-abuse neglect presenting situations will first be completed in KIPS then data will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. FACTS will allow a total of five allegations/presenting situations to be transferred. The request only code of 'Y' indicates the report is regarding a non-abuse neglect report type (NAN).

1835 Recording Other Intake Actions

A. Interstate Compact for the Placement of Children (ICPC)

ICPC requests from other states are recorded first in KIPS then the data will be transferred to FACTS on the appropriate fields on BEGN, ROLE, and SORT screens with the presenting situation code and report source code of ICP. The county code is the DCF office completing the home study.

B. Requests for CPS Courtesy Interview from Other States

Requests for courtesy interviews from other states shall be entered into KIPS first then the data will be transferred to FACTS.

C. Requests for Courtesy Interviews from Another DCF Office

Courtesy Interviews are not recorded as a new event. Activity of courtesy interviews are recorded as an assessment tool (CIN) on the case assessment screen for the open case in the area requesting the interview. The area conducting the courtesy interview will need to supply the area with the open case the worker ID of the staff person conducting the interview to facilitate that activity being entered into FACTS.

D. Reports Investigated by Law Enforcement, Native American Tribal Authorities, or Military Authority (Entering Non-Agency Decisions)

Reports investigated by other agencies, and determined to be substantiated by DCF shall be entered into FACTS. Events are created using the appropriate
report source of Law Enforcement, Attorney General, etc. Roles for this intake are entered for the victim (VIC) and perpetrator (PRP).

E. Pregnant Woman Using Substances

If the presenting situation is Pregnant Woman Using Substances, the presenting situation code is PWS. The request only indicator on this presenting situation code is P, and it cannot be used with Y or N.

1836 Incident County Code

The county code in which the alleged incident occurred will first be entered into KIPS and then the data will be transferred to FACTS to the incident county field. If the incident reportedly took place out of state the Not in Kansas (NK) code will be entered in KIPS and then the data will be transferred to FACTS.

1837 Occurrence Date/Occurrence Time

The occurrence date and occurrence time fields document the most recent estimated date when the maltreatment occurred.

Occurrence date and time will be entered into KIPS then the information will be transferred to FACTS and pre-fill the appropriate fields on the BEGN screen. If the reporter is uncertain about the occurrence date, the closest year, the first day of the closest month, and/or the first month of the closest year (January) when the most recent incident occurred will be entered into KIPS. If the reporter is uncertain about the occurrence date, the closest year, the first day of the closest month, and/or the first month of the closest year (January) when the most recent incident occurred will be entered into KIPS.

1841 Adding an Event

Intake information will first be entered into KIPS then the information will be transferred to FACTS and pre-fill the appropriate fields on the BEGN, ROLE and SORT screens. If the report received by the agency is regarding a facility, a separate event must be established for each case involved in the report in KIPS. If the parents of the child or sibling group are not implicated in the maltreatment, the parent’s or other caregiver’s "role" is indicated as "FAM".

1842 Facility and Caseload Indicator

Information regarding if event involves a facility will first be entered into KIPS then the information will be transferred to FACTS and pre-fill the appropriate field on the SORT screen.
Information regarding the caseload indicator will not be manually entered into KIPS or FACTS. The caseload indicator in FACTS will default to 'N'.

1843 Case Opening

If a report involving a facility regulated by KDHE is accepted for investigation/assessment, a case shall be opened for each child or sibling group who is alleged or suspected of having been abused or neglected and only those children. The parent(s) or other care giver in the home of each child or sibling group (not the facility) is listed as head of household and becomes the case name.

1850 Entering Contact Role (ROLE) and Event Role (EVRL) Screens

Intake information will first be entered into KIPS, then the information will be transferred to FACTS and pre-fill the appropriate fields on the ROLE screen. The EVRL screen shall be completed in FACTS on both screened in and screened out events and establish any links to previous applicable ID numbers for that client.

1851 Contact Role Name

Intake information is entered into KIPS and pre-fill the appropriate fields on the ROLE screen in FACTS.

A. Unknown Names
   If the individual's first or last name is unknown, the word "unknown" will be entered into KIPS on the appropriate field. If only a partial first or last name is known, this information will be also be entered into KIPS. If information on parents of an abandoned infant cannot be obtained, the parent(s) name as "Unknown, Abandoned" a birth month and day of 01/01, with a year of birth which is 20 years older than the estimated year of the child's birth will be entered into KIPS.

B. Reports of Incidents Alleging Maltreatment
   Reports that allege abuse/neglect must identify role codes for at least one alleged perpetrator (ALP) and one alleged victim (ALV). Family members (including but not limited to household members and noncustodial parents) not to be alleged victims or alleged perpetrators are coded as family members (FAM).

C. Reports of Non Abuse Neglect Circumstances including Pregnant Women Using Substances
   Reports involving NAN situation and Pregnant Women using Substances shall
identify all family members including but not limited to household members and noncustodial parents with a role of family (FAM).

1852 Adding and Updating an Event Role (EVRL)

The EVRL screen shall be completed on all events. Names entered on the ROLE screen will appear on the EVRL screen. The EVRL screen shall be updated with any additional information gained through system searches or other communication with persons involved in the intake or assessment. Searches for Client ID, alleged Victim ID number, and alleged Perpetrator ID numbers are conducted prior to adding this screen information into the system. If an alleged perpetrator is unknown, enter 9999999999 as the perpetrator ID number. If an event is assigned and has unknown names other than the alleged perpetrator on ROLE that populates EVRL, then complete EVRL after the first and last names of the individuals have been obtained by the agency. If an event is not assigned and the agency was unable to ascertain first and last names, then EVRL may have unknown added as a person's name. Data captured on the EVRL screen is required information reported to NCANDS.

1. Date of Birth: Date of birth is required on EVRL. If unknown at the time EVRL is entered, then enter an approximate date of birth using the 15th as the day of birth.

2. Race: Information regarding race shall match the information found on the paper file form PPS 1000. A person's race is determined by how they define themselves. In case of young children, parents determine the race of a child. Enter into EVRL the race reported by the family. Enter unable to determine (UK) only if the child is very young or is severely disabled and no person is available to identify the child's race; or, if the parent, relative or guardian is unwilling to identify the child's race. Enter Declined (DC) only if the individual has declined to provide their race.

3. Ethnicity: A person's ethnicity is determined by how they define themselves. In case of young children, parents determine the ethnicity of a child. Enter unable to determine (UK) only if the child is very young or is severely disabled and no person is available to identify the child's ethnicity; or, if the parent, relative or guardian is unwilling to identify the child’s ethnicity. Enter Declined (DC) only if the individual has declined to provide their ethnicity. Enter No (NO) only if the individual is not of Spanish descent (Hispanic/Latino origin). Federal reporting requirements indicate that states shall report the ethnicity of an individual for anyone who claims they are of Spanish descent regardless of the race that is reported. The system allows the addition of ethnicity information for individuals claiming Spanish heritage.
4. Living Arrangement at Incident: Enter the living arrangement of the alleged victim at the time of incident from the Agency Response section in KIDS for intakes assigned on or after July 1, 2017. The codes for this field are: 'FAA' (living with father and other adult), 'FFH' (living in foster home), 'LWF' (living with father only), 'LWM' (living with mother only), 'LWP' (living with both parents), 'MAA' (living with mother and other adult), 'REL' (living with relative), 'OTH' (other setting), and 'UNK' (unknown).

5. Verified Incident Date: Enter the verified incident date from the Agency Response section in KIDS for intakes assigned on or after July 1, 2017. Enter “Y” into estimated date field if date is marked as being estimated. Enter “N” into estimated date field if date is not marked as being estimated.

1861 Preliminary Inquiry

When applicable, information regarding a KPRC social worker decision to conduct preliminary inquiry will first be completed in KIPS, then data will be transferred to FACTS and pre-fill the appropriate fields on the SORT screen. Information regarding preliminary inquiries is located on the PPS 1000 and 1001A.

1862 Initial Assessment Decisions

A. Assigned Reports

The allegation for presenting situation, reason for case assignment, and response time located on the PPS 1002 shall be entered into KIPS, then the data will be transferred to FACTS and pre-fill the appropriate fields on the SORT screen.

B. Reports Not Assigned

Information on reports that are not assigned and the reason for completing the Initial Assessment with the decision to not assign for further assessment shall be entered into KIPS and then the data will be transferred to FACTS and pre-fill the appropriate fields on the SORT screen. Initial Assessment Decisions which are reversed per PPM 1700, are updated in KIPS by a KPRC Supervisor, then the data will be transferred to FACTS. When the Initial Assessment Decision is reversed the Screen Out Reason code will be CLA (Closed After Assignment). The EVRL screen still needs to be completed on screened out events. For Out of State Courtesy Interviews, the Screen Out Reason code will be CCI (Close Out of State Courtesy Interview). If an event is entered in error, the Screen Out Reason code shall be IEE.
1863 Case Number

If the family involved in the report has an existing case number, enter that case number in KIPS for all Initial Assessment decisions. Information will be transferred to FACTS.

1871 Unique Case Number

Each family receiving services from PPS has a unique case ID number in FACTS. Individuals on that case will also have a specific DCF client ID number. This DCF client ID is cross referenced on the High Level Client Index and is the same client ID assigned to the other four DCF statewide information systems (KAECSES, KS Cares, KanPay, and Child Support Services).

Upon implementation of KEES an individual who is only known to KEES will have a different client ID assigned to them. If the individual is later added to FACTS, KAECSES, KS Cares, KanPay or Child Support Services they will be assigned a DCF client id. The KEES client id and DCF client id will not be the same if individual is not known to FACTS, the other four DCF statewide information systems or KEES prior to when KEES goes live.

1872 Establishing An Open Case

Complete screen navigation requirements for establishing a case is located in the Case Management section of the FACTS User Manual Volume II, Section 300. Codes for screens involving case management in FACTS are located in the USER Manual Volume I, Section 800. If the case opening involves a referral to a Child Welfare Community Based Services provider, then information on CASE, MACL shall be complete and added the same day of referral to the provider. Otherwise, CASE and MACL information shall be entered within 5 business days from the date of occurrence, action, or agency decision regarding a child or family. Case information that is required in FACTS and which is received from outside agencies shall be entered within 5 business days of receipt of the information.

A. Persons on CASE

All individuals listed on the EVRL screen will automatically roll over to the CASE screen. Only individuals from that event/report who are family members and whose names are
known are processed for a case household. In circumstances from a reporter in which names are unknown, wait until information is known about last and first names, then complete (EVRL) and CASE promptly when adequate information is gathered regarding names so an adequate client search can be achieved. If there are members of the household who were not listed in the initial report to the agency and/or on EVRL, those individuals shall be added to persons listed on the case.

If the event is not attached to an existing case, the FACTS system assigns a case number once the CASE screen is successfully processed. The FACTS system assigns a case name once the CASE screen is successfully processed. Whoever is listed on the CASE screen as the case head will be the case name. If there is a female parent or primary caregiver in the household, list the female as the head of household if appropriate.

B. Case Open Date

The date of case opening is the date the case is accepted for investigation or assessment. This date is located on the PPS 1002. In the situation of a child coming into police protective custody (PPC) or DCF custody, then the case opening date would be the date the child went into PPC or DCF custody as custody may have occurred prior to case being accepted. The CASE screen is also used to close, reopen, or transfer a case to a different worker.

C. Multiple CASE History

If there is a circumstance with two parental households with two previous case numbers, the parent case with the longest case history shall be the case number to use when reopening a case, if appropriate.

1880 Maintain Client Information (MACL)

The MACL screen is used to document individual client information such as demographics, termination of parental rights, eligibility, school district child attends, income, etc. Information for this screen is located on the PPS 1000, placement documents, and eligibility documents.
1881 Marital Status

Information entered on this screen shall differentiate between adults who are Single, Divorced, Separated, Legally Separated and Involuntarily Separated. Separated is a status whereby the parties mutually agree to live apart. Legally separated is where the parties receive court sanction to live apart. Involuntary separation is a status whereby the parties have no choice but to live apart as in incarceration, military duty when dependents are not allowed to go, etc.

1882 Reason Left/Reason Left Date

If an individual leaves a case that date is entered onto MACL. The date the person left the case cannot be earlier than the case open date.

Usage of Reason Left Codes:

Use the code for "emancipation" (EMN) when a youth in custody under the age of 21 is given "adult" status by a court.

Use the code for Guardianship (GAR) when a child is placed with an adult(s) other than their parents and a court issues an order giving the adult legal authority to act in behalf of that child in the capacity of guardian.

Use the code for Adoption (ADP) when a child has been placed in an adoptive home and that adoption has been finalized by court hearing.

Use the code for Living with Other Relatives (LOR) when the individual has moved from the residence where the head of household resides and that head of household no longer has a principle role in the case plan.

Use the code for Reunification (REU) when the child has left the case to be reunified with a parent on another case.

Use the code Runaway (RAW) when a child who is not in DCF custody has:

1. been absent from a parent’s home without permission; and,
2. has been gone a minimum of 24 hours; and,
3. has been reported as a runaway by the parents to law enforcement.

Use the code for Death (DTH) for a case member who dies. When using this code, a Date of Death entry is required.

Use the code for Divorce (DVR) when a member of the case leaves due to the member’s legal (court order) divorce from another member of the case.
Use the code for Separation (SEP) when a parent or other member of the case leaves due to that person’s legal (court order), voluntary or involuntary marital separation from another member of the case.

Use the code for Marriage (MRG) when a member of the case leaves due to that person's marriage to another person in another family leading to both a change of address from the address of the case head and that person’s no longer playing a significant role in the case plan(s).

Use the code for Living with Another Family (LAF) when a case member leaves the address of the case head and is no longer playing a significant role in the case plan(s).

Use the code for Expelled (EXP) when a case member is forced to leave the family either by court order or by the demand of another family member(s).

Use the code for Receiving Services in Another Case (RAC) when a case member leaves the case to join another case where they may receive services.

Use the code for Entered in Error (ERR) to remove a person who has been entered in error and should not be part of the case.

1883 Disability/Severity

Disability codes on MACL shall be entered for every child on a case. If a child has no disability, enter None (NO). If a clinical assessment is need and has not yet been completed, enter Not Yet Determined (ND). To document a disability, the condition must have been diagnosed by a qualified professional. A qualified professional is a medical or mental health professional as defined by state law or regulation. If a child has been clinically assessed as having a disability, enter disability type from the user manual. Also, review medical or emotional conditions that may qualify as a disability type on Appendix 1J. Enter Other Disability (OD) only if the child's diagnosed conditions meets one of the listed items that corresponds to the OD on Appendix 1J. (See PPM section 3850 for additional information). If a child has no disability, enter None (NO). If a clinical assessment has not yet been conducted, enter Not Yet Determined (ND).

Disability codes on MACL shall be entered for specific special needs identified on ADOP. The special needs codes on ADOP that require MACL disability codes are: Emotional Disability (EMD), Medical Condition (MEC), Mental Disability (MED), or Physical Disability (PHD). This is an AFCARS requirement.

1890 Entering Client Relationships (RELS)

The RELS screen is used to document the family relationships between case members. Information for this screen can be located on the PPS-1000 and additional assessment forms. Parental relationships to children is either that of a primary (CP) or secondary
care giver (CS). If one of the caretakers is female, she is coded as the primary caretaker if appropriate.

1900 Eligibility and Payment Procedures

Section intentionally left blank.

2000 Investigation and Assessment

The Kansas Protection Report Center (KPRC) determines whether reported information meets criteria to assign for further assessment. Reports meeting criteria for further assessment are assigned for investigation and assessment with one of the following assignment types:

A. Abuse/Neglect

Reports assigned for Abuse/Neglect require an investigation to assess if further action is needed. The purpose of assessment is to determine if the child may be a child in need of care and if services to the child and family are indicated.

B. Family in Need of Assessment (FINA)

Children are referred to the department due to conflicts with home, school or community; runaway; school non-attendance or other reasons defined as child in need of care by K.S.A. 38-2202. The purpose of assessment is to determine if the child may be a child in need of care and if services to the child and family are indicated.

C. Pregnant Woman Using Substances (PWS)

The purpose of the assessment is to determine the level of services needed and make referrals as needed.

D. Independent Living (IL)
The purpose of the Independent Living program is to assist youth leaving foster care in transitioning to adulthood.

E. Interstate Compact on the Placement of Children (ICPC)

The purpose of the ICPC is to protect children by assuring placements are safe prior to placing children across state lines.

2010 Investigation

Investigatory activities may vary from case to case based on the specifics of the case. Investigative activities may be done by a Child Protection Services (CPS) Specialist, CPS Investigator, or Law Enforcement, and will commonly involve several of the following activities:

A. Searches of DCF, criminal, and sex offense history shall be completed. See PPM 2025

B. Interviewing the reporter and witnesses, if any, to the alleged maltreatment.

C. Interviewing the child victim. Preferably the child should be interviewed before the alleged or suspected perpetrator is interviewed. The child should not be interviewed in the presence of the suspected perpetrator except for good reason.

D. Interviewing the child’s parent(s) and other person(s) responsible for the care of the child.

E. Interviewing the alleged or suspected perpetrator.

F. Visiting the scene of the alleged maltreatment; documenting relevant environmental information; requesting a law enforcement officer to seize physical evidence. Photographs or videotapes may be requested of a law enforcement officer, medical staff, or other persons trained and competent in taking photographic or electronic evidence. If such a qualified professional is not available, DCF staff should photograph to record the evidence.

G. Obtaining relevant records from DCF, law enforcement, medical practitioners or other relevant entities. Consents for release of information not statutorily available will be necessary. A subpoena for documents or interviews to provide essential information may be requested by DCF or a court appointed multi-disciplinary team.

H. Making and documenting behavioral observations such as the appearance and effect of witnesses and alleged perpetrators when presented with questions or information about the alleged maltreatment; the child's behavior in the presence of care givers or the alleged perpetrator; the type and quality of interaction of family members; statements; or behaviors of any person which might be
indicative of truthfulness; lying; any mental, emotional or physical impairment of any other child or adult; behaviors indicating alcohol or other drug use, etc.

### 2020 Assessment

Assessment is the process of drawing hypotheses or conclusions from the information available from the investigation. As with elements of the investigation, the activities of an assessment may vary from case to case. Assessments are completed by a CPS Specialist and will commonly involve several of the following activities:

A. Evaluating the quality and sufficiency of the evidence.
B. Evaluating the plausibility of explanations for the harm.
C. Considering alternative explanations for the injury.
D. Evaluating contributing factors according to the Safety and Risk Assessment.
E. Considering DCF, criminal, and sex offense history, which indicates potential risk or safety concerns for the child; and evaluating the new information gathered during the investigation relevant to the history. See PPM 2025.
F. Reaching a tentative conclusion whether the alleged maltreatment occurred.
G. Assessing whether there is immediate danger to the child.
H. Considering alternative protection actions if necessary and selecting one.
I. Assessing long term risk of reoccurrence.
J. Considering available services and making an initial plan for selected services.

All assessment information mentioned in this section shall be documented on each report using the Kansas Initiative for Decision Support (KIDS) computer application.

### 2025 History Search for the Investigation and Assessment

The purpose of the history search is to inform comprehensive assessments, case decisions and worker safety. The history may inform risk and safety decisions for the child, decisions for controlling safety interventions, protective actions and services for the child and family.

A. Systems Search:

When a report has been assigned as abuse or neglect, excluding non-family/unregulated caregiver and facility assignments, PPS staff shall complete a
search for DCF, criminal, and sex offense history of all care givers and the alleged perpetrator. The PPS 1000, Face Sheet, shall be updated as additional information becomes available regarding the family. Updates shall be dated, initialed, and entered into FACTS. Individuals listed as Collateral Contacts shall be entered into FACTS. The search shall include, but not be limited to, the following systems:

1. FACTS shall be searched to locate any prior DCF history and other cases in which an individual may be associated with. A brief description of the required FACTS screens to search is provided. Additional FACTS search information can be found in the FACTS system manual at [http://dcfnet.dcf.ks.gov/library/helpdesk/FACTS/](http://dcfnet.dcf.ks.gov/library/helpdesk/FACTS/). This search shall include, but not be limited to, the following screens:

a. SCAN- The SCAN (Search Case and Name) screen is used to search the data base for the Automated Assistance (AE), Child Support Enforcement (CS), KanPay (KP), KsCares (KC), and FACTS (FA) systems for existing information on an individual or case. If an individual is associated with an Assessment and Prevention case, a “Y” displays in the FA column and the case number(s) associated with the individual will be listed. Collaboration with other departments may assist with identifying other names or aliases an individual may be known by or using. Search by SSN, if available.

b. CERS- The Central Registry Search screen is used to display the names of perpetrators of abuse/neglect after the appeal period has ended or after an appeal decision has been upheld. WKRP may be substituted. Search by name and SSN, if available.

c. UNIS- The Unconfirmed / Not Involved Search screen is used to search for individuals who have an unsubstantiated finding. It can also be used to search for substantiated perpetrators listed on UNNI that are displayed during the appeal process. Search by name and SSN, if available. The UNIS screen may provide other case #s an individual is associated with.

d. CONF- The CONF (Update Confirmed Perpetrators) screen displays information about perpetrators who are awaiting transfer to the central registry. 60 days after a substantiated finding has been entered on the FIND (Maintain Decision) Screen, the perpetrator information will display on CONF if no appeal has been filed, or if an appeal decision was upheld. The perpetrator's name displays on CONF for one day and is then automatically transferred to the Central Registry.
e. PLAN- The Maintain Plan screen displays all of the plans that have been entered on the case.

f. FAMS- The Family Case Decision Search displays a listing of all decisions associated to a case.

2. Kansas Department of Corrections website http://www.dc.state.ks.us/kasper
5. Local court databases where available.

Documentation of history searches shall clearly state the name of the person searched, the date the search was conducted, the database or website searched and what the search yielded, including if no history is found.

B. Assessment of the History Search Results

Prior to conducting interviews, the assigned CPS specialist shall review the history searches for indications of safety and risk concerns for the child. If completing the review of history interferes with a timely safety determination, the contact with the child shall not be delayed and the review of history shall occur in a timely manner to inform follow-up investigation/assessment activities.

When DCF history is found, the CPS specialist shall review KIDS assessments to complete a comprehensive review of DCF history, to include other cases in which individuals are associated. This review may include, but not be limited to the following:

1. PPS-2030 B Safety Assessment
2. PPS-2030 C or D Risk Assessment
3. PPS-2011 Case Finding
4. PPS-2030 E FINA Assessment
5. PPS 2030F Family Based Assessment Summary

When there is an indication an alleged perpetrator may have been involved in a different case and the searches listed in A. did not provide results, the individual name search in KIDS shall be used to search for any additional events in which the alleged perpetrator(s) may be associated.

The CPS specialist shall determine if the history is potentially relevant to the current situation or if the history presents ongoing risk/safety, such as, a developmental
disability or long-term pattern of domestic violence or substance abuse which needs further assessment. The CPS specialist, or the CPS investigator upon request of the CPS specialist, shall include potentially relevant history, in the current investigation and assessment activities (interviews, observations, etc.) to gather information from the child and family regarding how the family is currently functioning/dealing with the risk/safety concerns identified. History which presents ongoing risk/safety concerns shall be reassessed in the current safety/risk assessment.

DCF, criminal, and sex offense history, determined by the CPS specialist to indicate potential risk or safety concerns for the child shall be included in the consultation with the supervisor. Refer to PPM 2760 and Appendix 2B.

Any results of the history determined relevant by the CPS specialist and supervisor shall be documented in the sections most appropriate on the PPS 2030 B Safety Assessment and/or PPS-2030 D Risk Assessment.

2027 Fatherhood Involvement During Investigation and Assessment

Concerted efforts should be made to include fathers throughout the life of the case (assessment to case closure), unless it is determined contrary to the safety and well-being of the child. Children benefit from the positive, active involvement of fathers in their lives. The father’s unique parenting style contributes to the healthy development of the child(ren). Mothers may also benefit from the increased support from paternal involvement.

During the investigation and assessment, PPS staff shall make concerted efforts to locate absent father(s) by asking about the father(s) during interviews with the child(ren), mother and other applicable family members; and checking PPS systems. Information gathered regarding the father(s) should be included, as appropriate, in the Family Based Assessment. The father(s) and paternal family should be considered, as appropriate, during safety planning, and as possible placement resources prior to considering out of home placement of children. DCF shall provide documentation of the efforts to locate the father to the Child Welfare Case Management Providers (CWCMP) upon referrals for Family Preservation Services (FPS), or Foster Care/Reintegration/Adoption Services (FC/RE/AD).

Appendix 3A and 3N may be used as guides to locate, engage and empower fathers.

2030 CPS Investigators

Child Protective Service (CPS) Investigators provide evidentiary information to support CPS Specialist decisions regarding safety, risk and service action. They may assist in an individual capacity with initial agency response to interview subjects involved in an
abuse/neglect report or assist as a member of a joint investigative interview team with the CPS specialist.

A. The following tasks may be conducted in accordance with policy by a CPS Investigator to provide to the assigned CPS Specialist:

   1. Interview the child alleged to be the victim.
   2. Interview the child's parent(s) or other persons responsible for the care of the child.
   3. Interview the alleged or suspected perpetrator.
   4. Interview the reporter and any collateral witnesses to the alleged maltreatment.
   5. Visit the scene of the alleged maltreatment to document relevant environmental information; take photograph or videotapes.
   6. Document physical and behavioral observations of the alleged victim, witnesses and perpetrators; the child's behavior in the presence of care givers or the alleged perpetrator; statements or behaviors of any person which might be indicative of truthfulness.
   7. Provide information regarding immediate safety of the children involved in the abuse/neglect allegation to the CPS specialist or supervisor who will make the safety determination.
   8. Assist the CPS specialist or supervisor with any course of necessary protective action.
   9. Obtain relevant records from law enforcement, medical practitioners or other relevant entities.
   11. Prepare any narrative reports for affidavits.
   12. Coordinate with the CPS specialist, supervisor and other DCF program staff during the investigation to insure seamless agency service delivery for the family.

B. In consultation with the CPS Specialist and/or supervisor the CPS investigator may complete the following forms:

   1. Agency Response PPS-2030A (for events assigned prior to July 1, 2017) the portion where child's safety is determined shall be documented in consultation with a CPS Specialist and/or supervisor. For events assigned on or after July 1, 2017 the Agency Response screens in KIDS for the Verified Incident date, the
date and time of the 1st Attempt with the 1st Alleged Victim, and the Living Arrangement at the Time of the Incident.

2. Family Based Safety Plan (PPS-2003) with review by the CPS Specialist and/or supervisor.

3. Case Findings (PPS -2011) draft of the basis for finding section for review and approval by the CPS Specialist and supervisor.

4. Notice of Finding (PPS - 2012) with approval by the CPS Specialist and supervisor.

5. PPS 2010 Case Activity Log

2050 Plan of Safe Care

A. Purpose

The enactment of the Comprehensive Addiction and Recovery Act of 2016 (CARA) added requirements to the Child Abuse Prevention and Treatment Act (CAPTA). CARA addresses the problem of the effects of substance abuse on infants, children and families with the intent of early identification and intervention, to support families affected by substance use disorders.

A Plan of Safe Care is required by CAPTA. The Plan of Safe Care differs from a safety plan which addresses the immediate safety. A Plan of Safe Care is a continuous and long-term plan for the family which focuses on the infant’s ongoing health, development, safety and well-being. The Plan of Safe Care identifies the needs of the infant and family and the services to meet those needs. The Plan of Safe Care incorporates the following needs of the infant and family:

1. The physical health, substance use disorder treatment needs, general functioning, development, safety and any special care needs of the infant who may be experiencing neurodevelopmental, physical effects or withdrawal symptoms from prenatal exposure
2. The physical/social/emotional health, substance use disorder treatment needs of the parent(s)/caregiver(s)

3. Services and supports to strengthen the parent/caregiver’s capacity to nurture and care for the infant

The Plan of Safe Care requires monitoring of referrals to, and delivery of appropriate services for the infant and family. Plans of Safe Care may continue with community services and resources beyond DCF and Community Family Service Provider (CFSP)/CWCMP involvement with the family.

When identified early, the Plan of Safe Care ensures pregnant women using substances receive access to appropriate treatment, prenatal care, and preparation for the birth of an infant who may experience Neonatal Abstinence Syndrome; or ensures the safety and well-being of infants following release from the hospital.

B. Criteria

When a report is assigned Substance Affected Infant, FINA with the sub-type Infant Positive for Substances, or Pregnant Woman Using Substances (PWS), the CPS Specialist shall determine whether criteria is met for a Plan of Safe Care within the assigned response time, documented on the PPS 1002, Section IX. The CPS Specialist shall consult with the health care provider with knowledge of the effects of any prenatal substance abuse on the infant. A Plan of Safe Care is required when one or more of the following criteria are met:

1. Pregnant Woman Using Substances (PWS) or FINA assigned for a Substance Exposed Infant assignment which determines the mother has used/is using opioids or other substances during pregnancy.

2. Pregnant Woman Using Substances (PWS) or FINA assigned for a Substance Exposed Infant assignment which determines the pregnant woman is participating, or has participated while pregnant, in a medication-assisted treatment program (methadone, etc.).
3. Substance Affected Infant or FINA assigned for a Infant Positive for Substances, and a determination by a medical professional has been made the infant is affected by substance abuse or withdrawal symptoms or Fetal Alcohol Spectrum Disorder.

When criteria is unknown or not met for a Plan of Safe Care, the Family Based Assessment shall continue. If at any time, during the life of the case, additional information is available which meets criteria for a Plan of Safe Care, PPS/CFSP/CWCMP shall complete a Plan of Safe Care for the infant and family.

C. Engagement with the Family

When criteria is met requiring a Plan of Safe Care the pamphlet, PPS 2008 What is a Plan of Safe Care, shall be provided to the family. The purpose of identifying the needs of the infant and family to provide services, with the goal of strengthening the family, and maintaining the child(ren) safely in the home, shall be explained to the family.

D. Plan of Safe Care

When criteria is met requiring a Plan of Safe Care, the PPS 2007 Plan of Safe Care shall be initiated with the family by completing Sections I-II, and listing the needs of the infant and family members in Section III. Whenever possible, to ensure the infant’s continued safety and well-being and the family’s successful engagement in services, the Plan of Safe Care should be initiated with the family prior to the infant’s release from the hospital. When DCF receives the report after the infant has been released from the hospital, or if the case is assigned for a Pregnant Woman Using Substances (PWS), the Plan of Safe Care shall be initiated as soon as possible, and shall not exceed 3 working days from the initial contact.

Once the needs are identified, a referral for Family Preservation Services (FPS) shall be discussed with, and offered to the family to provide the services and/or assist the family
in locating appropriate services to meet the needs identified in the Plan of Safe Care. If the family declines participation in FPS, the CPS Specialist shall discuss other options for a service provider, which may include the CFSP or other community services. Whenever possible, the service provider should be able to continue to monitor the Plan of Safe Care by identifying the services and make referrals for the services to meet the needs identified on the Plan of Safe care for the infant and family.

Depending on the circumstances of the case, Section III Services, and Referral Dates on the PPS 2007 Plan of Safe Care may be completed by either DCF, or either the CFSP or CWCMP, or both DCF and CFSP/CWCMP, based on the needs of the family to support successful engagement in services. The Plan of Safe Care is a continuous plan which is updated and monitored as needed.

The PPS 2007 Plan of Safe Care is completed with the family, and utilizes information gathered throughout the assessment from a multidisciplinary team. To develop a coordinated and comprehensive assessment of the needs of the infant and family, the multidisciplinary team may include, but shall not be limited to:

1. Child welfare
2. Medical
3. Substance use disorder treatment
4. Mental health
5. Early childhood intervention
6. Home visitors
7. Public health
8. Other community supports, as appropriate

The Safety Assessment PPS 2030B, Family in Need of Assessment PPS 2030E, UNCOPE PPS 2005, and CWCMP or community partner assessments shall be used to inform the Plan of Safe Care. Appendix 2L Factors to Guide the Plan of Safe Care may be used to assist in gathering information for the Plan of Safe Care.
If following concerted efforts of engagement, the family selects to not participate in the Plan of Safe Care, the CPS Specialist or CFSP/CWCMPP shall document the family’s decision to not participate in Section IV Signatures. The PPS 2007 Plan of Safe Care, containing the identified needs and recommended services, shall be provided to the family in the event they decide to utilize other community services on their own. The CPS specialist or CFSP/CWCMPP shall explain to the family, that the Plan of Safe Care may be provided by the family to other community providers and resources. The family should be informed regarding the purpose of the Plan of Safe Care, which is to assist the family in identifying services for the infant’s ongoing health, development, safety and well-being. The family along with other community services and resources may continue to monitor the Plan of Safe Care on their own.

E. Monitoring the Plan of Safe Care

A Plan of Safe Care is a continuous plan for the family which focuses on the infant’s ongoing health, development, safety and well-being; and the caregiver and other family member’s physical/social/emotional health, substance use disorder treatment, parenting capacity, and preparation to care for the infant. The PPS 2007 Plan of Safe Care is updated as needed to continuously monitor additional needs identified and referrals for services.

The needs related to the safety and risk concerns for the infant and family identified by the PPS 2007 Plan of Safe Care shall be incorporated in the PPS 3050 Family Service/Preservation Case Plan as the objectives and activities are developed.

The Plan of Safe Care shall be monitored to determine whether referrals are made to appropriate services, and whether services are delivered to the infant and affected family or caregiver.

Upon closure of a Family Service/Family Preservation case, the Plan of Safe Care PPS 2007 shall be provided to the family. The family has the option to continue services and monitoring by community services and resources.
2070 Subsequent Reports on Open Assessment/Prevention Case

All reports not assigned for further assessment by the Kansas Protection Report Center (KPRC) are forwarded to the regional intake email. PPS staff monitoring the regional intake email shall forward the report to the CPS Specialist with the open investigation and assessment case and to the PPS Supervisor. The intake (PPS 1000, 1001, 1000A, and 1002) shall be printed and filed in Section 3 of the case file per PPM 0425. The CPS Specialist with the open investigation and assessment shall consider the information contained in the report; and include the information in the work with the child/family as appropriate. The PPS Supervisor shall ensure the information contained in the report(s) is addressed in the open case. The PPS Supervisor shall follow-up prior to case closure to ensure all subsequent reports have been addressed in the open case.

If the family has been referred to a provider the assigned CPS specialist has 3 working days from the date of the email to forward the event to the appropriate provider staff. If DCF has specific information to address, it shall be noted in the e-mail. See the following policies for DCF monitoring responsibilities:

A. Family services (Community Family Service Provider) refer to PPM 4013 B.
B. CWCMP for family preservation services refer to PPM 5121 G. and 5122 DD. (1-3)
C. CWCMP for foster care refer to PPM 5211 B. (10) and 5212 B. (44).

The CPS specialist shall include all information addressing the event in Case Activity Logs with the event number of the subsequent report identified.

If after consulting with a PPS supervisor, prior to sending the report to the provider, a determination is made to request the report be assigned for further assessment, the PPS Supervisor shall request assignment via the KPRC Supervisors e-mail mailbox (PRCsup). If the information contained in the report meets definitions of a critical or significant incident per PPM 0510 and PPM 0512, the CPS Specialist shall notify his/her immediate supervisor per PPM 0510 and/or 0512.

2080 Assessment and Prevention Responsibilities When Child is Missing

The Federal Law Preventing Sex Trafficking and Strengthening Families Act provides requirements for when a child(ren) is missing from foster care, or with an open service case (Family Service or Family Preservation Services). This federal law is being applied
to child(ren) involved in an open Assessment and Prevention case. When a child(ren) is missing from his/her residence, at any time during the open investigation/assessment (to include at the time of assignment), due to being a runaway, being abducted, or missing for an unknown reason, DCF/CFSP staff shall take the following actions:

A. When the Child Is Missing

1. Immediately, and in no case later than 2 hours after being notified of the child’s whereabouts being unknown, discuss with parent/caregiver, and assist (if needed), the parent/caregiver’s role in assisting in the efforts to locate and return the child home which includes the following two separate notices:

   a. Notice to Law Enforcement
      File a missing person report with the appropriate law enforcement agency in the area in which the child has been residing (for law enforcement to enter into the National Crime Information Center-NCIC database of the Federal Bureau of Investigation), and

   b. Notice to the National Center for Missing and Exploited Children (NCMEC)
      Enter the child’s name and picture on the National Center for Missing and Exploited Children (NCMEC) online or by calling 1-800-THE-LOST.

2. If the parent(s) is unwilling or unable to report the missing child to law enforcement or enter the child’s information on the NCMEC website, discuss the importance of locating their child to ensure his/her safety. If after efforts are made, the parent continues to be unwilling or unable to report the missing or abducted child to law enforcement, the PPS Specialist/CFSP shall notify his/her supervisor, who shall notify the Assessment and Prevention Program Administrator to determine appropriate next steps, based on the best interests of the child.

3. DCF/CFSP staff may follow up with law enforcement, to ensure the report was made.

4. Assist (if needed) the parents/caregiver(s) in providing law enforcement agency and NCMEC with the following information (as available):

   a. A current photo/physical description of the child, to include a description of the clothing worn at the time the child was last seen, hair and eye color, height, weight, complexion, eyeglasses or contact lenses, braces, body piercings, tattoos and/or other unique physical characteristics;

   b. Contact information of the child; including information about cell phone numbers, email addresses, social networking contacts, aliases and nicknames;
c. Information about suggested location, people, or direction where the child could be located, including parents and relatives;

d. Medical or mental health condition and medication information that may impact the child’s decision-making process and health, including any past suicidal attempts and/or any other endangerments or risks such as gang activity, online enticement, commercial/sexual exploitation;

e. clothing child may be wearing and possessions the child may have with them.

5. Notify the court of the child's missing status, if applicable.

6. Request and assist (if needed) the parents/caregiver(s) in contacting the child’s school to make them aware of the child's missing status and ask for their assistance in locating the child.

7. Request and assist (if needed) the parents/caregiver in contacting individuals who may have information to assist in located the child. These individuals may include friends, relatives and others (teachers, counselors, coaches, CASA, etc.). Social media may be suggested as a method of searching for the child and contacting others who may assist in locating the child.

8. Provide emotional support to the parents/primary caregivers and siblings, in dealing with the child’s missing status.

B. Ongoing Efforts
Efforts shall be made to complete the following actions to obtain updated information, as needed during the investigation and assessment case:

1. contact parents/primary caregivers and siblings;

2. assist the family with following up with law enforcement to check on the status of the investigation;

3. check social media (age appropriate) for any updates;

4. assist the family with contacting friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child;

5. assist the family with contacting the child’s school to check attendance, and determine if any staff have information or knowledge of the child’s whereabouts;

6. attempt to contact the missing child via mobile devices.
C. When the Child Returns
DCF/CFSP shall coordinate to complete the following:

1. Ensure the child’s safety, placement, and treatment/services are re-assessed for possible human trafficking activities or other self-harming/danger-to-self behaviors. The assessment includes interviewing the child to gather details about where the child was, who the child was with, why the child left and how the child left, etc. Appendix 2I Interview Guide for Runaway and Truant Children may be used as a guide.

2. If the child discloses possible human trafficking activities, ensure a report is made to the Kansas Protection Report Center (KPRC).

3. Request parents notify law enforcement immediately, after the child returns or is located.

4. Request parents notify school of child’s return.

5. Re-assess the child’s placement with parents/caregiver and services and make changes as appropriate, to ensure the safety of the child.

6. Develop a written Safety Plan with the child and parents/caregivers, to reduce the risk of future incidents. Monitor Safety Plan to ensure all activities are being completed as required to ensure the child’s safety.

For a child in the custody of the Secretary see PPM 5245, for a child(ren) receiving Family Services see PPM 4103, and for a child(ren) receiving Family Preservation Services see PPM 5123.

2100 Initiation of Investigative Interviews of Child Abuse/Neglect

The Department has the duty to receive and investigate reports of child abuse and neglect for the purpose of determining whether the report is valid and whether action is required to protect the child. K.S.A. 38-2226(a).

"Investigation" is the initial phase of the Family Based Assessment for reports alleging child abuse or neglect. In an investigation facts are obtained and evidence is gathered and secured in order to reach a conclusion on the validity of the report and what actions, if any, are needed to protect the child. The purpose of the intervention is to assist families (where needed) to live together safely and within the requirements of law.

A. Parent and Alleged Perpetrator Rights

At the initial contact with the family and alleged perpetrator, the DCF staff conducting the investigative interview shall inform the family and the alleged perpetrator that the Kansas Code for Care of Children requires DCF to make inquiry when a child is alleged to be in need of care. The family and alleged perpetrator shall be informed of the specific actions or inactions that have been reported as suspected abuse or neglect, without disclosing the identity of the reporter.
The family and alleged perpetrator shall be informed that they are not required to cooperate with the agency and the possible consequences of such refusal. The pamphlet entitled “What You Need to Know About Investigations of Child Abuse or Neglect” PPS 2010 shall be given to the family and alleged perpetrator.

B. Living Arrangement

DCF staff shall determine the living arrangement at the time the alleged incident occurred, for each alleged victim of an abuse/neglect report. The living arrangement shall be documented on the Agency Response PPS 2030 A or PPS 2025 (for events assigned prior to July 1, 2017); and the Agency Response screens in KIDS (for events assigned on or after July 1, 2017).

C. Verified Incident Date

DCF staff shall verify the incident date for each alleged victim of an abuse/neglect report for the current assigned report. The verified incident date is the date the alleged victim reports the incident in the current report occurred.

1. If there is more than one alleged victim, incident, or abuse/neglect type the most recent incident date shall be used as the verified incident date.

2. In situations where the alleged abuse/neglect incident is on-going (i.e. physical neglect), the date of the report as documented on the PPS 1001 in the “Report Date” field shall be used as the verified incident date.

3. In situations where the alleged victim is unable to verify an incident date, the interviewer shall ask questions to narrow down a possible year, month, and day, to obtain the closest estimate of the verified incident date. If the verified incident date is estimated, select the “Estimated Date” box on the PPS 2030A or PPS 2025 (for events assigned prior to July 1, 2017); and the Agency Response screens in KIDS (for events assigned on or after July 1, 2017).

4. If through investigation it is determined no incident occurred the date of the report as documented on the PPS 1001 in the “Report Date” field shall be used as the verified incident date.

The verified incident date shall be documented on the Agency Response PPS 2030A or PPS 2025 (for events assigned prior to July 1, 2017); and the Agency Response screens in KIDS (for events assigned on or after July 1, 2017).

2105 Requests for Courtesy Contact or Interview Between DCF Offices
A DCF office with investigation responsibilities may request a courtesy contact or interview from a different DCF office to assist with the assessment of an assigned report when the interview or contact requires significant travel for the assigned office. A county or regional line does not automatically require a request for a courtesy interview.

The office requesting the contact shall provide documentation in the request to include:

A. Specific information the courtesy interviewer should gather from the person being interviewed
B. Information learned from any background checks or DCF history with the family
C. Information about family relationships, and other information known about the family
D. A summary regarding information gathered in the investigation to date
E. The response time for the requested interview
F. Identify if contact is needed for the safety determination

The office requesting the contact shall send an email to the regional mailbox in the region responsible (as shown below), and provide the KIPS event number, if available. If the KIPS event number is not yet available, provide as much intake information available at the time of the request, such as a police report or JIAS report, etc.

When the contact is for a safety determination, the office completing the contact shall communicate with the requesting office to facilitate a timely safety determination and safety staffing. Within 5 working days of completion of the courtesy interview, the worker completing the courtesy contact shall forward the typed PPS 1010 to the requesting worker.

See PPM section 2800 for entering these cases in FACTS.
The following provides the regional email addresses:

Kansas City Region: **DCF.KCPRC@ks.gov**

East Region: **DCF.EastIntake@ks.gov**

Wichita Region: **DCF.WICIntake@ks.gov**

West Region: **DCF.WPRC@ks.gov**

**2106 Law Enforcement Courtesy Interviews**

When law enforcement requests assistance from DCF in the investigation of third party (non-family/unregulated care giver) child abuse or neglect, the department will assist by assigning a courtesy interview.

The assigned DCF staff shall contact the law enforcement investigator to determine how the agency could assist (i.e., forensic interview, interview at school). The assigned PPS staff shall make two attempts to contact law enforcement within three working days of receiving the courtesy interview request from KPRC.

PPS staff shall consider a courtesy interview closed after approval from the PPS Supervisor. Case documentation shall be uploaded into KIPS.

If the assigned PPS staff determines the family would benefit from agency services, a report shall be made to the Kansas Protection Reporting Center providing the family's information and requesting assignment of a Family In Need of Assistance case.

**2110 Requirement to Interview/Observed Relevant Persons**

When a report alleging abuse or neglect has been assigned, interviews are conducted to gather information for the investigation and assessment. Interviews may be conducted by a CPS Specialist, CPS investigator, law enforcement officer or Child Advocacy Center forensic interviewer.
A. Required Persons

The following persons shall be interviewed/observed for all abuse or neglect investigations, unless allowable reasons not to interview the person exist and are documented per D.:

1. The alleged victim. If the alleged victim is pre-verbal or non-verbal and not interviewed, the child shall be observed for harm. When physical abuse or neglect is alleged, the child’s body shall be observed or examined for evidence of alleged physical trauma (e.g. bruises or burns) or physical condition (e.g. bug bites, body dirt). The child’s body shall be observed in the least intrusive manner and conducted in a manner that is sensitive to the child’s age and gender. Whenever practical, a parent should be requested to undress the child and assist in determining the child’s physical condition. Depending on the circumstances, the CPS specialist or CPS investigator may have another adult present or have a medical professional conduct the exam.

2. The primary care giver of alleged victim. A primary caregiver is a residential parent or other adult with whom the child resides and has authority to make significant decisions concerning the child's care.

3. Siblings residing in the same home, facility or placement with the alleged victim. If the sibling is pre-verbal or non-verbal and not interviewed, the child shall be observed for harm.

4. The alleged perpetrator.

5. Adult sibling(s) living in the home.

6. Persons identified as having relevant information may include, but are not limited to:
   a. Non-residential parent;
   b. Siblings not residing in the same home, facility or placement with the alleged victim;
   c. Any adult who provides care or supervision of the victim or who lives in the home, whether related or not;
   d. Other witnesses, regardless of their relationship to the victim or living arrangement;
   e. Relatives and friends;
   f. Neighbors; or
   g. Reporter.
7. Appropriate medical professional shall be consulted for reports assigned for medical neglect to gather sufficient information which may include, but shall not be limited to:
   a. What is the diagnosed medical condition of the child?
   b. What is the treatment required for the diagnosed medical condition?
   c. Would the diagnosed medical condition, if treated:
      i. make the child substantially more comfortable?
      ii. reduce pain and suffering?
      iii. correct or substantially diminish a crippling condition?
      iv. lengthen the life span?
      v. prevent the condition from worsening?
   d. What information was provided to the alleged perpetrator(s) regarding the required medical treatment for the child?
   e. What information was provided to the alleged perpetrator(s) regarding the likely results or consequences of the child not getting the medical treatment?
   f. Follow up to determine whether scheduled appointments were kept.

B. Allowable Reasons

Allowable reasons for not interviewing include the following:

1. Refused to talk with worker,
   Concerted efforts shall be made to engage with all persons required to be interviewed. When a child refuses to talk with a worker, PPS staff shall explore ways to ensure the child feels safe and comfortable with the interview setting and/or the interviewer. PPS staff should consider whether a support person (school counselor, teacher, etc.) be present with the child during the interview, as appropriate. Additional supports may also be consulted for suggestions to assist in helping the child feel safe and comfortable.

2. County or District Attorney or law enforcement officer requested DCF not interview;
3. Unable to locate or otherwise unavailable;
4. Mental or physical condition prevents interview;
5. A child is pre-verbal or non-verbal. The child shall be observed for harm;
6. Alleged perpetrator not identified;
7. Deceased
C. Exception

When determined contrary to the safety and best interest of the child to interview a required person, an exception shall be requested from the Assessment and Prevention Administrator.

D. Documentation (Family, Non-Family/Unregulated Caregiver and Facility Reports)

Documentation for all required persons listed in (A.) shall include attempts to interview, contacts made, interviews, observations and results. Documentation per 1-2 in this section, shall include the date of the contact/interview, how the interview was conducted (in-person, phone, observed, etc.) and the results of the contact/interview for all required persons listed in (A.).

For any required persons listed in (A.) not interviewed, document the reason. When some but not all members of the family are unable to be located once the assessment has begun document, "unable to locate", on the individuals who were not located. Agency Response information shall be completed on individuals who were located.

Documentation for all required persons listed in (A.) may be completed by either a CPS specialist or CPS investigator. A printed form is the official copy and shall be in the case record.

1. For events assigned prior to July 1, 2017:

   a. Family Reports
      Documentation for all required persons listed in (A.) for family reports is completed on the PPS 2030A Agency Response, Section III.

   b. Non-Family/Unregulated Care Giver and Facility Assignments
      Documentation for all required persons listed in (A.) for Non-Family/Unregulated Care Giver and Facility Assignments is completed on the PPS 2025, Section III.
2. For events assigned on or after July 1, 2017 (Family, Non-Family/Unregulated Caregiver and Facility Reports):

Documentation for all required persons listed in (A.) shall be completed per requirements in this section on the PPS 1010 Case Activity Log.

For any required persons listed in (A.) not interviewed, the documentation of the attempts to interview shall be documented on the PPS 1010. The results of these attempts are included in the consultation with the supervisor per PPM 2760, and the decision/conclusion from this consultation, shall be included in the consultation documentation.

2111 Minor Alleged Perpetrators (minor)

Prior to attempting to interview a minor alleged perpetrator, PPS staff shall inform the minor’s parent(s)/caregiver(s) of the Alleged Perpetrator Rights per PPM 2100 and provide the minor’s parent(s)/caregiver(s) the PPS 2010 “What You Need to Know About Investigations of Child Abuse or Neglect”.

It is not preferable to allow the parent(s) in the interview with the minor alleged perpetrator. PPS staff shall obtain written consent to interview the minor from the minor’s parent(s)/caregiver(s) prior to interviewing outside the presence of a parent.

The following methods may be used to document parental consent: (listed in order of preference)

1. Signed PPS 2001 Parental Consent to Interview a Child at School
2. Written email consent documented in case logs
3. Text message (a screen shot of the text in case logs shall be used for documentation)
4. Verbal consent may be used when the parent has been informed by PPS staff that his/her consent is being documented on the PPS 2001, on the parent/caregiver signature line, with a date and time the verbal consent was provided.
5. Inferred parental consent when the interview occurs in the presence of the parent with case log documentation of parental presence in the interview. When the interview is conducted in the presence of the parent(s), the consent is inferred until such time the parent ends the interview.

At the point that the minor’s parents are consulted and they decline contact with the minor, all attempts to contact him/her shall cease.
A. If the minor is in the custody of the Secretary with parental rights not terminated the assigned CPS specialist shall make reasonable efforts to contact the parent(s) to explain the Alleged Perpetrator Rights and obtain written consent as outlined above. In addition, the CPS Specialist shall determine if the parent(s) would like to obtain legal counsel to represent the minor alleged perpetrator. The CPS Specialist shall inform the Guardian Ad Litem of the investigation and need to interview the minor alleged perpetrator.

B. If the minor is in the custody of the Secretary with Termination of Parental Rights (TPR), the assigned CPS specialist, in consultation with the PPS supervisor (or designee, see PPM 0140), Assessment and Prevention or Foster Care Contract Administrator and DCF regional legal, shall consider retention of legal counsel to represent the minor as an alleged perpetrator. The CPS Specialist shall inform the Guardian Ad Litem of the investigation and need to interview the minor alleged perpetrator.

2113 Additional Concerns Identified In an Ongoing Investigation

During the course of an investigation/assessment, if PPS staff become aware of abuse or neglect issues, other than those contained in the assigned report, a new report to the Kansas Protection Report Center (KPRC) is required.

Human trafficking (HT) is a separate subtype of abuse/neglect assignments. If PPS staff become aware of concerns for human trafficking, per K.S.A. 38-2202, on any current open case type, a new report to the KPRC is required. The report shall include explicit language to specify concerns for human trafficking per K.S.A. 38-2202. The report shall include the language “human trafficking”. See PPM 0160 Glossary definition for sexual abuse per K.S.A. 38-2202 and Appendix 1-A for guidance.

2115 Child with Danger to Self/Self-Harming Behaviors

Danger to self/self-harming behaviors may include, but are not limited to running away, suicidal thoughts/threats, self-mutilation (cutting, burning, scratching, hair pulling), substance abuse, and sexual behaviors. Danger to self and self-harming behaviors may potentially be linked to other serious concerns, such as abuse/neglect, human trafficking, depression, being bullied, or other emotional/mental health issues, which may have very serious consequences.

When a report contains concerns for a child with self-harming behaviors, PPS/licensed case managers shall make concerted efforts to engage the family in a comprehensive.
family based assessment. The assessment shall include a formal or informal
assessment of safety and risk, to ensure the safety and well-being of the child. A formal
assessment includes the use of tools or instruments to guide decisions. An informal
assessment occurs when safety and risk related information is considered and gathered
during the contacts with each child and the family to inform ongoing safety and risk
assessments.

Sufficient information shall be gathered during contacts with the child and family to
assess the underlying cause(s) for the danger to self/self-harming behaviors and
determine if the behaviors are linked to potential abuse/neglect, human trafficking, or
other safety/risk concerns Appendix 2F Six Areas of Family Life for Assessment, Appendix 2H Safety and Risk Assessment Guide and Appendix 2I Interview Guide for Runaway and Truant Children may be used as tools-guides to assist in gathering
sufficient information for a comprehensive assessment.

CPS Specialist shall assess the caregiver(s) strengths, needs, resources and protective
capacities to meet the safety/risk concerns and well-being of the child (see PPM 2432
Protective Factors). When a conclusion is determined the child is a danger to self or
others and the family strengths and resources are not adequate to meet the needs of
the child without PPS intervention, the following PPS interventions shall be considered
which may include, but are not limited to:

A. Family Services
B. Family Preservation Services
C. Controlling safety interventions per PPM 2440 B.
D. Protective actions per PPM 2440 C.

2125 Relative/Non-Related Kin Information

A. Gathering Relative/Non-Related Kin Information

The CPS specialist shall gather relative/non-related kin information during assessments
for all case assignment types. This may include relatives or other adults whom the
family has a close positive emotional attachment. Questions shall be asked of all
relevant parties, including children, about potential relative/non-related kin resources.
Information requested shall include, but is not limited to: names, addresses, phone
numbers, relationship to child or family, and information about current involvement with
the child(ren) subject of the report. The identifying information gathered shall be
documented on the PPS 1000, Section IV for Relative/Non-related Kin and entered in
FACTS.

B. Assessing Relative/Non-Related Kin Information
The Safety Assessment PPS 2030B, Risk Assessment PPS 2030 D for A/N assessments; and the PPS FINA Assessment 2030E for FINA assessments provides a method to consider relative/non-related kin when assessing the family strengths and resources. The assessments consider the family’s ability to use strengths and resources to manage the safety/risk concerns, presenting problems and contributing factors. (See PPM 2432, 2643 or 2712). The relative/non-related kin may provide a resource to consider when a child has been placed in police protective custody per PPM 2473, to prevent out of home placement.

C. Providing Relative/Non-Related Kin Information at Referral

At the time of a referral for out of home placement relative/non-related kin information shall be provided to the Child Welfare Case Management Provider by completing the PPS 5110A Section III with identifying information at the time of referral. (See PPM 2750)

2140 Interviewing Children

DCF staff shall consider the following when interviewing children:

A. Parental Permission Abuse/Neglect Assignments:

Parental permission is not required to interview a child who is the subject of a report of suspected child abuse and/or neglect. If it is determined parental cooperation is essential to an adequate investigation of a report, parental permission to interview a child shall be sought. Circumstances in which a child may be interviewed without parental consent include:

1. The parent is alleged or suspected to be involved in the maltreatment.

2. The safety of the subject child or any other child in the same care might be jeopardized by delay or notice.
3. There is reason to believe that essential evidence would not be available if there is delay or notice.

Whenever it is necessary to interview a child without parental consent, attempts shall be made to notify the parent/caregiver the same day as the interview with the child and an explanation provided for the interview.

DCF staff shall not enter a residence to interview a child regarding alleged abuse or neglect unless a parent or other adult resident at that address has given permission for that DCF person to enter the domicile.

B. Interviewing in a Neutral Setting:

DCF staff shall consider the importance of conducting interviews of children who are identified as alleged victims of abuse/neglect out of the presence of an alleged perpetrator. It is preferred practice to interview children identified as alleged victims of abuse/neglect in a neutral setting, such as at school per K.S.A. 38-2226(g).

C. Interviewing Children at School:

Whenever a child is to be interviewed at school the following guidelines should be followed:

1. Whenever possible, advance notice should be given the school administrator of the need for an at-school interview. A mutual understanding should be reached between DCF and the school administration that a parent should NOT be notified of the interview unless such notice is approved by DCF or a law enforcement officer on a case by case basis. DCF is responsible to notify the parent of the interview at a time when it will not interfere with the investigation.

2. When DCF staff is on school premises, the school administrator should be immediately notified and identification provided. The worker should also notify the school when leaving the premises.

3. Form PPS 2000, Request to Interview a Child at School or PPS 2001 Parental Consent to Interview Child as School for Family in Need of Assessment (FINA) assignments, should be presented to the school administrator.

4. If possible, the child should be excused from classroom activities and escorted to the interview in a manner that does not identify the purpose of
the interview. The interview should be conducted in a place which provides confidentiality and, if possible, comfort to the child.

5. If it will provide support for the child, a school employee may be present in the interview, but may not participate unless invited to do so by DCF or a law enforcement officer. School employee presence in the interview shall be at the discretion of the agency conducting the interview, giving consideration to the best interests of the child. [K.S.A. 38-2226(g)].

6. If a child needs to be taken off-premises, a law enforcement officer shall be requested to place the child in protective custody and transport the child. The child shall not be taken off premises by a DCF employee unless there is a court order giving DCF temporary custody, or if accompanied by a parent, or with written parental consent.

D. Interviewing Children in a Child Care Setting:

There are no statutes or regulations providing for interviewing children as alleged victims of abuse/neglect in a child care setting. However, under Kansas law all persons with information and/or evidence concerning abuse or neglect of a child are encouraged to cooperate with investigations conducted by law enforcement and/or DCF. Licensed child care providers are mandated to report suspected abuse or neglect of children in their care, and are required to cooperate with investigations of suspected child abuse/neglect. K.S.A. 38-2223 and K.A.R. 28-4-118.

E. Interviewing Children Identified as Non-Familial Collateral Contacts:

If there is a need to interview non-familial children who are identified as potential collateral contacts in an abuse/neglect investigation, written parental permission shall be obtained in advance for children who need to be interviewed away from parents. See PPM 0317 for guidance on confidentiality.

Written parental consent is preferred and shall be documented on the PPS 2001 Parental Consent to Interview Child at School. When concerted efforts to obtain written parental consent have been completed and documented, the following methods of obtaining consent may be used: (listed in order of preference)

a. Signed PPS 2001 Parental Consent to Interview Child at School
b. Written email consent documented in case logs
c. Text message (a screen shot of the text in case logs shall be used for documentation)
d. Verbal consent may be used when the parent has been informed by PPS staff that his/her consent is being documented on the PPS 2001, on the parent/caregiver signature line, with a date and time the verbal consent was provided.

F. FINA and PWS Assignments:

FINA are for the purpose of assessing the needs of the child and family for services. Family involvement from the onset of the case assists in engaging the family in the assessment process. Concerted efforts shall be made to interview a child subject of a FINA with parental consent.

1. FINA Interviewing At School

Kansas Statute does not address interviewing children subject of a FINA at school without parental consent. Children subject of a FINA shall not be interviewed at school without parental consent.

Written parental consent is preferred and shall be documented on the PPS 2001 Parental Consent to Interview Child at School. When concerted efforts to obtain written parental consent have been completed and documented, the following methods of obtaining consent may be used: (listed in order of preference)

   a. Signed PPS 2001 Parental Consent to Interview Child at School
   b. Written email consent documented in case logs
   c. Text message (a screen shot of the text in case logs shall be used for documentation)
   d. Verbal consent may be used when the parent has been informed by PPS staff that his/her consent is being documented on the PPS 2001, on the parent/caregiver signature line, with a date and time the verbal consent was provided.

2. FINA Interviewing in Other Settings (Excluding Schools)

When an interview is needed with a child(ren) subject of a FINA who is in a setting other than at school, such as police protective custody (PPC) or detention, it is allowable to interview without parental consent. Attempts shall be made on the same day as the interview with the child(ren) to notify the parent/caregiver that the interview took place, and to explain the purpose of the interview.
2153 Permission for KDHE to Interview a Child in DCF Custody

The Department of Health and Environment has a statutory duty and authority to conduct an investigation of alleged or suspected violations of license laws or regulations. In order to carry out these responsibilities KDHE is not required to obtain consent from DCF or from a child’s parent to interview any child in the custody of the Secretary of DCF.

2154 Notice to Facility When On Premises

Investigations of complaints in facilities may be conducted with or without advance notice. In general, advance notice shall be given except when there are reasonable concerns for the safety of one or more children or the element of surprise is necessary to secure evidence. Whether or not advance notice is given, the on-site person in charge shall be notified whenever the department is on the premises and the purpose of the visit explained.

2210 Joint Procedures with DCF and Law Enforcement Agencies

Joint investigations between DCF and the appropriate law enforcement agency or agencies are mandated by statute (K.S.A. 38-2226(b)) when a report alleges serious physical harm to, serious deterioration of or sexual abuse of the child; and action may be required to protect the child. Reports assigned alleging a methamphetamine lab in a home where children are present or reside, shall be forwarded to law enforcement for joint investigation. (See PPM 0210 Staff Safety)

It shall be the responsibility of the assigned local office to notify the responsible law enforcement agency. DCF meets its statutory responsibility when a request is made and documented for law enforcement assistance. DCF shall not delay the initial safety determination and/or required protective action to prevent (further) abuse if law enforcement does not respond.

If conditions are known or suspected at the time the report is accepted which would require a joint investigation, the law enforcement agency should be involved from the initial contact whenever practical and consistent with child safety.

In the event a law enforcement agency was not involved in an investigation or assessment conducted by DCF and information later indicates abuse or neglect which is required to be reported to a law enforcement agency, the report to the law enforcement agency shall be made without delay. If the assigned CPS specialist becomes aware of new or additional concerns for human trafficking per K.S.A. 38-2202, a report shall be made to the appropriate law enforcement agency without delay.
If a law enforcement officer requests assistance from DCF in the investigation of a report of child abuse or neglect, the department will assist. Nothing shall prevent the department from providing assistance prior to a report being made to and assessed by the Kansas Protection Report Center.

2220 Investigations Involving a Report of Abuse or Neglect in a Facility Licensed by KDHE or DCF Foster Care and Residential Facility Licensing.

The Kansas Department of Health and Environment (KDHE) shall be notified when a report is received involving a child care facility, such as: a licensed day care home, group day care home, or child care center, subject to licensing or regulation by KDHE. Local health departments may be notified.

DCF Foster Care and Residential Facility Licensing shall be notified when a report is received involving a residential facility such as: a family foster home, or a residential facility subject to licensing by DCF Foster Care and Residential Facility Licensing.

Investigations of complaints involving child care and residential facilities can often be complex due to the possibility of multiple victims or perpetrators and multi-agency responsibilities. Planning for an investigation may require striking a balance between promptness of contact with the alleged victims and the need to coordinate with other agencies to avoid making errors in the investigation which could also affect the safety of children.

Investigations involving facilities shall be conducted according to department policy for determining response times. Any deviation from these guidelines shall be taken only in the best interests of a child and the basis for the action shall be documented. In completing an investigation of an incident involving a facility licensed or regulated by KDHE or DCF Foster Care and Residential Facility Licensing, the local office shall:

A. Conduct a prompt and thorough investigation of the allegations to determine whether the report is valid and whether services are necessary to protect a child who is the subject of the report or any other child under the same care.

B. Provide KDHE or DCF Foster Care and Residential Facility Licensing with facts and information gathered during the DCF investigation/assessment to assist KDHE or DCF Foster Care and Residential Facility Licensing in determining appropriate action regarding the license.

C. Communicate with DCF Foster Care and Residential Facility Licensing prior to making a case finding decision when there is a joint investigation. If there are disagreements regarding the investigative process, the CPS Specialist shall consult with the PPS Supervisor to determine next steps.
2221 Notice to Parent or Guardian of a Child in Out of Home Placement

Unless it is determined a notice is not in the child’s best interest, the CPS specialist shall give notice of the investigation to the parent or guardian of child who has been alleged to be abused or neglected while in out of home care. This policy does not include parents whose parental rights have been terminated. The notice may be verbal or in writing. Contact with parents shall be included on the PPS 2025, Agency Response Facility and Third Party Reports, for events assigned prior to July 1, 2017 and documented on the PPS 1010 Case Activity Log for events assigned on or after July 1, 2017. Such notice should not be unreasonably delayed but need not take precedence over the other investigative activities. Contact with the parent or guardian shall be coordinated with the Child Welfare Case Management Provider.

2222 Investigative Documentation

Documentation of the investigation of facility reports shall include:

A. PPS 2025, Agency Response Facility and Third Party Reports (Utilized on events assigned prior to July 1, 2017)
B. PPS 2011, Case Finding
C. PPS 2012, Notice of Department Finding
D. PPS 1010 Case Activity Log

2223 Assessment Documentation of Facility Reports

Family based assessments are based on dynamics unique to families. A day care center is not a family and is not the proper subject for a family based assessment. Family foster homes and residential child care programs often share some attributes of families but are not families for the purpose of determining how they shall be assessed.

Whenever a facility report is accepted, the safety of the child and the need for immediate medical examination or treatment related to the reason for the report shall be completed; however a family based assessment (Safety Assessment, Risk Assessment and Family Based Assessment Summary) is not required.

2224 Joint Investigations with KDHE and/or Local Health Departments
Collaborative investigations with KDHE and/or local health departments are encouraged, especially in cases of serious abuse. The unavailability of a representative from these agencies shall not delay a DCF response.

The investigation of complaints concerning child care facilities must be conducted in a manner that ensures an independent and objective investigation and assessment. However, if there is a conflict between child safety and providing for a strictly "objective" investigation, the safety of children takes precedence.

### 2225 Joint Investigations With DCF Child Care Provider Manager

DCF Child Care Provider Manager or contracting/monitoring staff may be asked to assist in the investigation whenever appropriate.

### 2230 Investigation of Reports of Abuse or Neglect by Third Party Person

The Kansas Code for Care of Children provides that DCF and law enforcement officers have the duty to receive and investigate reports of child abuse or neglect for the purpose of determining whether the report is valid and whether action is required to protect the child from further abuse or neglect. The law is silent regarding the relationship between the child and the alleged or suspected perpetrator.

It is the policy of the Department for Children and Families to receive and investigate reports which meet the definition of child abuse or neglect unless a law enforcement officer has accepted or will accept the report for investigation. The department will assist a law enforcement officer in the investigation and assessment of reports of child abuse or neglect upon request of the officer. Persons to whom this section applies includes, but is not limited to, alleged abuse or neglect by:

A. Teachers, administrators, or other employees of a school, other than a home school, in which a child who is the subject of a report of abuse or neglect is enrolled or attends.

B. Employees and administrators of recreational and/or character building organizations in which a child who is the subject of a report of abuse or neglect participates.

C. Baby sitters.

D. Acquaintances of the child/family.

E. Strangers.
F. Human trafficking related “boyfriend”/”pimp”/”controller”/”manager”/”daddy”.

**2231 Case Opening in Non-Family/Unregulated Care Giver Cases**

If DCF accepts a non-family/unregulated care giver report for investigation and assessment or assists law enforcement with an investigation, a case shall be opened. A non-family/unregulated care giver case is opened in FACTS for each family in which there is a child who is alleged to have been abused or neglected. If there is evidence or suspicion of parental involvement or failure to protect the child, a separate report should be initiated regarding the parental action or inaction.

**2232 Investigative Documentation of Non-Family/Unregulated Care Giver Reports**

Documentation of the assessment of non-family/unregulated care giver reports shall include:

A. PPS 2025, Agency Response - Facility and Third Party Reports (Utilized on events assigned prior to July 1, 2017)
B. PPS 2011, Case Finding
C. PPS 2012, Notice of Department Finding
D. PPS 1010 Case Activity Log

**2233 Assessment Documentation of Non-Family/Unregulated Care Giver Reports**

Whenever a non-family/unregulated care giver report is accepted, the safety of the child and the need for immediate medical examination or treatment related to the reason for the report shall be completed; however, a family based assessment (Safety Assessment, Risk Assessment and Family Based Assessment Summary) is not required.

**2240 Requests for a County or District Attorney to Direct an Investigation**

It should be rare for DCF and a law enforcement agency not to reach agreement on joint procedures for accepting reports of child abuse or neglect or in individual situations involving such reports. If agreement cannot be reached; however, and if the safety of a child cannot be assured, the county or district attorney may be requested to resolve the issue. A request to the county or district attorney in such situations shall only be
pursued upon approval by the Regional Director or Assessment and Prevention Administrator after consultation with the DCF Area Attorney.

2250 Investigations of Reports of Abuse or Neglect regarding Native American Children

If, during the investigation of a report of child abuse or neglect, information is obtained which indicates that a child is or may be a member of an Native American tribe or eligible for tribal membership, that fact and available supporting information shall be documented in the case record.

When conducting an investigation involving a Native American family, the family shall be informed that they may request a Native American interpreter. Assessment of the family must take into account the prevailing social and cultural conditions and way of life of the Native American community.

2260 Reports Involving the Medical Neglect of Disabled Infants with Life Threatening Conditions ("Baby Doe")

Kansas Administrative Regulations 30-45-10 et seq. requires specific procedures for the investigation of medical neglect of disabled infants with life-threatening conditions.

Disabled Infant means a child less than one year of age who has been continuously hospitalized since birth, whose birth was extremely premature, or who has a long-term disability.

Medical Neglect includes but is not limited to, the withholding of medically indicated treatment from a disabled infant with a life-threatening condition.

Withholding medically indicated treatment means failure to provide treatment which, in the treating physician’s reasonable medical judgment, is most likely to ameliorate or correct all life threatening conditions, except when the treatment would be futile in terms of survival of the infant and the treatment itself under such circumstances would be inhumane. Withholding medically indicated treatment always includes failure to provide appropriate nutrition, hydration or medication.

2262 Response to "Baby Doe" Reports

Upon receipt of a report of a disabled infant with a life threatening condition, the worker shall treat the case as an emergency and shall:

A. Conduct a Preliminary Inquiry. Contact the facility where the child is located or being treated and ascertain the current medical condition of the infant, the name of attending physician, the name of the contact person for the hospital’s medical ethics committee (if any, and any other available pertinent information.
B. Notify the parent, care giver or legal guardian of the allegations of the report if such person is not the reporter.

C. Contact the hospital medical ethics review committee at the facility housing the infant to obtain the committee's findings. If no hospital medical ethics review committee exists, contact the nearest Level III Perinatal Care Center. (When an independent medical examination is needed for an infant already in a Level III Center, the request should be directed to another Level III facility.) Requests should be made to:

University of Kansas Medical Center
Pediatric Department, Division of Neonatology
3900 Rainbow Blvd.
Kansas City, Kansas 66103
Telephone: 913/588-6337 (day)
913/588-6350 (night)
OR
Wesley Medical Center
Division of Perinatal Medicine
550 North Hillside
Wichita, Kansas 67214
Telephone: 316/688-2300

D. If the report otherwise meets department policies regarding case acceptance, accept the report as alleged or suspected medical neglect. The report should be assigned a "same day" response time. If there is credible evidence medically indicated treatment will not be withheld within 72 hours, a 72 hour response time may be assigned.

2300 Differentiating Safety and Risk

Safety and risk are two distinct and different concepts. The immediacy, severity of harm and seriousness of the family's conditions, situations, and circumstances is what differentiates safety from risk.

A. Definitions

1. Safety is the potential for serious maltreatment which is imminent. It determines the need for immediate protective action or controlling interventions to protect the child from imminent danger.

2. Risk is potential maltreatment in the future. It determines the need for services to address potential future maltreatment.
B. Assessments

Information gathered during the investigation and assessment regarding the harm to the child, the child’s vulnerability, as well as family/individual behaviors, perceptions, attitudes, motives, and emotions is used to inform both the safety and risk assessments. Each assessment uses a different tool to analyze the family’s conditions, situations and circumstances which guides decisions for child safety and services to the family.

1. Safety Assessment

   Serious harm, protective capacities, child vulnerability and time are essential concepts for assessing safety. The safety assessment evaluates the family conditions, situations and circumstances to determine whether they have escalated to a point where there is imminent danger threatening serious harm to a child and the caregiver’s protective capacity is insufficient to protect the child. Assessing for imminent danger is part of the structured safety assessment. Imminent danger types are listed on the Safety Assessment PPS 2030B and are examples of conditions which present serious harm, or an imminent threat of serious harm to a child.

   a. Imminent is currently present, or will occur within the next few days.

   b. Threat is the caregiver’s action or inaction which has the potential to cause serious harm. (Underlying and contributing factors)

   c. Harm is the result of the abuse/neglect to the child.

   d. Caregiver protective capacity is the caregiver’s ability and willingness to protect the child.

2. Risk Assessment

The risk assessment evaluates the family’s conditions, situations and circumstances to determine whether they contribute to the likelihood a child may be abused or neglected in the future. Risk of future maltreatment may be reduced with services and more long-term goals to change the behaviors, perceptions, attitudes, motives, emotions, etc. enhancing the family’s strengths and protective capacities. If risks are addressed by providing services relating to the specific conditions, behaviors, and circumstances
and enhancing protective capacities, the escalation of risk to safety may be prevented.

2310 Safety Determination

When a report alleging abuse or neglect has been assigned for investigation/assessment, the CPS specialist shall determine the safety of the child who is the subject of the report within the response time established on the form PPS 1002, Response Determination.

A. Factors to Consider for the Safety Determination

The safety determination shall consider the following factors: severity of harm to the child, imminent danger types and other safety concerns, child vulnerability and caregiver protective capacity. (See PPM 1301 and PPS 2030B Safety Assessment for criterion) To determine safety, information should be gathered regarding the family’s situation to assess whether serious harm from maltreatment is present, or whether there is an imminent threat of serious harm and whether there is a responsible adult in a caregiving role who demonstrates sufficient capacity to protect the child.

The Safety Assessment PPS 2030B provides a structured method of evaluating potential danger to a child for the safety determination. See PPM Section 2400 for guidance on the Safety Assessment. The following appendices may be used to gather information for the safety determination:

1. Appendix 2F Six Areas of Family Life for Assessment may be used as a guide to gather information for the safety determination.

2. Appendix 2J Caregiver Protective Capacity Factors may be used as a guide to gather information and assess the protective capacity of the caregiver(s).

3. Appendix 2I Interview Guide for Runaway and Truant Children may be used as a guide to gather safety and risk information when interviewing children.

B. Required Contacts

1. In-Person Contact With Child

The safety determination requires DCF staff or authorized collateral complete an in-person contact with the child who is the subject of the report, in a location where it is reasonable to expect the child to be found, within the assigned response time established on the form PPS 1002, Section VIII Response Time Determination. Telephone or letter contact with the child is not sufficient. If the
child’s location is known, in-person contact shall be made within the response time set.

In-person contact may be made by a CPS specialist or authorized collateral, i.e., CPS investigator, law enforcement officer or licensed child welfare case management provider assigned case responsibility. If authorized collateral makes the in-person contact with the child, the CPS specialist shall ensure sufficient information has been gathered to consider the required factors and determine the safety of the child within the response time.

Attempts shall be made to notify the parent/caregiver the same day as the in-person contact with the child to inform the parent/caregiver(s) of the investigation/assessment per PPM 2100, and to assess the safety of the child.

2. Additional Contact(s)

Additional contacts and observations with parent/caregivers, siblings, alleged perpetrators and others may be required to gather sufficient information to determine the safety of the child. If the CPS specialist determines additional information is needed to make a safety determination, the CPS specialist shall follow-up to gather the additional information to assess the required factors and determine the safety of the child within the response time.

C. Continuing the Safety Determination Beyond the Response Time Assignment

The following provides requirements for reasonable efforts, allowable reasons and exceptions for the safety determination. These requirements apply only to whether the safety determination is made within the assigned response time. Efforts shall continue to determine the safety of the child beyond the assigned response time.

If a parent/caregiver(s) refuses to cooperate or refuses access to the alleged victim, the CPS Specialist shall staff the circumstances with his/her supervisor. The staffing shall occur immediately when safety/risk concerns may be present. If there are not imminent safety concerns, the staffing shall occur as soon as practical, considering the circumstances of the case. The CPS Specialist and supervisor shall discuss safety/risk concerns and determine next steps, i.e. additional attempts, engagement strategies, or whether to contact law enforcement or the County/District Attorney. Appendix 2B may be used as a guide to consider safety/risk concerns.

If the child to be interviewed can be located or made available, the investigation and/or protective action shall be carried out. (Example: The parents missed a scheduled appointment causing the in-person contact to be delayed but the safety determination will continue.)

1. Reasonable Efforts Requirements
Reasonable efforts are the minimum required attempts to determine the safety of the child within the assigned response time established on the form PPS 1002, Section VIII.

DCF staff or authorized collateral shall make two attempts to complete the in-person contact with the child in a location where it is reasonable to expect the child to be found to satisfy the reasonable effort requirement. To meet reasonable efforts requirements either:

a. two attempts within the response time set, OR
b. at least one attempt within the response time set, AND
   i. a second attempt by the close of business the next working day for a "same day" response time OR
   ii. within 72 hours, excluding week-ends and state holidays, of the initial attempt on a 72-hour response time.

2. Allowable Reasons to Delay the Safety Determination

If it is determined the child is not available within the response time due to allowable reasons; and depending on the circumstances of the situation, two attempts may not be required.

Allowable reasons for delaying the safety determination of a child may include the following:

a. Family left the state
b. DCF has been directed not to proceed by county/district attorney or law enforcement
c. Family refuses to cooperate. (Requires supervisor staffing per C. above)
d. Appointments were scheduled but the person(s) failed to keep the appointment
e. Act of God (weather, road conditions)
f. Parents refused access to the child. (Requires supervisor staffing per C. above)
g. Child(ren) out of state - i.e. visiting relatives
h. Child is currently hospitalized and hospital personnel verified the child will not be dismissed prior to in-person contact occurring. This shall consider the best interest of the child, and is not solely for the convenience of the department or another entity.

DCF should honor a request from a law enforcement agency not to take an action which would interfere with a criminal investigation. Such request, however, does not relieve DCF or the law enforcement agency of the responsibility to determine the safety of a child reported as possibly abused or neglected. If the timing of the investigations cannot be resolved, the county or district attorney shall be contacted.
3. Exceptions
If it is determined contrary to the safety and best interest of the child, and not solely for the convenience of the department or another entity to make the in-person contact within the response time, an exception shall be requested from the Assessment and Prevention Administrator.

D. Documenting Results for the Safety Determination
Documentation for the safety determination includes the attempts to contact the child, the results/conclusions of the safety determination and the date and time safety was determined. The date and time of the safety determination, is when the CPS specialist has determined the child safe. If the in-person contact was completed by a collateral contact the date and time of the safety determination is the date and time the CPS specialist has reviewed the information per B. 1-2, and determines the child is safe.
If unable to determine the safety of the child within the assigned response time, the documentation includes the reason the contact was not made and the attempts to locate the child (date and results). Reasonable efforts, allowable reasons and exceptions to time lines shall be documented.

1. For events assigned prior to July 1, 2017:
   a. The dates/times of attempts to contact and results/conclusions for the determination of safety is documented on the PPS 2030A Section I. Agency Response for Family assignments or the PPS 2025 Section I. for Facility or Non-Family/Unregulated Care Giver assignments.
   b. The dates/time of the first attempt to contact the first alleged victim shall be documented on the PPS 2030A Section I.
   c. The date/time of the safety determination for each alleged victim shall be documented on the PPS 2030A Section I. (F)

2. For events assigned on or after July 1, 2017:
   a. The dates/times of attempts to contact and results/conclusions for the determination of safety is documented on the PPS 1010 Case Activity Log for Family, Facility and Third-Party assignments.
   b. The dates/time of the first attempt to contact the first alleged victim shall be documented on the Agency Response screen in KIDS for all abuse/neglect assignments.
   c. The date/time of the safety determination for each alleged victim shall be documented on the Agency Response screen in KIDS for all abuse/neglect assignments. If an alleged victim was not able to be located, check the “unable to locate” box.

E. Safety Staffing with Supervisor
1. Purpose

The CPS Specialist completes the safety determination within the assigned response time. The purpose of the safety staffing between the CPS specialist,
CPS investigator, if applicable, and the supervisor is to thoroughly evaluate the safety determination and discuss next steps. This staffing supports a comprehensive and informed safety determination by utilizing critical thinking to carefully consider the information gathered collectively. The staffing determines whether safety concerns are present requiring controlling safety interventions or protective actions.

2. Timeframe

A safety staffing shall occur at the following times:
   a. Immediately, when safety concerns are identified which may require protective action per 2440 C., or when the following alleged victim(s) cannot be seen in-person to determine safety within the assigned response time:
      i. under the age of six,
      ii. isolated (not attending school/daycare),
      iii. has a disability,
      iv. vulnerable for other reasons,
      v. young or vulnerable children with concerns for parental substance use/abuse, or
      vi. when an alleged victim(s) of any age is not able to be located to determine safety within the response time or reasonable efforts per C.1.
   b. Within 3 working days from the date of the safety determination of the first alleged victim.

For alleged victims who had not been seen in-person within the response time, or were unable to be located; a follow-up safety staffing to discuss the safety determination shall occur once the alleged victim has been seen in-person.

The date and time of the safety staffing of the safety determination with the supervisor shall be documented on the Agency Response screen in KIDS as the “Safety Staffing” date and time. When the child(ren) is not located/has not been seen in-person and the safety determination has not occurred, leave the field blank.

3. Required Elements

The PPS 2030B and Appendix 2B should be used, as guides for this safety staffing. The safety staffing between the CPS specialist and the supervisor shall include, but may not be limited to:
   a. A review of the allegation
   b. Determine follow-up when an alleged victim has not been seen within the assigned response time, to include but not be limited to: contacting law enforcement, other ways to engage with the family, and exhausting all
available resources to locate (for example, searching systems used by PPS- KIDS, KIPS, FACTS and KEES; contacting the reporter, if known, attempting to locate through current address via mail or landlord, school records, employment, known friends or relatives, utility departments, etc.).
c. Evaluation of the information gathered which informed the safety determination; and consider whether additional information is needed.
d. Discussion of how the safety of the child(ren) was determined; consider alternate theories; consider whether the explanation matches the injury/harm (see Appendix 2B for further guidance).
e. Identify next steps as needed, to include, who will do what, by when. If next steps are identified, a follow-up staffing/conference shall occur to review progress. Next step(s) may include, but are not limited to:
   i. Whether additional information is needed for ongoing risk and safety assessment (See Appendix 2F Six Areas of Family Life for Assessment, Appendix 2I Interview Guide for Runaway and Truant Children, and Appendix 2J Caregiver Protective Capacity Factors);
   ii. Protective Actions, such as contacting law enforcement, or the county/district attorney per 2440 C. (1-2).
   iii. Controlling safety interventions, such as the alleged perpetrator leaving the home, a Protection from Abuse action, etc. per PPM 2440 B. (1-5).
   iv. Safety planning per PPM 2462

2313 Ongoing Safety Assessment

An ongoing safety assessment shall be considered for all alleged victims. The need for an ongoing safety assessment shall be determined by the PPS Supervisor and Child Protection Specialist at the safety staffing. The PPS Supervisor and CPS Specialist shall consider the following factors when making the determination:

A. Child Vulnerability
B. Caregiver protective capacity

C. Parent Functioning and protective capacity- Please see appendices 2B, 2F, 2H, 2I and 2J

D. Whether the alleged perpetrator has current access to the child

E. A determination of conditionally safe on the PPS 2030BSafety Assessment

F. If a safety plan is implemented

G. If family is referred for services or already participating in Family Services, Family Preservation or Foster Care

H. Children who do not have regular contact with mandated reporters
A second in-person interaction with each alleged victim shall be completed, if the PPS Supervisor and CPS Specialist determine the ongoing safety assessment is needed. The second interaction is for the purpose of ongoing safety assessment.

The in-person contact may be completed by a CPS Specialist or CPS Investigator with direction from the CPS Specialist or PPS Supervisor. Upon completion of the in-person interaction, the CPS Investigator shall provide the CPS Specialist with sufficient documentation of the in-person interaction, and follow-up with staffing, as needed. The CPS Specialist shall ensure sufficient information has been gathered to determine the ongoing safety of the child within the timeframe required.

A. Time frame and Location
   The second in-person interaction shall be completed within 10 working days of the initial safety determination of the alleged victim, which is the date documented on the PPS 2030A Section I. F for events assigned prior to July 1, 2017 and on the Agency Response screen in KIDS for events assigned on or after July 1, 2017 for each alleged victim. If there are multiple alleged victims in an event, the time line for the 10 working days begins the day after the safety determination of the first alleged victim. Whenever possible the second in-person interaction shall occur where the child resides. This may include a facility if the child is residing in that location and is determined to need an ongoing safety assessment.

B. Reasonable Efforts
   Reasonable efforts shall be made to complete a timely ongoing safety assessment. Once an alleged victim is determined to need an ongoing safety assessment, the PPS Staff shall make a minimum of two attempts to have an in-person interaction with the alleged victim(s) within the 10 working days of the initial safety determination. Telephone or letter contact with the child is not sufficient. If an in-person interaction has not occurred following reasonable attempts, the CPS specialist shall consult with his/her supervisor to determine further action.

C. Activities
   The subsequent in-person interaction may include, but is not limited to, the following activities:
   1. Gather additional information in the six areas of family life to inform decisions on child safety. See Appendix 2F for guidance.
   2. Gather additional information for risk and safety assessments.
3. Follow up on safety plan, if applicable.
4. Observe behavior of the child(ren) in his/her home environment, and parent-child(ren) interactions.
5. Interacting with the child(ren) to assess verbal skills, motor skills, and other developmental functioning and behavior of the child.
6. Assess the family's strengths and needs, and provide the family with referrals, resources and information as needed.

D. Documentation
The interaction with the child shall be documented on the Agency Response. Any safety concerns shall be noted on the safety assessment and addressed in the safety plan.

2320 Other Children Under the Same Care
When there are reasonable grounds to believe abuse or neglect exists, immediate steps shall be taken to protect the health and welfare of the child as well as that of any other child under the same care. K.S.A. 38-2230.

When, during the course of an investigation/assessment of a report, there is reason to believe that other children under the same care are victims of the assigned allegations in that report, this is to be added to the current investigation and does not require a new report.

2400 Safety Assessment
A safety assessment is a structured method of evaluating potential danger to a child. The assessment tool is designed to determine whether imminent danger exists for a child. It is used when considering whether a child should return home from protective custody as well as to determine whether the child may safely remain in the home. The Safety Assessment documents consideration of safety factors, immediate medical concerns, protective action, and the safety decision. The Safety Assessment is completed by a CPS specialist and may be used at any major decision point in a case.

2410 When a Safety Assessment is Required
A Safety Assessment shall be completed for all cases assigned for investigation/assessment of abuse/neglect which require a Family Based Assessment. A safety assessment may be completed at any major decision point in a case.

2420 Time Lines For Completion of a Safety Assessment
Whenever possible the Safety Assessment shall be completed within the response time for determining the safety of a child. A Safety Assessment must be:

A. Updated with as much information available within one working day after a referral to a Family Preservation or Foster Care Contractor
B. Completed before a family service case is opened
C. Completed before a request for an ex parte order or police protective custody
D. Completed before a referral to the county/district attorney requesting the filing of a child in need of care petition
E. Completed before a case finding is made.

2430 Documenting the Safety Assessment

All information gathered during the investigation and assessment which indicates potential safety concerns for the child; shall be documented in the sections most appropriate on the PPS 2030B. If unable to complete the safety assessment for allowable reasons, document the attempts and the reason the attempts were unsuccessful. Allowable reasons for not completing the safety assessment include:

A. Family refused to cooperate and police assistance or court order could not be obtained timely
B. DCF was directed not to proceed by a county or district attorney or law enforcement

When some but not all members of the family are unable to be located or the family cannot be located once the assessment has begun, the safety assessment and safety decision should be completed based on the information available.

The documentation of the Safety Assessment shall be done on the PPS 2030B. A printed form is the official copy and shall be in the case record.

2431 Imminent Danger Type and Other Safety Factors to Consider

When completing the Safety Assessment, PPS 2030 B Section I., the Imminent Danger types correspond with the abuse and neglect allegation types. Each danger type or Other Safety Factor identified with a "yes" shall be documented to justify the immediate danger and safety factor presenting a danger. The documented description shall include but not limited to: the type of danger, circumstances or surroundings presenting
danger to the child; and the frequency of the incident. Danger types related to the 
allegation type assigned on the intake which are met with a "no" shall be qualified to 
indicate why the allegations assigned do not present a danger to the child.

2432 Protective Factors

For each Imminent Danger Type and Other Safety Factor identified, the CPS specialist 
will assess the family and child to assess caregiver protective capacity/factors to 
mitigate the identified Imminent Danger Types or Safety Factors. The CPS specialist 
shall consider the following actions and resources available to the family as protective 
factors:

A. family resources
B. the natural supports of the family, relative/non-related kin, friends, extended 
   family, neighbors or other individuals in the community (relatives or adults whom 
   the family has a close positive emotional attachment)
C. community agencies or services available or being utilized by the family
D. parent's willingness to seek or receive supports from individuals or agencies
E. assistive technology and other supports available to parents with disabilities
F. alleged perpetrator leaves the home voluntarily
G. non-maltreating care giver and child move to a safer environment

A careful assessment of the protective factors available within and to the family provides 
the basis of the safety plan if conditionally safe is the Safety Decision. The assessment 
of potential protective factors is also critical to answering the questions on the PPS 
2030B Section IV required to achieve an Unsafe Decision.

2440 Safety Decision

The safety decision is made by the CPS specialist and is guided by the PPS 2030B 
Safety Assessment. The CPS specialist shall assess whether imminent danger is 
present, and, if so, whether the caregiver's protective capacities are sufficient to protect 
the child to determine the safety decision.

When imminent danger threatens serious harm to a child, action must be taken to 
protect the safety of a child. Various controlling safety interventions and protective 
actions taken by the family or DCF may occur to ensure immediate safety of a child.
The CPS specialist shall conclude one of the following safety decisions on form PPS 2030 B, Section IV:

A. Safe: Safe is a condition in which serious harm or threats of serious harm from maltreatment are not present. There is no need for controlling safety interventions.

B. Conditionally Safe: A condition in which serious harm from maltreatment is present, or there is an imminent threat of serious harm, and there is a responsible adult in a caregiving role who demonstrates sufficient capacity to protect the child. The caregiver’s protective capacities, either demonstrated by the caregiver or recommended by PPS, are the controlling safety interventions mitigating the unsafe situation for the present time. See PPM 2432 for caregiver protective capacity.

Controlling safety interventions to assist the family in alleviating immediate danger may include, but are not limited to:

1. Alleged perpetrator voluntarily leaves the home /premises;
2. Alleged perpetrator is removed by a Protection from Abuse action;
3. Alleged perpetrator is arrested/incarcerated;
4. DCF family services;
5. DCF referral to community service or Family Preservation contractor.

Controlling safety interventions shall be documented on the Safety Assessment PPS 2030B. The family or another agency may initiate controlling safety interventions to alleviate the immediate danger prior to the Departments involvement. These interventions shall be documented on the Safety Assessment. If the department is recommending interventions to the family to alleviate the immediate danger, a Family Based Safety Plan PPS 2003 must be completed. The CPS specialist’s or supervisor’s input and approval is required if the safety plan is being initiated by a CPS investigator. See PPM 2462 for Safety Planning.

C. Unsafe: A condition in which serious harm from maltreatment is present, or the threat of serious harm is imminent, and the protective capacities of the responsible caregiver(s) are not sufficient to protect the child.
Completion of the questions on the PPS 2030B Section IV and consultation with the supervisor is required prior to considering the following courses of protective action:

1. Request for law enforcement to take child into Police Protective Custody
2. Ex Parte Court Order of protective custody is obtained and child removed from home.

**2450 Medical Examination or Treatment Related to Abuse/Neglect**

When it is determined medical services related to abuse/neglect are needed by a child who is the subject of an abuse/neglect report, reasonable actions shall be taken to obtain medical treatment. A determination of the need for medical services must be made and documented on the PPS 2030 B, Safety Assessment.

If a CPS specialist determines a child is in need of a medical examination or treatment and the child's parents fail or refuse to obtain a medical examination the CPS specialist should take the actions a reasonable person would take in similar circumstances. The policy requiring the department to seek medical care applies to medical needs resulting from suspected child abuse or neglect only. The department is not responsible to try to meet other medical needs of the child (such as immunizations or eyeglasses) unless failure to meet such needs constitute neglect.

Non Emergencies:

A CPS specialist may wish to seek advice from a medical practitioner before taking next steps. The cooperation of a parent should be sought. If they cannot or will not cooperate, an explanation of the responsibility of the department to obtain the information and the alternatives available should be made.

Emergencies:
If immediate action is required to save a life, to treat serious or painful injury or if action is needed to preserve evidence that would otherwise be lost or unobtainable, the CPS specialist should initiate prompt action.

Prompt action includes:

A. The CPS specialist requests the parent take the child immediately for examination or treatment, explains the consequences of failure to do so, and the parent complies.
B. The assistance of a law enforcement officer is requested to take the child into protective custody and transport the child to medical care.
C. The assistance of the County or District Attorney is sought in obtaining a court order directing medical care be provided.

If a parent is unwilling or unable to pay for a medical examination or treatment for a child alleged to be abused or neglected, check Kansas Family Medical Assistance Manual (KFMAM) https://khap.kdhe.state.ks.us/kfmam to determine if the child has, or is eligible for, a medical card. Upon implementation of KEES the status shall be reviewed in KEES.

Authorize payment if the family is not eligible for Medical Assistance. Refer to section 2910 for payment procedures.

2462 Family Safety Planning

The family safety plan is a temporary, short-term plan to keep the child and other members of the family safe while more permanent safety provisions can be put in place. The safety plan may be used pending referral to family preservation or other services or to provide short-term care to avoid preventable removal of a child from the child’s home.

The family safety plan should be used whenever such a plan will enhance family safety and only when it is reasonable to believe safety can be achieved through the plan. The safety plan may have useful application in an assessment assigned for any allegation or presenting situation. For families whose presenting concern to the agency was for a reason other than abuse or neglect, the plan should only be used to address safety issues affecting the family, such as behavior of a child or youth that can be harmful to self or others.
In order to be effective, all individuals who are necessary to the safety plan, must be able and willing to cooperate in carrying out the plan and should be involved in the planning. A Family Safety Plan empowers the family to remain responsible for their lives, avoids resistance by the family to externally imposed conditions, and can be used as an assessment tool to help the CPS specialist and the family decide together whether change is possible.

A. Documenting the Family Safety Plan:


B. Safety Factors to be Considered:

In considering if a safety plan is appropriate, the factors listed below must be considered and documented on the PPS 2003. The factors are listed to assure each is considered in deciding whether and when to develop a safety plan. Not all factors may be present in every situation. Other factors, not listed, may also be considered:

1. Harm to child caused by removal from home: This factor is placed first in the list to encourage workers to first consider possible unintended consequences of the removal of a child from his or her family, friends, familiar surroundings, possessions, and predictable circumstances. There are times when removal is the best course of action among several undesirable alternatives. Remember, however, no removal is without an emotional price for the child.

2. Severity of danger: Not all situations are equally dangerous. Assess the potential seriousness of the situation. Reference to form PPS 2030 B, Safety Assessment, may be a useful guide.

3. Child’s or others’ ability to protect child: Children are never responsible for their own protection. Older children, however, may have a greater ability to avoid harmful situations or carry out plans to get help. The ability and likelihood that the adults will protect the child is a factor in developing a safety plan or requesting alternate courses of action.

4. Perpetrator’s access to child and the non-abusing parent's ability to protect the child.
5. Child’s behavior: Care and protection of children is an adult responsibility. Children are never responsible for having been abused. The behavior of children can, however, be a factor in the family history or dynamics or chain of events which is important to the cycle of violence. A careful and sympathetic understanding of problems faced by abusing or neglectful parents is essential in making short or long term plans to protect the child.

6. Family isolation: Families may be isolated geographically (e.g., a distance from neighbors or someone from whom to seek help) or socially (e.g., few friends or extended family or community ties). In some cases a family member may dominate and control contacts outside the family. All of these issues, especially the latter, need to be carefully assessed when considering whether a family safety plan is feasible.

7. Family’s ability to participate in plan: The family should be assessed for strengths (e.g., strong bonds, pride, and history of accomplishment) which would indicate an ability to participate in a plan. Negative indicators might include: severe and chronic impairment of functioning due to mental illness, alcohol or other drug abuse, a long history of family violence, or rigid belief systems (e.g., cult-like religious beliefs, extreme anti-government feelings).

8. Medical needs of child: For a safety plan to work there must be agreement on obtaining care for any acute medical condition. However, medical needs which can wait until longer term assessment and planning occurs need not prevent the development of the safety plan.

C. Development of the Safety Plan

Safety plans must be developed in conjunction with the child’s family and any other persons required to carry out the plan. Decisions regarding the identification of those persons to include in the safety plan will depend on the type of allegation and steps required to ensure safety.

Safety Plans are interim plans and shall not exceed beyond the FBA due date. As a rule, plans will range from a few hours to a few days, depending on the family’s assessed ability to carry out the plan and availability of resources. The end-date is determined by the beginning date of the next action to be taken. If next steps are not known, a Safety Plan may not be appropriate.

1. Tasks and Services
   Tasks and services statements should:

   a. Address the imminent danger to the child
b. Have agreement from all parties necessary to achieve compliance.

c. Contain statements that are in clear and understandable language. (Professional terms and "buzz words" should be avoided).

d. Address measurable or observable behaviors and criteria for determining when the tasks are achieved

e. Describe the possible outcomes that can result from achievement or failure to achieve the conditions of the plan.

2. Action Needed to Meet Tasks:
The actions statement must address who, what and when and should include:

   a. Each member of the family willing to participate.
   b. Actions appropriate to the behavioral/developmental level of the participants.
   c. A backup plan in the event the primary plan is not sufficient.

3. Signatures:
All participating individuals must sign and signatures must be voluntary. If not, a safety plan is not appropriate. The family is to be given a copy of the plan.

2463 Removal of Perpetrator

When the safety of a child cannot be reasonably assured, removal of the perpetrator from contact with the child should be considered before removing the child. Removal of the perpetrator can be voluntary or obtained through provisions of the Kansas Protection From Abuse Act, or Code for Care of Children.

Voluntary Removal of the Perpetrator

Voluntary removal of the perpetrator can be considered when it is a part of a family safety plan and:

   A. There is reason to believe the alleged perpetrator will honor the agreement for removal;
   B. There is a care giver willing and able to keep the terms of the agreement and protect the child if the agreement is not kept; and
   C. The safety plan includes actions which will be taken if the agreement is not kept.

Kansas Protection From Abuse Act
A member of a household 18 years of age or older may apply to a court for the removal of a household member who is abusing or attempting to abuse or threatening harm to another member of the household [K.S.A. 60-3101 and following].

2471 Requests for Police Protective Custody

When the safety of a child cannot be reasonably assured without removal of the child or the alleged perpetrator and removal of the perpetrator from contact with the child is not feasible, a law enforcement officer should be contacted to determine whether, in the officer’s opinion, the child should be removed from the home and placed in police protective custody.

The law enforcement officer should deliver the child to a safe environment according to local arrangements. An DCF employee is not authorized to take physical custody of or transport a child without a written order of a court placing the child in the custody of the Secretary of DCF. A child not in the custody of the Secretary may be transported by DCF if a parent voluntarily accompanies the child or the parent provides written parental permission.

Only a law enforcement officer, court services officer, or the court has the authority to place a child in protective custody. When a law enforcement officer determines that protective custody is appropriate, the officer, not DCF, should place the child as provided by statute (K.S.A. 38-2231). It is important to remember that DCF staff do not have authority to transport a child placed in protective custody by a law enforcement officer. If DCF staff were to transport a child in the protective custody of law enforcement a potential legal liability exists for the department and the individual. A law enforcement officer or the designated care provider with whom the police placed the child may transport the child.

2472 Requests to County or District Attorney for Order of Protective Custody

The department shall not seek custody of a child unless it is determined that the child cannot remain safely at home. The CPS specialist shall obtain approval from his/her supervisor or designee prior to requesting an ex parte or temporary custody order from the County or District Attorney.

A. Criteria For Requesting Protective Custody

Before requesting law enforcement protective custody or an ex parte order, the CPS specialist in consultation with the supervisor shall determine one or more children/youth will likely be in imminent danger of serious harm without controlling interventions. The PPS 2030 B, Safety Assessment, Section IV documents the following criteria used to determine the child is unsafe:
1. Is the child abandoned?

Abandonment means "to forsake, desert or cease providing care for the child without making appropriate provisions for substitute care." For purposes of determining whether a child has been abandoned, the following guidelines are provided:

a. A child has been forsaken or deserted if the whereabouts of both parents is unknown after reasonable efforts to locate them or there is credible evidence of a parent’s stated or apparent intent not to resume the relationship with the child. If either parent is willing to accept care of the child, the child is not abandoned.

b. A parent has not made adequate provisions for substitute care if the parent:

   1. Has failed or refused to care for the child for a period of time which is inconsistent with the child's condition or developmental status;

   2. has failed or refused to provide adequate care for the child by an alternative care giver; or

   3. the child was placed by a parent in the care of a person who is unwilling or unable to continue the care of the child, and the parent has failed or refused to resume care of the child for a period of time which is inconsistent with the child's age, condition or developmental status.

2. If the child has not been abandoned all three of the following questions must be answered yes:

   a. Is the child in imminent danger?

      Imminent danger refers to the Imminent Danger Types and Other Safety Factors listed on the PPS 2030 B Section I.

   b. Does the perpetrator have access to the child?

      Access can include residing in the same home and unwilling to leave, refusal of family members to seek court order excluding alleged perpetrator, parent or other care giver not believing the child, custodial orders, and similar reasons.

   c. Is the non-abusing parent unable to protect the child?

      Inability may be due to drug/alcohol dependency, physical and/or mental impairment, inability to protect self from abuse, or unwillingness.
B. County/District Attorney Does Not File A Request for Protective Custody:
When the request for protective custody is not filed by the County/District Attorney
the CPS specialist shall immediately notify his/her immediate supervisor. The CPS
specialist and supervisor shall provide all available information to the County/District
Attorney and obtain additional information as requested. If the County/District
Attorney continues to decline to file protective custody, the supervisor shall notify the
Assessment and Prevention Administrator. Discussions shall occur to determine
alternative protective actions for the child(ren). In addition, the Assessment and
Prevention Administrator shall determine whether the situation meets criteria for a
critical or significant incident in PPM 0510 and PPM 0512.

2473 72 hour Protective Custody Hearing

When DCF receives an intake indicating a child has been placed in protective custody
by law enforcement or an ex parte order, the assigned CPS specialist shall use the time
available prior to the Protective Custody Hearing to exhaust all options to keep the child
safely in their own home. The options considered for preventing out of home placement
shall include but are not limited to:

A. removal of the perpetrator,

B. a safety plan to address the identified safety factors,

C. identifying relatives or kinship resources,

D. referral to family services or family preservation services.

The assigned CPS specialist shall complete a safety and risk assessment for
abuse/neglect allegations or a FINA assessment for FINA allegations. The assessment
shall include information from the parents including identity of potential relatives or
kinship resources and what the family needs to keep the child safe in their home.
Additional sources of information for the assessment shall include the family’s history
with DCF, other care givers, child, relatives or other kinship resources, juvenile intake
and assessment, schools, other service providers and current protective custody care
giver or emergency shelters, as applicable.
The assessment and/or recommendations shall be provided to the court at the time of Protective Custody Hearing. The recommendations made to the court and the outcome of the court hearing shall be documented in the DCF case file.

2474 Removal of Child From a Family Foster Home or Residential Facility

It is the policy of the department that a decision whether to remove a child who is in the custody of the Secretary of DCF from a foster home or residential facility (temporarily or permanently) should be based on the best interests of the child.

DCF does not have the authority to move a child who is placed with a relative or has been in a placement 6 months or more without court approval except for move to a prospective adoptive home. (K.S.A. 38-2258, 2259). If emergency removal is necessary, notify the court of jurisdiction within 24 hours and document the reasons in the case record. This provision doesn't apply when the child is to return home. When the child is being moved to live with a parent, the court must be notified pursuant to K.S.A. 38-2255(c)(2) at least 14 calendar days in advance of the planned placement with a parent. The notice shall state the basis for belief that placement with a parent is no longer contrary to the welfare or best interests of the child. If the court sets a hearing, the child shall not be returned home without the written consent of the court.

2475 Removal of Child From a Day Care Home or Center

Unless a child is in the custody of the Secretary of DCF, removal of a child from an unsafe day care home or center is the responsibility of the child’s parents. If a parent chooses not to remove a child from a facility which is deemed unsafe by the department, any concerned person may report the matter for determination whether the child may be a child in need of care.

2500 Case Finding Resulting from an Investigation of Alleged Abuse or Neglect

The purpose of the case finding is to inform when abuse/neglect has occurred; and whether the identified perpetrator should be permitted to reside, work, or regularly volunteer in a child care facility.

A case finding shall be completed for each assigned allegation associated with a child alleged or suspected to have been abused or neglected. The CPS specialist, in consultation with the PPS supervisor or designee, (See PPM 0140), shall make the
finding decision based on information gathered by the CPS specialist or CPS investigator during investigatory activities. The decision is made by weighing the facts and circumstances learned during the investigation and assessment and applying the definition of abuse/neglect. The standard of evidence applied to all case finding decisions regarding abuse and neglect is preponderance of the evidence.

A case finding is not required on a Family in Need of Assessment (FINA) or Pregnant Woman Using Substances (PWS) case assignments. An assessment of the family is completed to determine if the family is in need of services.

2502 Allowable Case Findings

For each allegation of abuse/neglect one of the following case finding decisions shall be made:

**A. Unsubstantiated**

A reasonable person weighing the facts or circumstances would conclude it is more likely than not (preponderance of the evidence) the alleged perpetrator's actions or inactions do not meet the abuse and/or neglect definitions per applicable Kansas Statutes Annotated (K.S.A.) and Kansas Administrative Regulations (K.A.R.).

**B. Affirmed**

A reasonable person weighing the facts and circumstances would conclude it is more likely than not (preponderance of the evidence) the alleged perpetrator's actions or inactions meet the abuse and/or neglect definition per applicable Kansas Statutes Annotated (K.S.A.) and Kansas Administrative Regulations (K.A.R.).

An affirmed finding of sexual abuse may be considered. See Appendix 2B Sexual Abuse Case Finding Decision section for guidance.

**C. Substantiated**
When a determination is made the facts and circumstances meet abuse and/or neglect definitions per PPM 0160, the Child Protection Services (CPS) specialist in consultation with his/her supervisor shall evaluate the facts and circumstances of the alleged incidents to determine whether criterion for a substantiated case finding is met. When criterion is met, a substantiated case finding shall be considered. A substantiated case finding results in the perpetrator’s name being placed on the Kansas Child Abuse/Neglect Central Registry. Per Kansas statutes and regulations, the perpetrator is not permitted to reside, work, or regularly volunteer in a Kansas Department of Health and Environment (KDHE) or Department for Children and Families (DCF) Foster Care and Residential Facility Licensing regulated child care or residential facility.

A substantiated case finding shall meet the following:

1. A determination is made the facts and circumstances meet one of the required definitions per PPM 0160 for physical/sexual/emotional abuse, physical/medical neglect, lack of supervision and/or abandonment of a child; and

2. A determination is made the perpetrator’s actions, behaviors, or omissions occurred and meets at least one of the following criteria:
   a. there was an intent to commit the act that resulted in harm; and/or
   b. a reasonable person would have anticipated harm would occur to the child; and/or
   c. the harm was a result of failure or refusal to protect the child; and

3. There was serious harm, injury or deterioration to the child; or there was a likelihood of, or endangerment of serious harm, injury or deterioration to the child. Serious harm, injury or deterioration may include, but is not limited to:
   a. Death of a child.
   b. Condition which required medical care, hospitalization, or surgery whether received or not, including but not limited to:
      i. fractures;
      ii. bruises on a child’s body, including but not limited to, the face, head or abdomen;
      iii. burns;
      iv. injuries which are disfiguring;
      v. injury resulting in severe or prolonged pain;
      vi. multiple severe non-accidental injuries;
      vii. failure to thrive or malnourishment;
      viii. medical condition such as asthma or diabetes exacerbated by home conditions and/or failure to provide medication.
ix. A medical professional predicts significant physical harm and/or developmental/cognitive delays of an infant (birth to 1 year of age), due to prenatal substance abuse.

c. An indicated need for mental health treatment, whether received or not, due to serious mental and/or emotional harm or causal deterioration to the extent the child’s emotional well-being is impaired or endangered. Such serious harm or deterioration may include, but not be limited to, characteristics exhibited to a serious degree: anxiety; depression; withdrawal; aggressive or self-harming behavior; or a substantial and observable change in the child’s behavioral, emotional or intellectual functioning considering age and development of the child.

d. Any contact or interaction with a child in which the child is being used for the sexual stimulation of the perpetrator, the child or another person. Sexual abuse shall include, but is not limited to, allowing, permitting or encouraging a child to:
   i. Be photographed, filmed or depicted in obscene or pornographic material; or
   ii. be subjected to aggravated human trafficking, as defined in K.S.A. 2014 Supp. 21-5426(b), and amendments thereto, if committed in whole or in part for the purpose of the sexual gratification of the offender or another, or be subjected to an act which would constitute conduct proscribed by article 55 of chapter 21 of the Kansas Statutes Annotated or K.S.A. 2015 Supp. 21-6419 or 21-6422, and amendments thereto. K.S.A. 38-2202 (See Appendix 2A for Kansas Statutes Annotated references)

Contact solely between children shall meet the criteria only if the contact also involves force, intimidation, difference in maturity, or coercion. K.A.R. 30-46-10 (i)

e. A pattern of affirmed educational neglect, which has resulted in serious harm/effect to the child. A pattern may be considered after concerted efforts have been made to provide the parent/caregiver with services and resources to address the reasons for the child not attending school; and despite these efforts the parent/caregiver demonstrates a continuous pattern of failing to ensure the child attends school as required by law, and which results in serious harm/effect to the child, such as, but may not be limited to serious cognitive/developmental impairment or delay.

f. Outcomes listed above in a.-d. would likely have resulted except discovery or intervention or accidental circumstances occurred prior to such outcomes.
g. A pattern of continuing, repeated, or progressively more severe behavior which indicates abuse or neglect. For purposes of determining whether a pattern exists, verified information from Kansas or any other state, federal enclave or Native American tribe or association using the standards of that state or entity. This may include Confirmed, Validated, Substantiated, Affirmed, or Unsubstantiated findings of abuse or neglect from Kansas, another state, federal enclave, or Native American tribe or association. Verified evidence of a prior conviction of a crime against a child may also be considered when determining if a pattern of abuse or neglect exists.

2511 Case Finding Decision Points for Family Reports

A case finding decision is made weighing the facts and circumstances learned during the investigation and assessment. The facts and circumstances shall provide a preponderance of the evidence of abuse and neglect as identified in the definitions in order to consider an affirmed or substantiated case finding.

A. Same Finding For Child and Alleged Perpetrator:

The same case finding will be made for the child and the alleged perpetrator based on the facts and circumstances of the incident, unless the alleged perpetrator is unknown. If the information gathered during an investigation provides a preponderance of the evidence to affirm or substantiate abuse/neglect of a child occurred, and a preponderance of evidence the alleged perpetrator caused the abuse/neglect, an affirmed or substantiated finding is made for the child and the perpetrator. If there is no affirmed or substantiated finding regarding a child, no affirmed or substantiated finding can be made regarding a perpetrator.

B. Affirmed Finding When Perpetrator is Unknown:

In the rare event where there is a preponderance of evidence for abuse/neglect but there is a lack of evidence to identify the perpetrator, an affirmed finding is made on a child victim and the unknown perpetrator.

C. Contact With Alleged Victim Required For Finding:

A finding of unsubstantiated, affirmed, or substantiated is made only on the alleged victims who have been interviewed in-person. As long as one in-person contact was made with the alleged victim, a finding of unsubstantiated, affirmed, or substantiated is made based on information available. For the alleged victims which were not located, "unable to locate" should be selected as the status in the Finding field on the KIDS application.
D. Timeframe:

A case finding shall be made within 30 working days from the date the report was accepted for assessment unless a delay is requested by law enforcement, a county or district attorney, the court, health care professionals, mental health professionals or for similar exceptional circumstances documented in the case file. Failure to receive medical or mental health information which has been requested from professionals or other relevant person may be considered an exceptional circumstance justifying a delay in finding. If requested information is not received, the PPS supervisor will review the information every 60 days to determine if additional time should be allowed and document such decision in the case file. A CPS specialist may be designated for the PPS supervisor's absence.

The date of the case finding is the date the CPS specialist and the supervisor staffed the case to determine the finding decision. The date of the staffing/consultation is entered on the PPS 2011 in the Date of Finding field. The PPS 2011 is signed and dated electronically in KIDS by the supervisor and CPS specialist. The supervisor's electronic signature in KIDS verifies the approval of the case finding. The signature dates may be a date after the case finding date.

E. Due Process for Alleged Perpetrator:

An affirmed or substantiated finding on the perpetrator cannot be made unless the alleged perpetrator has been afforded the opportunity to be interviewed by DCF, a law enforcement officer or a duly appointed member of a multi-disciplinary child protection team. If the whereabouts of an alleged perpetrator is not known, the opportunity to be interviewed may be documented by sending a letter offering an interview to the alleged perpetrator's last known address.

F. Location of Incident and Victim:

A finding of abuse or neglect may be made on the perpetrator and victim in the following situations:

1. The incident occurred in Kansas, regardless of where the victim is currently found or resides, or
2. The incident occurred in Kansas, regardless of where the perpetrator is currently found or resides, or
3. The child resides in Kansas or is found in Kansas, regardless of where the incident occurred.

G. Minor Case Finding:

A minor shall be affirmed or substantiated only if the criterion for an affirmation or substantiation has been met and the child perpetrator is at least 10 years old.
H. Addition of a Different Allegation Type:

Upon investigation, if the facts and circumstances indicate an affirmed or substantiated finding on different allegation type from the allegation type identified on the PPS1002 Initial Assessment, an affirmed or substantiated finding shall be made on the allegation type that best describes the facts and circumstances. On the PPS 2011 Case Finding, an unsubstantiated finding shall be made on the assigned allegations type. An additional allegation type shall be added for an affirmed or substantiated finding based on the results of the investigation. The allegation type resulting in the affirmed or substantiated finding shall be added, dated and initialed by the CPS specialist to the PPS 1002 Initial Assessment. See PPM 2842 for FACTS instructions.

2521 Case Finding Decision Points for Facility Reports

A. For the purposes of case findings, a DCF Foster Care and Residential Facility Licensing approved foster home meeting licensing standards is subject to the same policy and procedures as a licensed foster home.

B. If a person voluntarily surrenders a license or registration to provide child care or voluntarily agrees to cease providing exempt care under approval status, the investigation shall continue. The investigation shall determine the safety of any children involved and include a case finding decision. Information gathered during the course of the DCF investigation shall be forwarded to KDHE or DCF Foster Care and Residential Facility Licensing.

C. When during the course of an investigation DCF determines a child may have experienced serious physical harm, serious deterioration, or sexual abuse, DCF shall provide KDHE or DCF Foster Care and Residential Facility Licensing with facts and information gathered during the DCF investigation/assessment to assist KDHE or DCF Foster Care and Residential Facility Licensing in determining appropriate action regarding the license.

2522 Case Findings When the Perpetrator Works Resides or Volunteers in a location Licenced by KDHE/DCF Foster Care and Residential Facility Licensing

A finding pertaining to a perpetrator is made regarding a person, not the facility. If abuse or neglect occurs in a facility and there are management or procedural actions or inactions which allowed it to occur, a referral shall be made to the Kansas Department for Health and Environment (KDHE) or the Kansas Department for Children and Families (DCF) Foster Care and Residential Facility Licensing for an investigation regarding any violations to the license or registration and to DCF child care for investigation regarding the provider agreement.

This section does not apply to a child/youth in the custody of the Secretary, residing in the home.
Refer to PPM 2544 for notification of the case finding to KDHE and DCF Foster Care and Residential Facility Licensing.

2530 Documenting the Case Finding

The CPS specialist, in consultation with the supervisor (or designee, see PPM 0140), shall make the finding decision. The case findings shall be documented on the PPS 2011, Case Findings. Case findings are reported in the FACTS database which provides management and statistical information for the department, state and federal government legislative and oversight groups and for the general public. The case finding is also recorded on the PPS 2030F, Family Based Assessment, for cases requiring an FBA.

2531 Basis for Finding

The basis for decision should document for someone unfamiliar with the investigation why the evidence supports the finding decision. The basis shall include rationale on which the case finding decision is based, the "why" of the finding decision, as related to the specific facts considered from the investigation and assessment. This includes addressing ALL allegations from the PPS 1002, Initial Assessment and the facts resulting from the investigation.

Examples of specific facts to be considered and documented within the basis, as it applies to the circumstances, include, but not limited to:

- the child's age, child's condition, date of incident, detailed description and location of bruises/marks/injuries, how bruises/marks/injuries were determined to be caused, how it was determined the alleged perpetrator caused the injury, what was found or not found to be harmful to the child, child's reaction to the alleged incident(s), how the child's environment caused harm or likelihood of harm to the child, child and perpetrator disclosures related to the alleged incident(s), description of impairment to child, detailed description of any physical evidence found, any additional information to establish a preponderance of the evidence.

Refer to Appendix 2B for suggested documentation per allegation type.

A. Unable to locate

If a finding hasn't been made due to not being able to locate the child or perpetrator, the basis for finding should summarize attempts made to locate the involved parties.

B. Delay In Case Finding
If the case finding is delayed and the decision exceeds 30 working days from the date of acceptance, an explanation shall be given in the basis for decision on the PPS 2011. See PPM 2511 D for allowable reasons to delay a case finding. If the case finding is delayed due to a reason not allowable per policy, the following statement shall be documented on the PPS 2011; “The case finding is delayed due to a non-allowable reason per policy”.

2540 Notice of Department Finding

A. The Notice of Department Finding for reports is PPS 2012.

The Notice of Department Finding informs relevant persons who have a need to know of the outcome of an investigation of child abuse/neglect. The Notice of Department Finding also provides persons information regarding the appeal process. The following persons shall receive a notice:

1. Parents, including the non-residential custodial parent, of the child who was alleged to have been maltreated. The non-residential custodial parent shall receive notice because they have equal rights and responsibilities for their child unless there is a court order abridging those rights through a divorce, parentage or CINC action.

   If sending the Notice of Department Finding to the non-residential custodial parent may result in safety concerns for the child or family, the CPS specialist in consultation with a PPS supervisor (or designee, see PPM 0140) may determine a notice will not be sent due to the safety concerns.

2. Child, as applicable, if the child lives separate from the family.

3. The alleged perpetrator, if he/she is someone other than the parents.

   If the location of the alleged perpetrator is unknown, the PPS 2012 shall be completed and should be mailed to the last known address. A copy of the letter shall be maintained in the case file.


5. Director of the facility or the child placing agency of a foster home if abuse occurred in a facility or foster home.

6. KDHE if the investigation of abuse or neglect involved a facility licensed or regulated by KDHE.

7. Director of Psychiatric Residential Treatment Facilities (PRTF), if abuse/neglect occurred in such Certified Facility.
8. Regional Mental Health Program Improvement field staff, if abuse/neglect occurred in a Licensed or Certified Facility.

9. DCF Foster Care and Residential Facility Licensing if the investigation of abuse or neglect involved a facility licensed by DCF.

The Notice of Department Finding shall be mailed on the same day, or the next working day, as the case finding decision, the date on the Case Finding PPS 2011, Date of Finding field.

B. Notice of Department Finding on all Case Findings

In order for the Notice of Department Finding PPS 2012 to be considered adequate notice, all Notices of Department Finding (unsubstantiated, affirmed and substantiated) shall contain information regarding the following:

1. Alleged Victim(s)
2. Alleged Perpetrator(s)
3. Allegation(s)

C. Notice of Department Finding on Unsubstantiated Case Findings

If the case finding is unsubstantiated, the “Basis of Decision” section shall include only the following statement; "Facts and circumstances do not support an affirmed or substantiated finding by preponderance of the evidence."

D. Notice of Department Finding on Affirmed or Substantiated case findings

If the case finding decision is affirmed or substantiated, the notice shall also include:

1. Date of report, as documented on PPS 1001 “Report Date"
2. Use of language indicating the standard of evidence being preponderance
3. A specific reason for the Department's finding decision

2541 Circumstances requiring Separate Notices

The following circumstances may indicate a need to send separate notices:

A. Finding involves children in the home with different fathers (or mothers). Send a separate PPS 2012 to the parents not residing in the home which includes the finding related only to their children. The recommended services should only be included on the Notice of Department Finding as relevant to the perpetrator's children.

B. Finding involves a non-parent, non-care giver perpetrator or a perpetrator not residing in the home of the child. Send separate notices to the perpetrator if
services are recommended. The notice to the perpetrator shall not include the services recommended to the family.

C. Finding involves multiple perpetrators who do not reside in the home. Send a separate PPS 2012 to the perpetrator that includes the finding related only to that perpetrator. The notice to the perpetrator shall not include the services recommended to the family.

D. Finding involves multiple perpetrators in a facility. Send a separate PPS 2012 to the perpetrator that includes the finding related only to that perpetrator.

E. Finding involves a non-parent, non-care giver perpetrator or a perpetrator not residing the home of the child and the perpetrator does not know the identity of the victim. Send separate notices to the perpetrator omitting the name of the child victim.

2542 Recommend Services on Notices of Department Finding for Family Reports

Based on the assessments completed with the family the Notice of Department Finding PPS 2012 may also include the recommended services, regardless of the case finding decision. If the CPS specialist is recommending services to the family, a full risk assessment PPS 2030D shall be completed. If the CPS specialist’s assessment indicates risks to child's safety which could be addressed with services, the notice shall include:

A. specific services recommended or the identified need to be addressed by services
B. information or resources for the family to obtain the services, including information regarding services available from DCF or other community agencies.

2543 Affirmed or Substantiated Case Findings on Children Under the Age of Three

If a case finding is affirmed or substantiated and the victim is a child under the age of three, the CPS specialist shall make a referral to Kansas Infant-Toddler Services, the early intervention services funded under part C of the Individuals with Disabilities Education Act.

A. Procedures for making referral to Infant-Toddler Services
The CPS specialist will send a referral to the local Infant-Toddler program via the Referral to Infant-Toddler Services PPS 2015 the same day or within one working day of the case finding decision.

The CPS specialist shall inform the parent of a referral made to the Infant-Toddler program by sending:

1. PPS 2012 Notice of Department Finding
2. PPS 2015 Referral to Infant-Toddler Services; and
3. Appendix 2D Information regarding Infant-Toddler Services

Contact information for the local Infant-Toddler program shall be added as indicated at the end of Appendix 2D. A brochure from the local Infant-Toddler program may be substituted for Appendix 2D.

B. Children in out of home placement

The referral for children in out of home placement shall be made by the CPS specialist and sent to the county where the child is currently placed.

The Referral to Infant-Toddler Services PPS-2015 shall include the location of the child to the Infant-Toddler program. If the parents are unaware of the child's location, this information shall be removed from the parent's copy.

The Referral to Infant-Toddler Services PPS-2015 shall also be sent to the contracting agency providing the out of home services.

C. Previous referrals to Infant-Toddler Services

A referral shall be made to the Infant-Toddler Services each time a child under the age of three is affirmed or substantiated. If the child is currently receiving Infant-Toddler
services or if the child has been previously referred as a result of an affirmed or substantiated finding, the referral shall be sent.

D. Location of parent and/or child is unknown

A referral shall be made to the Infant-Toddler Services when the whereabouts of the parent and/or child are unknown. The referral shall indicate the information to contact the parent and/or child is unknown.

E. Location of Infant-Toddler Services statewide

Programs available for each community can be located on the Kansas Department of Health and Environment website at http://www.kdhe.state.ks.us/its/index.html, click on the link for “Local tiny-k Programs”.

F. Additional information to Infant-Toddler Services

If the Infant-Toddler Services requests additional information regarding the family following the referral, a release of information signed by the family is required.

2544 Notification on Facility Reports

A. Affirmed or Substantiated Case Finding Notification to DCF Administration

When a case finding is affirmed or substantiated on a foster parent or employee of a facility, notice shall be promptly provided via email to the PPS Director, PPS Deputy Directors, PPS Legal Counsel, and the Case Review and Critical Incident Administrator. The notice shall include the PPS 2011 Case Finding.

B. Child Care Facility Electronic Notification of Reports to Kansas Department of Health and Environment (KDHE)

When a report concerns a Child Care facility such as, Licensed Day Care Homes, Group Day Care Homes and Child Care Centers, the CPS Specialist shall send all
notices of the case finding decision to KDHE electronically according to the following procedures. The notice shall contain the Notice of Department Finding PPS 2012.

The forms to be sent shall be converted to .pdf file format and sent to: kdhe.CCLReports@ks.gov

The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDHE.

1. Type of communication: Finding
2. Type of facility: Child Care (CC)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

C. Foster Care or Residential Facility Electronic Notification of Reports to DCF Foster Care and Residential Facility Licensing

When a report concerns a Foster Care Home or Residential Facility the CPS specialist shall send all notices of the case finding decision to DCF Foster Care and Residential Facility Licensing electronically according to the following procedures. The notice shall contain the Notice of Department Finding PPS 2012.

The forms shall be sent to: DCF.CCLReports@ks.gov (DCF.CLLReports@ks.gov)

The subject line of the e-mail shall contain specific information necessary to identify the type of report for DCF Foster Care and Residential Facility Licensing.

1. Type of communication: Finding
2. Type of facility: Foster Care (FC), or Residential Facility (RF)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

D. Psychiatric Residential Treatment Facilities (PRTF) Electronic Notification of Reports to Kansas Department for Aging and Disability Services (KDADS)

The CPS specialist shall send all notices of case finding decisions regarding Psychiatric Residential Treatment Facilities (PRTF) to KDADS electronically according to the following procedures. The notice shall contain the Notice of Department Finding PPS 2012.

The forms to be sent shall be converted to .pdf file format and sent to: KDADS.MHPRCReports@ks.gov
The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDADS.

1. Type of communication: Finding
2. Type of facility: Residential Facility (RF)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

E. Abuse/Neglect of or by a Youth Adjudicated as a Juvenile Offender Electronic Notification of Reports to KDOC-JS

The CPS specialist shall send all notices of the case finding decision involving abuse/neglect of or by a youth who has been adjudicated a Juvenile Offender to KDOC-JS electronically according to the following procedures. The notice shall contain the Notice of Department Finding PPS 2012.

The forms to be sent shall be converted to .pdf file format and sent to: KDOC_JS_DCF_Incident@doc.ks.gov (KDOC_JS_DCF_Incident@doc.ks.gov).

The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDOC-JS.

1. Type of communication: Finding
2. Type of facility: Foster Care (FC), or Residential Facility (RF)
3. County where the facility is located: Two letter county code.
4. Name of Facility: The name of the facility or the last name of the licensee

F. Violations of Regulations Discovered During Abuse or Neglect Investigation

All substantiated and affirmed findings of abuse or neglect in a facility subject to licensing or regulation by KDHE/DCF Foster Care and Residential Facility Licensing shall be reported to KDHE/DCF Foster Care and Residential Facility Licensing within five (5) working days of the finding. An investigation which does not substantiate or affirm abuse or neglect may uncover information which should be reported to KDHE/DCF Foster Care and Residential Facility Licensing for evaluation whether a regulatory or licensing violation may have occurred. The information should be specific enough that KDHE/DCF Foster Care and Residential Facility Licensing can use the information to determine if an investigation of regulatory or licensing violation is necessary.

G. Notice to KDHE/DCF Foster Care and Residential Facility Licensing Regarding Findings of Maltreatment Outside a Facility by a Person Who Works, Resides or Regularly Volunteers in a Facility and Incidents Involving a Child of Such Person
If such person is substantiated or affirmed for child abuse or neglect, notice shall be sent to KDHE/DCF Foster Care and Residential Facility Licensing within five (5) working days of the finding. Form PPS-2012 shall be used for this purpose.

H. Notification to DCF Child Care

If the investigation involved a child day care home or center, DCF Child Care Provider Manager shall receive a copy of the notices sent to KDHE.

2546 Providing Affirmed and Substantiated Findings to the Kansas Attorney General

The Kansas Attorney General may request case finding documentation of affirmed and substantiated case findings.

A. Process for forwarding

When the Kansas Attorney General’s Office requests case finding documentation the following shall be forwarded:

1. A copy of the Case Finding PPS 2011,
2. Notice of Department Findings PPS 2012, and
3. Face Sheet, PPS 1000 page 1.

The PPS 2017 shall be used to forward the requested forms within 10 working days of the request from the Kansas Attorney General. All the information requested on the PPS 2017 shall be completed.

B. Additional Information Forwarded Upon Request of the Kansas Attorney General

Upon request of the Kansas Attorney General’s office, a copy of the complete investigation case record shall be provided. DCF Legal Division will be responsible for coordinating all requests for case records from the Attorney General’s office. DCF Legal Division will make the request through the Regional Director. A copy of the case file shall be provided to DCF Legal Division via certified mail within 10 working days of the request.

If the Attorney General's Abuse/Neglect and Exploitation (ANE) unit contacts a CPS specialist to request additional information, the CPS specialist shall forward the request to the DCF Liaison in PPS Administration.

C. DCF Denied the Ability to Complete an Investigation
In the event DCF has been denied the ability to complete a full investigation of abuse and neglect but have reasons to believe abuse and neglect did occur, the Attorney General's shall be notified within 10 working days. Prior to notifying the Attorney General, the PPS supervisor shall promptly contact PPS Protection Unit staff to determine if an investigation applies to this requirement.

Cases that may apply to this requirement include, but are not limited to, persons refusing access to interview an alleged victim, a school refusing access to interview an alleged victim or others refusing to release records despite authorization to do so. Nothing in the policy shall interfere with DCF requesting assistance from local law enforcement or county/district attorney to ensure child's immediate safety.

2547 Notification to County or District Attorney of DCF Finding of Abuse or Neglect

When the case finding is affirmed or substantiated, notice shall be promptly provided to the county or district attorney. The CPS specialist shall document on the PPS 2011 Case Finding, Section III:

A. the report was sent to the county or district attorney,

B. the date sent, and

C. DCF recommendation regarding CINC case:

1. No recommendation,
2. Recommend no CINC, or
3. Recommend CINC

A request that a child be placed in the custody of the Secretary of DCF shall meet policy requirements in PPM 2472.

The notice shall include copies of the following:

A. Case Finding PPS 2011,

B. Notice of Department Findings PPS 2012,
C. Face Sheet, PPS 1000 page 1, and

D. PPS 2017 Notification of Affirmed or Substantiated Case Finding used to forward the requested information to the Attorney General's office.

Additional information may be required based on requests from the local County or District Attorney. DCF shall cooperate with the county or district attorney by providing requested information which is in the possession of the DCF and by being available for testimony if required.

2548 Notice Regarding Affirmed or Substantiated Case Finding of a Youth Who Has Been Adjudicated a Juvenile Offender

Upon a case finding of affirmed or substantiated abuse/neglect of or by a youth who has been adjudicated a Juvenile Offender, DCF shall notify the county or district attorney and the community corrections case manager for the child or Commissioner of KDOC-JS via email address: KDOC_JS_DCF_Incident@ks.gov (KDOC_JS_DCF_Incident@ks.gov) according to local procedures. Notice may be verbal (and documented in the case file) or in writing if requested. No particular forms are specified for this notice.

2549 Notice Requirements for Case Findings on a deceased perpetrator

In order to provide the family and/or executor of an estate information to appeal on the perpetrator's behalf, notices of agency findings will be sent to the perpetrator's last known address or the perpetrator's estate when the perpetrator is deceased.

2550 Findings on Reports Investigated by a Law Enforcement Agency, Native American Tribal Agency, or Military Authority

Substantiated findings made on reports received from law enforcement, Native American Tribal Agency or Military Authority shall be documented on the case finding form (PPS 2011) and notices shall be sent as indicated in PPM 2540. There is no entry required in the KIDS computer application.

Law Enforcement Agency

If DCF receives a report of abuse or neglect which has been investigated by a law enforcement agency a finding shall be made if the report contains sufficient information to reach a conclusion using the department preponderance standard of evidence.
When a case finding is made based on the information received from law enforcement, the case is not required to be assigned for investigation. If the report does not contain sufficient information to make a finding, and the case otherwise meets the criteria for accepting the report, the report shall be investigated/assessed and a finding made using established DCF policies and procedures.

If the agency becomes aware of a child's death associated with allegations of abuse and neglect through the media, word of mouth or any source, DCF shall request the law enforcement reports regarding the child's death, even if DCF has not been involved in the investigation. DCF shall review report for the purposes of making a case finding.

A case finding is only made when law enforcement reports meet the criteria for substantiation. The perpetrator is entered into the Central Registry based on the law enforcement finding.

If the report from law enforcement is regarding a DCF employee as the alleged perpetrator, the finding will be made on the law enforcement report alone without additional investigation. The case finding will be entered into FACTS as described above.

Policies regarding Notice of Department Findings apply to reports investigated by Law enforcement, including a DCF employee as the alleged perpetrator.

**Native American Tribal Agency Tribes with Whom DCF Executed a Memorandum of Understanding:**

DCF may have a memorandum of understanding with Native American Family Services (NAFS), Prairie Band Potawatomi Social Services (PBPSS), the Kickapoo Social Services (KSS) and Sac and Fox Social Services (SFSS) for these agencies to provide protective services to members of the following tribes:

- Iowa Tribe of Kansas and Nebraska-NAFS
- Kickapoo Tribe of Kansas
- Prairie Band of the Potawatomi Nation
- Sac and Fox Nation of Missouri in Kansas.

Substantiated findings by NAFS, PBPSS, KSS, and SFSS will be accepted and the perpetrator entered in the Central Registry via the KIPS system. When a case finding is made based on the information provided, the case is not assigned for investigation/assessment. Native American Tribal Agencies will send any notice of substantiation.

If a report of an investigation by other tribes is received by DCF concerning a report of abuse or neglect over which the tribe has jurisdiction, a finding shall be made if the report contains sufficient information to reach a conclusion using the preponderance standard of evidence. When a case finding is made based on the information provided,
the case is not assigned for investigation/assessment. If the report does not contain sufficient information to make a finding, and the case otherwise meets the criteria for accepting the report, the report shall be investigated and a finding made using established DCF policies and procedures.

Only reports from other tribes which meet the criteria for substantiation will be entered into the Central Registry via the KIPS system. Policies regarding Notice of Department Findings apply to reports investigated by other tribes. See PPM section 2540.

**Military Authority**

DCF shall enter a finding on any investigation conducted by the military or jointly by DCF and military authorities or agencies. If the investigation was conducted by military authorities within the boundaries of the military enclave, and sufficient information was provided to DCF to make a finding, the case is not assigned for investigation/assessment.

Only reports from military authority which meet the criteria for substantiation will be entered into the Central Registry via the KIPS system. Policies regarding Notice of Department Findings apply to reports investigated by military authorities. See PPM section 2540.

**Entering Findings into the Central Registry**

The report shall be sent to the Assessment and Prevention Program Manager at PPS Administration. When substantiation criteria is met, the finding shall be entered into the Central Registry via KIPS. The Program Manager shall notify the region when the finding has been entered. The region is responsible for sending the appropriate notices. The "Report Date" on the PPS 2012 Notice of Department Findings shall be the date the Assessment and Prevention Program Manager enters the report in KIPS. The region shall maintain the hard copy file of the report for potential appeals and expungement requests.

**2560 Recurrent Maltreatment Reviews**

For the purposes of this policy, recurrent maltreatment is defined as a second affirmed or substantiated victim finding within six months from the initial affirmed or substantiated finding date.

Cases with a second affirmed or substantiated finding will be reviewed by the Assessment and Prevention Administrator, an uninvolved PPS supervisor or a designated CPS specialist in the supervisor's absence. The reviewer shall read the entire event of the current affirmation or substantiation and the previous affirmation or substantiation within the past six months. The reviewer shall give specific consideration to the following areas: Completion of the Investigation/Assessment Activities, Concurrence with Findings, Service Provision, and Recommendations.
2570 Appeal of Finding Decision By a Perpetrator

Persons who have been substantiated or affirmed as a perpetrator of abuse or neglect may appeal the DCF finding decision. Requests for fair hearing pursuant to K.A.R. 30-7-68 et seq. are to be made in writing within 30 days of the date of finding notice. An additional 3 days are allowed if the notice is mailed. Fair hearing requests received by DCF are to be forwarded to the Office of Administrative Hearings. Fair Hearing request forms may be obtained from any local DCF office. Individuals identified as perpetrators may have legal counsel or others to represent them at the hearing. If a person identified as a perpetrator is dissatisfied with the hearing decision, they may request a review of the decision by the State Appeals Committee. The decision of the State Appeals Committee may be appealed to the district court.

If the finding on a facility licensed KDHE by is appealed, KDHE shall be notified within 5 working days of the notice of appeal and any final action resulting from the appeal.

2571 Finding Decisions Reversed by the Administrative Hearing Office

When a finding is reversed by the Administrative Hearings Officer, documentation and notices shall be updated. The Case Finding PPS 2011 needs to reflect the change in finding and the reason for the change in finding. A new Notice of Department Findings PPS 2012 shall be sent to all the same parties receiving the original Notice of Department Findings, as appropriate. The notice shall indicate the case finding as directed by the decision of the appeal officers.

The decisions made regarding the family based on the original case finding shall be reviewed. Decisions regarding the out of home placement of a child related to the original substantiated or affirmed finding shall be reviewed by the CPS specialist, supervisor (or designee) and Assessment and Prevention or Foster Care Contract Administrator (or designee). The review shall be made to determine if the out of placement is still recommended despite the reversed finding on the abuse/neglect report. The review shall be documented including the rationale for any decisions made as a result of the finding being reversed.

2580 Requests For Expungement
A person who has been identified as a confirmed (before 7/1/97) or validated (on and after 7/1/97) or substantiated (on or after 7/1/2004) perpetrator of abuse or neglect may apply in writing to the Secretary to have his/her name expunged from the Child Abuse/Neglect Central Registry when:

A. Three years has elapsed since the perpetrator's name was entered on the central registry,
B. A change of circumstances or identification of new information, and
C. Twelve months have passed since the last request for expungement was submitted.

If a person requests their name to be expunged from the registry, the person should be directed to make the request in writing to the Secretary of DCF stating the basis for their request. The letter need not follow any particular form and should be addressed to the Secretary of the Department for Children and Families, attention: Prevention and Protection Services, 555 S. Kansas Ave. Topeka, KS. 66603.

2600 Risk Assessment

Risk assessment is a research based tool designed to indicate the likelihood of future maltreatment of a child, based on identified risk factors that have been statistically correlated to future maltreatment. Elements of the risk assessment include:

A. current incident
B. history of past abuse/neglect
C. child behaviors
D. assessment of parenting skills
E. social relationships/support of the family
F. current or history of substance abuse of the parent(s)
G. emotional well being of the parent(s)
H. victim or perpetrator of spouse abuse
I. victim of child abuse
J. criminal history of parents
K. significant stress factor in the home such as unemployment, divorce, financial difficulty
L. parental attitude toward the current event
2610 Advantages of a Structured Risk Assessment

The assessment of risk is an integral part of any investigation/assessment. The advantages of using the structured Risk Assessment tool PPS 2030B include:

A. it is research-based
B. ensures that all significant risk factors are considered in each assessment
C. quantifies the level of risk
D. assists DCF in identifying risk factors to help families identify behaviors, perceptions, attitudes, motives, emotions, etc. contributing to the likelihood their child(ren) may be abused or neglected in the future.
E. assists the worker in making service action decisions

2620 Assignment Types Requiring Completion of a Risk Assessment

A risk assessment is a part of the family based assessment completed for abuse and/or neglect unless the alleged or suspected person responsible for the maltreatment is non-family/unregulated care giver, or the child is alleged or suspected to have been maltreated while receiving care in a facility subject to regulation by the Kansas Department of Health and Environment or DCF Foster Care and Residential Facility Licensing.

2630 Time Lines for Completion of a Risk Assessment

A risk assessment is part of a family based assessment and is subject to the same time lines. The Risk Assessment, PPS 2030 D, shall be updated with as much information as available within one working day of a referral to Child Welfare Case Management Providers (CWCMC) for Family Preservation Services (FPS) or Foster Care/Reintegration/Adoption Services (FC/RE/AD; or completed at the time the Notice of Department Finding is completed if services are being recommended to the family. The Risk Assessment is due 30 working days of intake assignment.

2631 Required Family Contact on an Open Investigation/Assessment

When a case is open for investigation/assessment, the assigned CPS specialist shall make in person contact with the family at least one time every 30 calendar days from the date the case is assigned. The purpose of the contact is to review safety and risk factors identified from earlier family contacts and to determine if those safety and risk factors continue to exist in the family or if they have been mitigated.

If the family is unable to be contacted in person, the CPS specialist and supervisor shall determine whether it is necessary and appropriate for the case to remain open.
In person contact with the family is considered to have occurred on an open case if contact is made with the primary caregiver and the alleged victims or involved child(ren) on a FINA. It is not necessary for the contact with all family members to occur at the same time.

2640 Documenting the Risk Assessment

Except as otherwise provided in this section, risk assessments are completed for reports assigned for abuse/neglect (A/N). All information gathered during the investigation and assessment which indicates potential risk concerns for the child shall be documented in the sections most appropriate on the PPS 2030 C for A/N reports only, or PPS 2030 D for A/N reports. A printed form is the official copy and shall be in the case record.

2641 Presenting Report Type and History

When completing the risk assessment (PPS 2030 D) the CPS specialist shall indicate the report type as provided on form PPS 1002, Initial Assessment, and briefly describe any known previous history of abuse or neglect regarding the child or the child's current care givers.

2642 Risk Factors

For each child and care giver in the report, the CPS specialist shall indicate the presence of listed risk factors and describe its effect on the child's safety.

2643 Family Strengths and Resources

For each risk factor identified, the CPS specialist shall describe the family's ability to use their strengths and resources to manage the risk factors. Identifying family strengths and resources shall include collecting information regarding relative and/or kinship resources. A kinship resource may include adults whom the child or the child's parents already has close positive emotional attachment/ties. This information shall be included on the PPS 2030 D Risk Assessment.

2650 Risk Assessment Conclusions
Upon considering all the information available, the CPS specialist shall document a conclusion related to risk on Section V of the form, PPS 2030 D, Risk Assessment. The conclusion shall be one of the following:

A. No significant risk factors: In the course of the assessment, no significant risk factors were identified.
B. Risk is controlled by family or community resources: Some significant risk factors were identified, but family resources and strengths are sufficient to provide for the safety of the child(ren).
C. Risk is present: Significant risk factors were identified and there are not sufficient resources and strengths within the family to provide for the safety of the child(ren) without agency intervention.

When some but not all members of the family are unable to be located or the family cannot be located once the assessment has begun, the risk assessment and risk conclusion should be completed based on the information available.

The Risk Assessment shall be documented on the KIDS application. A printed form is the official copy and is placed in the case file.

**2660 Risk Assessment Short Form**

The short form of the Risk Assessment (PPS 2030 C) may be utilized rather than the full form PPS 2030 D under the following circumstances:

A. The safety assessment decision indicates the child is "safe," AND
B. Services are not being recommended, AND
C. The abuse/neglect finding is or will be "unsubstantiated", OR
D. The abuse/neglect finding is "substantiated" or “affirmed” AND access by the perpetrator is highly improbable, e.g. incarcerated for an extended period; perpetrator lives in a distant state and the care giver will not permit contact, AND
E. All children in the home are 6 years of age or over.

A full Risk Assessment (PPS 2030 D) is required if services are being recommended to the family.

**2661 Time lines for Completing the Risk Assessment Short Form**

The PPS 2030C short form risk assessment is part of a family based assessment and shall be completed within 30 working days of case assignment.
2662 Documenting the Risk Assessment Short Form

A Risk Assessment (short form) is documented on form PPS 2030 C. Documentation includes identification of any risk factors and the family’s ability to respond to these factors.

Note: If the short form risk assessment indicates that uncontrolled risk is present for the child, the CFS specialist shall complete the PPS 2030D full risk assessment.

If services are going to be offered, a PPS 2030D full risk assessment is required.

2700 Assessment of Reports of Assigned Family in Need of Assessment

Family In Need of Assessment (FINA) assignments involve children with behavior problems, truancy, runaway, less than 10 years of age committing an offense, child substance use, caregiver substance use, and infant positive for substances. Refer to PPM 0160 Glossary for definitions.

Family In Need of Assessment (FINA) assignments require either the parents/caregivers are not aware of the issue to be able to address on their own; or the parents/caregivers are aware of the issue and are willing to address, but are at the time of the report, are not able to address on their own.

Family in Need of Assessment (FINA) assignments may involve danger to self and/or self-harming behaviors. These behaviors may potentially be linked to other serious concerns, such as abuse/neglect, human trafficking, depression, being bullied, or other emotional/mental health issues, which may have very serious consequences. See PPM 2115 Child with Danger to Self/Self-Harming Behaviors.

Reports assigned as FINA require a family based assessment which includes a FINA Assessment PPS 2030 E, Safety Assessment PPS 2030 B, and a FBA Summary PPS...
2030 F. When the report is assigned as a FINA to assess an Infant Positive for Substances, the need for a Plan of Safe Care shall be determined per PPM 2050.

The PPS 1000, Face Sheet, shall be updated as additional information becomes available regarding the family. Updates shall be dated, initialed, and entered into FACTS. Individuals listed as Collateral Contacts shall be entered into FACTS.

The CPS specialist or licensed Community Family Service Provider (CFSP) shall make concerted efforts to engage the family in a comprehensive family based assessment. The purpose of assessment is to consider potential underlying cause(s) for the FINA concerns, determine whether the child may be a child in need of care and whether services to the child and family are indicated. The following may be used as tools/guides to assist in gathering sufficient information for a comprehensive assessment:

A. Appendix 2F Six Areas of Family Life for Assessment,
B. Appendix 2H Safety and Risk Assessment Guide
C. Appendix 2I Interview Guide for Runaway and Truant Children
D. Appendix 2L Factors to Guide the Plan of Safe Care, as needed per PPM 2050.

If the report is not a request from the family, the CPS specialist or licensed CFSP shall inform the family that the Kansas Code for Care of Children requires DCF to make an inquiry. The CPS specialist or licensed CFSP shall advise the family that they are not required to cooperate with the department and the possible consequences of such refusal. The CPS specialist or licensed CFSP shall provide the family with Appendix 2K Child Welfare Philosophy of Care, which informs families of DCF’s values underlying our work and partnership with families.

If the assessment indicates the child and family are eligible for family preservation services a referral shall be made with the agreement of the family. See PPM section 4000.

2703 Reasonable Efforts to Meet Response Time for FINA Assessment

When a report has been assigned as Family in Need of Assessment (FINA), an in-person contact by the CPS specialist or licensed Community Family Service Provider
(CFSP) is required with the identified child(ren) within the assigned response time established on the form PPS 1002, Response Determination. The identified child(ren) is the child(ren) indicated in the report as needing an assessment for services to address at-risk behaviors such as, truancy, runaway, delinquency, etc. If the report does not identify a child(ren), the in-person contact shall be completed with all children residing in the home.

Telephone or letter contact with the child is not sufficient. See 2140 for guidance on the interview setting and parental permission.

The CPS specialist or licensed CFSP shall make a reasonable effort to make an in-person contact with the identified child(ren). Reasonable effort is made when the CPS specialist or licensed CFSP attempted in-person contact with the identified child(ren) in a location where it is reasonable to expect the child(ren) to be found. If the identified child(ren) is located, in-person contact shall be made within the response time set.

If a parent/caregiver(s) refuses to cooperate, i.e. refuses to answer the door/phone or refuses access to the identified child, the CPS Specialist shall staff the circumstances with his/her supervisor. The staffing shall occur immediately when safety/risk concerns are present, or as soon as practical, considering the circumstances of the case. The CPS Specialist and supervisor shall discuss safety/risk concerns and determine next steps, i.e. additional attempts, engagement strategies, or whether to contact law enforcement or the County/District Attorney. Appendix 2B may be used as a guide to consider safety/risk concerns.

A. Reasonable Efforts to Meet Response Time
   Two attempts must be made to satisfy the reasonable effort requirement.
   1. Two attempts must be made within the response time set for a 7 working-day assignment.
   2. For same day and 72 hour assignments either:
      a. two attempts within the response time set, OR
      b. at least one attempt within the response time set, and
         i. a second attempt by the close of business the next working day for a “same day” response time, or
         ii. within 72 hours, excluding weekends and state holidays, of the initial attempt on a 72 hour response time.

B. Allowable Reasons
   If it is determined contrary to the safety and best interest of the child(ren) to proceed within the response time, an exception shall be requested from the Assessment and Prevention Administrator.
If it is determined the identified child(ren) is not available due to allowable reasons; and depending on the circumstances of the situation, two attempts may not be required.

Allowable reasons for not making in-person contact with the identified child(ren) within the response time include the following:

1. Family left the state
2. DCF has been directed not to proceed by county/district attorney or law enforcement
3. Family refuses to cooperate. (Requires supervisor staffing per above)
4. Appointments were scheduled but the person(s) failed to keep the appointment
5. Act of God (weather, road conditions)
6. Parents refused access to the identified child(ren). (Requires supervisor staffing per above)
7. Child(ren) out of state - i.e. visiting relatives
8. The identified child is currently hospitalized and hospital personnel verified the child will not be dismissed prior to an in-person contact occurring.
9. When a determination is made by the CPS Specialist and supervisor the circumstances of the case indicate the identified child should be interviewed in a school setting; AND at least one attempt has been made to make in-person contact the parent/caregiver, in a location where it is reasonable to expect the parent/caregiver to be found, to obtain parental consent to interview the identified child; AND after concerted efforts have been made to engage with the family, the parent/caregiver declines to allow an in-person contact with the identified child in any setting.

The date/time the parent/caregiver declines to allow the in-person contact with the identified child may be reported to FACTS as the first attempt to contact the identified child for the work start date and time, per C. below and PPM 2821.

In this situation, the CPS specialist shall staff the circumstances with his/her supervisor to discuss safety/risk concerns and determine next steps, i.e. additional attempts, engagement strategies, or whether to contact law enforcement or the County/District Attorney.

Allowable reasons apply only to whether a time line requirement can be met. If the person to be interviewed can be located or made available, the FINA assessment for services should be carried out. (Example: The parents missed a scheduled appointment causing the in-person contact to be delayed but the assessment will continue.)

DCF or licensed CFSP should honor a request from a law enforcement agency not to take an action which would interfere with a criminal investigation.
C. Documentation

The following information shall be documented on the Persons Contacted Screen in KIDS:

1. The date and time of the first attempt to make an in-person contact with the first identified child; or the date/time the parent/caregiver declines to allow the in-person contact with the identified child per B(9).
2. The date(s) and time(s) of initial in-person contact with each identified child(ren). If an in-person contact with an identified child has not occurred, the date and time fields shall be blank. The additional fields shall be completed to document the reason.

2710 Documenting the Non Abuse/Neglect (Family in Need of Assessment)

Reports which indicate a family is in need of assessment due to actions or behaviors of the child; and in which there is no allegation or suspicion of abuse or neglect of the child, shall be assessed and documented using form PPS 2030E Non-Abuse/Neglect (Family in Need of Assessment), PPS 2030B Safety Assessment and the PPS 2030F, Family Based Assessment Summary.

In cases where there is a child in the home under 6 years of age, the CPS specialist or licensed Community Family Service Provider (CFSP) shall review KIDS and FACTS for agency history on all caregivers. In addition to agency history, the caregivers shall be searched on the Central Registry, the Kansas Department of Corrections website, the Kansas Sex Offender website, the National Sex Offender website http://www.accesskansas.org/kbi/ro.shtml and local court databases, where available.

All history shall be documented on the Non Abuse or Neglect (Family in Need of Assessment), PPS 2030E, Section III and IV. Documentation shall clearly state the name of the person searched, the date the search was conducted, the database or website searched and what the search yielded, including if no history is found.

2711 Presenting Problem
The CPS specialist or licensed Community Family Service Provider shall identify the family's presenting problem using the reason for case assignment found on form PPS 1002, Initial Assessment.

2712 Contributing Factors and Family Strengths and Resources

The CPS specialist or licensed Community Family Service Provider shall identify any other contributing factors as appropriate to the child and family circumstances.

For each contributing factor identified, describe on the family's ability to use its strengths and resources to manage the factor. Identifying family strengths and resources shall include collecting information regarding relative and/or kinship resources. A kinship resource may include adults whom the child or the child's parents already has close positive emotional attachment/ties. This information shall be included on the PPS 2030E Non Abuse or Neglect (Family in Need of Assessment).

2713 Assessment Conclusion

Upon considering all available information, the CPS specialist or licensed Community Family Service Provider shall document a conclusion regarding the circumstances of the child. The options are as follows:

A. No Problem Behaviors: The child is not a danger to self or others and there is no service need by the child or family.
B. Problem Behaviors Controlled: Problem behaviors have been identified and/or contributing factors have been identified, however, the family is able to address the concerns without further agency intervention.
C. Problem Behavior Present (child is a danger to self or others): Behaviors are significantly problematic, and family strengths and resources are not adequate to control the identified problem(s).

2714 Assessment Summary

A Family Based Assessment Summary, PPS 2030 F, shall be completed for FINA assignments. PPS 2030 F Sections II through V shall be completed as appropriate to document the case action and initial case goal. A printed form is the official copy and shall be in the case record.
If the assessment indicates the family is eligible for family preservation services, a referral shall be made with the agreement of the family. See PPM section 4000

2720 Time line For Completing a NAN (FINA) Assessment

A NAN (FINA) assessment is part of the family based assessment and subject to the same time lines per PPM 2740 Family Based Assessment section B.

2721 Reasonable Efforts to Initiate Contact in a Pregnant Woman Using Substances Case

In-person contact shall be made with the pregnant woman within 72 hours, excluding weekends and state holidays, of case assignment in a location where it is reasonable to expect the woman to be found. If she is not located on the first attempt, a second attempt shall be made within 72 hours of the original attempt, excluding weekends and state holidays.

The CPS Specialist shall provide the pregnant woman with Appendix 2K Child Welfare Philosophy of Care, which informs families of DCF’s values underlying our work and partnership with families.

The PPS 1000, Face Sheet, shall be updated as additional information becomes available regarding the family. Updates shall be dated, initialed, and entered into FACTS. Individuals listed as Collateral Contacts shall be entered into FACTS.

2722 Assessment the Pregnant Woman Who is Using Substances

Service needs assessments of pregnant women using substances shall address circumstances and resources of all household members and others identified during the assessment process of the pregnant woman. Information on the PPS 2005, 2030E, and 2030F shall be gathered to determine if a referral for Family Preservation Services may be made per criteria in PPM 2746. When the report is assigned as a Pregnant Woman Using Substances (PWS), the need for a Plan of Safe Care shall be determined per PPM 2050. Any decision regarding service needs shall be made in consultation with the supervisor.
The CPS Specialist shall complete the UNCOPE screening tool PPS 2005, with each woman to inform the decision for Family Preservation Services referral. See PPM 5034 Substance Use Disorder Services for additional information regarding the UNCOPE screening tool. Each "Yes" response recorded on the UNCOPE with information received either from the pregnant woman or from a collateral contact is documented on the 2030E Family in Need of Assessment. The UNCOPE form will be attached to the 2030E in the paper file. Description of the current crisis being experienced by the pregnant woman shall be documented on the 2030E in the narrative section of the appropriate category. The barriers to drug and/or alcohol treatment described by the pregnant woman and the results of the UNCOPE screen shall be documented on the 2030E.

If the pregnant woman using substances is receiving TAF cash assistance, the CPS specialist shall contact the EES worker to determine if she is Solutions Recovery Care Coordination (SRCC) eligible. If the pregnant woman is SRCC eligible, PPS and EES shall staff the case and determine which program will best meet her needs. Other professionals who may provide relevant information regarding appropriate service provisions shall be invited to the staffing as time permits. If the decision made during the staffing is for the pregnant woman to be served by SRCC, the CPS specialist shall close the PPS case.

2731 Non-attendance of Child Age 7 or More But Less Than 13

A. The responsibilities of DCF or Community Family Service Provider (CFSP) are to:

1. Determine if services are necessary and feasible to enable the family to comply with the attendance laws.

2. Provide or refer for services, if needed.

B. Contact and assess the family to determine if there is reason to suspect the child is in need of care for reasons other than school non-attendance. If so, take appropriate action. Reference PPM 4017 when the CFSP determines a higher level of service for the family may be needed.

C. It is the responsibility of DCF to determine if a petition should be requested of the county or district attorney.

2732 Home Schools
The schooling of children in private/home schools is not defined in statutes, but Kansas recognizes Non-Accredited Private Schools/Home Schools. Registration of Non-Accredited Private Schools/Home Schools is required per K.S.A. 72-53,100-102. If it is discovered a child is home schooled during the assessment of a report which is assigned to assess for a child not attending school as required by law, DCF or the Community Family Service Provider (CFSP) shall determine whether the private/home school is registered with the Kansas Board of Education. Verification with Kansas Board of Education can be made by calling (785)296-6066.

If the private/home school is not registered with the Kansas Board of Education, and there is no reason to believe a child may otherwise be a Child In Need of Care, the parents shall be informed of the requirement for registration with the Kansas Board of Education. The parents shall also be informed DCF or the CFSP is required to follow-up to verify registration. DCF staff shall inform the family of the requirement for DCF to notify the county/district attorney if the family has not registered. The CFSP shall inform the family of the requirement to notify DCF if the family has not registered and DCF is required to notify the county/district attorney.

DCF or the CFSP shall follow-up with the Kansas Board of Education to verify if the private/home school is registered prior to case closure. If the private/home school is not registered and the children are not attending any other school, DCF shall notify the County/District Attorney. The CFSP shall notify DCF per PPM 4017. If at any time there is reason to believe the child may otherwise be a Child In Need of Care, DCF shall take necessary action. If at any time the CFSP believes the child may otherwise be a Child In Need of Care, the CFSP shall notify DCF per PPM 4017.

2740 Family Based Assessment

The purpose of the Family Based Assessment is to identify the family strengths and needs and to develop an action plan to address those circumstances which led to the family coming to the attention of the department. The Family Based Assessment is a dynamic, ongoing, mutual process between the CPS Specialist or licensed Community Family Service Provider (CFSP) and the family which evaluates both objectively and subjectively the family situation and the people that comprise the family on the basis of facts, feelings, persons, and circumstances.

The Family Based Assessment process shall be utilized to determine when services may be indicated, and to assist in determining the level of intervention to recommend for a family in crisis. During the Family Based Assessment, if specific services are identified which may alleviate the risk of removal for the child(ren), the CPS Specialist or
licensed CFSP shall consult with the supervisor to seek approval of DCF or CFSP purchasing the service. The CPS Specialist or licensed CFSP shall identify in the Family Strengths and Needs Section (IV. A.) of the FBA summary what those specific need(s) are and how provision of the service(s) reduces the risk of removal. The allowable services or resources available for purchase and the method of purchase are found in the Handbook for Client Purchases. Cash or gift cards will not be given directly to clients. Payment shall be executed according to established payment procedures as presented in PPM Section 2900.

The FBA lays the foundation for a comprehensive and effective case plan. A Family Based Assessment is required for all cases accepted for further assessment, with the exception of Non-Family/Unregulated Caregiver (Third Party) and Facility assignments.

A. Assessments/Forms Included in the Family Based Assessment

The following documents comprise the minimum requirements for an initial Family Based Assessment (FBA):

1. Child Abuse and/or Neglect
   a. Face Sheet, PPS 1000
   b. Report/Request for Services, PPS 1001
   c. Initial Assessment, PPS 1002
   d. Agency Response, PPS 2030 A (Utilized on events assigned prior to July 1, 2017)
   e. Safety Assessment, PPS 2030 B
   f. Risk Assessment (short or full form), PPS 2030 C or PPS 2030 D
   g. Case Finding, PPS 2011
   h. Family Based Assessment Summary, PPS 2030 F

2. Non-Abuse/Neglect (Family in Need of Assessment)
   a. Face Sheet, PPS 1000
   b. Report/Request for Services, PPS 1001
   c. Initial Assessment, PPS 1002
   d. Non-Abuse/Neglect (Family in Need of Assessment) Assessment, PPS 2030 E
   e. Safety Assessment, PPS 2030 B
   f. Family Based Assessment Summary, PPS 2030 F
B. Timelines for the Family Based Assessment

The Family Based Assessment (FBA) shall be completed within 30 working days of intake assignment, unless a referral for services is made or allowable reasons apply. The FBA is completed when the CPS Specialist or licensed CFSP and supervisor sign and date the Family Based Assessment Summary PPS 2030 F electronically in KIDS, unless a referral for services is made, causing the CPS Specialist’s signature to be entered on a date prior to the FBA completion (see below for details).

A referral to services may be made before the Family Based Assessment is closed for abuse/neglect assignments when the investigation is ongoing and the case finding is not complete.

Completion of the Family Based Assessment shall not delay a referral for services (Family Services FS, Family Preservation Services FPS and Foster Care Services FC) when a family is in crisis. The referral shall be made at the time services are needed to address the crisis situation. The Family Based Assessment shall be updated with as much information available, by the next working day from the date of the referral for FS/FPS/FC services. The Family Based Assessment Summary PPS 2030 F Sections I-IV shall be completed to provide the Initial Permanency Goal and Child Protection Objectives to the CWCMP or Community Family Service Provider.

The CPS Specialist shall sign the 2030F electronically in KIDS on the date the KIDS assessments (safety/risk/FBA) have been updated with as much information available, by the next working date of the referral to the CWCMP, to document the timeliness of the Family Based Assessment upon a referral to the CWCMP. The supervisor’s signature on the PPS 2030 F is not required to initiate family services or a referral to the CWCMP. Upon closure of the Family Based Assessment, when a referral has been made to a CWCMP, the CPS Specialist shall add the Family Based Assessment completion date in the CPS Specialist Signature text box next to his/her original signature from the date the PPS 2030F was updated for the referral. The date field next to the CPS Specialist Signature box will remain the date the Family Based Assessment was updated upon referral.

Ex. CPS Specialist Signature: Worker Name, 2/1/2018 (Date of FBA Completion)
     Date: 1/10/2018 (Date of referral to CWCMP remains the same)

   Supervisor Signature: Supervisor Name
   Date: 2/1/2018 (Date of FBA Completion and matches the date entered in the
   CPS Specialist signature line)
C. Allowable reasons for not completing the FBA within the time frame include:

1. Cannot locate family; or the child is missing, and additional time is needed to provide information and assist the parent/caregivers with reporting the child as missing to law enforcement and NCMEC (see PPM 2080)
2. Family has left the state
3. DCF has been directed not to proceed by county/district attorney or law enforcement
4. Family refuses to cooperate
5. Appointments scheduled but persons failed to keep the appointments
6. Parents refused access to the child
7. Child out of state-i.e., staying with relatives

If the FBA cannot be completed within the time frame, document the reason on the PPS 2030 F, Section V.

D. Family Based Assessment Process

The Family Based Assessment process reviews all the decisions, findings and conclusions, as well as the family’s strengths mitigating risk and safety concerns, and the family’s needs identified in the assessments to reach a Case Action/Initial Service Plan Decision and develop the Initial Permanency Goal and Objective(s).

The case action decision shall be made in consultation with the supervisor per PPM 2760. Refer to Appendix 2B Supervisor Consultation Guide to assist in the comprehensive evaluation which support enhanced case decisions.

The Family Based Assessment Summary PPS 2030F provides a structured method to complete the Family Based Assessment process.

1. Section I. Assessment Results and Summary of Findings and Section II. Summary of Assessment Conclusion pulls together all the assessment decisions, findings and conclusions throughout the investigation/assessment. This includes the Safety Decision, Risk Level, Risk Conclusion, The Case Finding, and Assessment Conclusion from a FINA assessment.

2. Section III. Family Preservation Screen provides criteria to determine if a Family Preservation Services referral may be considered. See PPM 2746 for Family Preservation Services referral criteria.

3. Section IV. Case Action/Initial Service Plan Decision provides a method to consider the family’s strengths and needs, and assists in the determination of
whether services may be needed by considering the level of intervention needed. When services are determined, the initial service plan, permanency goal and child protection objectives shall be documented. Decisions made as a result of a Family Based Assessment should be consistent with and the logical result of the FBA findings and conclusions.

a. Section IV. A. Family Strengths and Needs

When contact is made with a family, a minimum of one family strength, and one family need shall be described.

b. Section IV B. Case Opened for Services

i. The Initial Service Plan is documented in Section IV B. 1. Families who are in need of, and willing to accept services shall be offered services, or referred to community services which address their strengths and needs. The difference between Family Services and Family Preservation Services is the degree of the crisis, specifically related to safety, family functioning, and the potential removal of a child.

Initial Service Plan decisions may be:

1. Provide Family Services

Provision of family services is considered when there is a need for the DCF assistance beyond the initial 30 working days of intake assignment. Family services are directed at alleviating specific situations which, if services are not offered, may develop into a crisis situation.

The Family Service Case open date is the date both of the following actions have occurred, which may not necessarily occur on the same date:

a. The family agrees to participate in services, and

b. The CPS Specialist or licensed CFSP has consulted with the supervisor.

This date shall be documented on the Family Service Case Status PPS 4005 and provided to the FACTS data entry unit.

2. Refer to Family Preservation
Except when a child is determined to be unsafe, a referral for Family Preservation Services should be considered. Family Preservation Services is directed at alleviating situations which need a high level of intensity, requiring more frequent contact. Family Preservation Services offers the availability of staff, twenty-four hours a day, seven days a week, for families needing a higher level of intense services. See 2746 Criteria for Referral to Family Preservation Services.

When the family expresses willingness to accept services, a consultation with a supervisor is required to determine if the family meets criteria per PPM 2746. If the supervisor approves the referral, the date and time of the supervisor's approval is documented on the PPS 2030F, Section III Family Preservation Screen, in the “Date Decision Made” and “Time” fields. A referral shall be made within 24 hours of the “Date Decision Made” and “Time”. Refer to PPM 2748 DCF Responsibilities at Referral to Family Preservation Services.

3. Refer to Foster Care

A referral to foster care is made when the Safety Decision is unsafe. Refer to PPM 2750 for DCF Responsibilities at Referral to Foster Care Services.

4. Refer to Adoption

ii. When services are to be provided, a summary of the reason for DCF involvement shall be recorded in Section IV. B. 2.

iii. Section IV. 3. Initial Permanency Goal

When the case is opened for services an Initial Permanency Goal shall be documented. Initial Permanency Goals may be any one of the following:

1. Maintenance at Home
2. Reintegration
3. Adoption
4. Guardianship
5. Independent Living
iv. Section IV. 4. Child Protection Objectives

The Child Protection Objectives are concise statements in language that is clear to all which includes, the reason for PPS involvement and specify the changes which need to occur for PPS involvement to be terminated. The purpose of establishing child protective objectives is to focus on the issues which brought the family to the attention of PPS and which need to be remedied so the child can remain or return to home. Child Protection Objectives prevent the establishment of expectations for the child and family which are unrelated to the child protection objective.

The Child Protection Objectives will transfer to the case plan for ongoing service planning to development activities which work toward achievement of the child protection objective and ultimately the permanency goal. A child protection objective can be revised or additions can be made in coordination with DCF and the family on or before the first case plan.

c. Case Closure

Case closure is documented on the Family Based Assessment Summary PPS 2030 F, Section IV(C). The reasons for case closure include:

i. DCF services not indicated

The investigation and assessment is complete and DCF services are not indicated.

ii. Family refuses services

The department may close the case if the family refuses services and there are no unaddressed child safety needs.

iii. The family cannot be located or has moved out of state

The family cannot be located or has moved out of state, the case may be closed.

iv. Another agency is currently providing necessary services
The family is experiencing problems but another agency is assessing the family's needs and/or providing services. If an assessment by the department will duplicate an ongoing assessment and/or treatment by a qualified person or agency and/or an assessment by DCF would be disruptive to the treatment of the family, the case may be closed if there are no unaddressed child safety issues.

v. Assessment completed and DCF service plan continues

If the assigned report is associated with a case already open to the agency and the current service plan will continue, this option shall be indicated.

2741 Social Services Child Care

Social Services Child Care is available for families who need temporary emergency child care. A family may be eligible for Social Service Child Care, whether or not they are receiving services through Prevention and Protection Services (PPS). Refer to the Kansas Economic and Employment Services (EES) Manual for policies on Social Services Child Care for both Income Eligible (Non-TANF) and for TANF recipient families.

Children receiving Social Services Child Care shall receive child care services that meet state regulations. The Kansas Department of Health and Environment (KDHE) provides the guidelines regulating child care in Kansas. Individuals providing care for children receiving Social Services Child Care shall meet the guidelines established by KDHE for licensed child care and have a DCF Agreement to accept subsidy payments. Licensed providers need to have a written authorization for an exception from KDHE Child Care Licensing to provide more than 18 hours of care per day by the same person. Relative child care providers must have a DCF Agreement to accept subsidy payments.

Social Services Child Care is primarily based upon the parent/caregiver’s need and may be authorized for up to twelve (12) months except as noted below. No family share deduction is assessed. Twenty-four (24) hours of care per day may be available for a period not to exceed 30 days, dependent upon the situation. Families receiving Social Services Child Care must have a qualifying social service reason which may include:

A. Parents with a Crisis including but not limited to:
1. Parent hospitalized or otherwise temporarily unable to provide adequate care for the child. This could include inpatient or outpatient treatment for physical health, mental health or substance use disorder. There is no alternative adult to care for the child and the parent is unable to take the child to inpatient treatment with him/her.

2. Family is in the process of a DCF Intake and Assessment by Child Protective Services.

3. Family is receiving services through a Family Preservation Services provider.

4. Family is receiving Family Services through a DCF Child Protection Services Specialist or Family Services provider.

B. Children whose parent/caregiver has placed them with an individual or family who provides temporary care of children per a program created pursuant to the Host Families Act, K.S.A. 38-2401 et.seq. Child care for these children must be needed due to the employment or education/training of the adult caregivers in the host family.

If a family has a qualifying reason as listed in A. above, a request for Social Services Child Care, form ES-1627, is required and must be signed by the EES/Social Service Program Administrator or designee in the regional DCF Service Center. If the child has been placed with a host family pursuant to a program created under the Host Families Act, such as the “Safe Families for Children” program, by a parent/caregiver and the host family qualifies as defined in B above, form ES-1627b is required. The forms are available in the EES policy Manual.

At the end of the twelve (12) month timeframe, a family receiving Social Service Child Care due to a “Parent with Crisis” reason as described above, must meet another qualifying reason, per EES Income Eligible (Non-TANF) Child Care or EES TANF Child Care, for child care assistance to continue.

2746 Criteria for Referral to Family Preservation Services

The Family Based Assessment, per PPM section 2700, is utilized to identify services for families. The following provides criteria to consider a referral to Family Preservation Services for families, Pregnant Women Using Substances, Substance Affected Infants, Adjudicated Juvenile Offenders and families with a child placed out of the home.

Families excluded from a referral to Family Preservation Services are included in Section H. below.

A. Family Criteria for Referral

A family is eligible for a referral to Family Preservation Services, if the answer to questions 1-3 below is “yes”; and questions 4-7 are either “yes” or “NA.” The Family Preservation Services screen is documented on the Family Based Assessment Summary PPS 2030F, Section III.
1. The family is at risk of having a child(ren) removed; and

2. A parent/caregiver is available to protect the child; and

3. A parent/caregiver is willing and able to participate in services.

4. A family with chronic problems has experienced a significant change which makes them able to progress.

5. A parent/caregiver with mental/emotional health issues has been stabilized.

6. A parent/caregiver with limitations demonstrates an ability to care for self and children.

7. A parent/caregiver with substance abuse issues functions adequately to care for children.

B. DCF Custody Maintenance at Home

When a child(ren) is in custody placed at home and is not being served by a Foster Care/Reintegration/Adoption Child Welfare Case Management Provider (CWCMP), a referral may be made to Family Preservation Services, if criteria in A. above is met.

C. Pregnant Woman Using Substances Criteria for Referral

A Pregnant Woman Using Substances (PWS) is eligible for Family Preservation Services when she is actively using substances or is at imminent risk of relapse; and shall meet at least one of the criteria below:

1. Is experiencing a crisis situation, which increases the need for frequent contact and intensive services, or

2. Other children in the home have needs related to their mother’s substance use, or

3. Has three or more needs in the areas listed below, which are or are perceived to be barriers to treatment:
   a. Mental health Issues
   b. Unemployment or vocational problems
   c. Housing Issues
   d. Childcare needs
   e. Domestic violence issues
   f. Criminal/legal issues or other court involvement (i.e. CINC court)
   g. Health related concerns (i.e. infectious disease)
h. Previous treatment episodes
   i. Parenting issues
   j. Transportation issues

D. Substance Affected Infant

A family with a substance exposed infant is eligible for a referral to Family Preservation Services per criteria in section A. above. In addition, the infant and family are eligible when criteria for a Plan of Safe Care per PPM 2050 has been met.

E. Adjudicated Juvenile Offender Criteria for Referral

A family with a youth who is an adjudicated juvenile offender or has charges pending is eligible for Family Preservation Services when one of the following criteria is met:

1. There are other children in the home who meet criteria for Family Preservation Services, a referral can be made or the service can continue if the adjudication and custody occur before or after the FPS referral. The youth who is adjudicated as a juvenile offender and is in the custody of the KDOC-JS may participate in these services, as a member of the family.

2. A juvenile offender needs services related to abuse/neglect or non-abuse/neglect concerns, which are distinct and separate from the juvenile offender issues. Such services would result from an Abuse/Neglect investigation or Non-Abuse/Neglect Family in Need of Assessment (FINA) assessment completed by DCF.

F. Child(ren) in Out of Home Placement Criteria for Referral

A family with one or more children in out of home placement is eligible for Family Preservation Services when the following criteria is met:

1. There is currently one or more children in the home, and the family meets the criteria for referral in Section A. above, and

2. Meets both criteria below:
   a. All child(ren) in out of home placement have a case plan goal other than reunification and/or the parental rights of these child(ren) have been terminated, and
   b. An exception has been requested in writing by email and approved by the PPS Administration Family Preservation Services Program Manager and Administrator, and the PPS Foster Care/Reintegration Program Manager and Administrator.

G. Special Circumstances
1. If a child or children of a family receiving Family Preservation Services changes residences, the need for Family Preservation Services shall be assessed independently for a possible family preservation referral. This may arise when a child changes residence to live with the other parent, a relative or other kin.

2. Family Preservation Services may occasionally be court ordered. When the court orders both parents to participate in Family Preservation Services, but the child lives with only one parent, Family Preservation Services shall be provided to the custodial/residential family. A separate referral to Family Preservation Services for the non-custodial/non-residential parent family will be assessed on its own merit.

H. Exclusions from Family Preservation Services

A family is not eligible for a referral to Family Preservation Services when one of the following criteria is met:

1. Families having at least one child in custody as a Child in Need of Care, who is referred to the Foster Care/Reintegration Service Provider or who is already in out of home placement and the child’s case plan goal is reunification, will not be referred to Family Preservation Services.

2. A youth is adjudicated as a juvenile offender and is in the custody of KDOC-JS or is on probation, and the court has ordered another entity to provide services or KDOC-JS has purchased or is providing services which are similar to the services provided by Family Preservation Services.

2748 DCF Responsibilities at Referral to Family Preservation Services

A. Referral

When a family expresses willingness to accept family preservation services, a consultation with a supervisor is required to determine if the family meets criteria per PPM 2746. If the supervisor approves the referral, the date and time of the supervisor’s approval is documented on the PPS 2030F, Section III Family Preservation Screen, in the “Date Decision Made” and “Time” fields. The following information shall be e-mailed or faxed to the Family Preservation Service CWCMP within 24 hours of the “Date Decision Made” and “Time”:

1. Family Preservation Referral and Transmittal Sheet, PPS 5000;
2. PPS 1000 face sheet;
3. PPS 2003, Family Based Safety Plan, if applicable;
4. PPS 2007, Plan of Safe Care, if applicable.
The CPS Specialist shall be available to answer any questions the Provider may have regarding the referral for two hours following the faxing or e-mailing of the information/referral.

B. At the time of referral, but by no later than the next working day from the date of the referral, the Family Based Assessment shall be sent to the CWCMP with as much information available.

C. Additional Information:

No later than 2 working days from the date of the referral, DCF shall provide a copy of the following additional information, as applicable, including, but not limited to:

1. Case planning documents
2. Court orders
3. Releases of information
4. DCF shall inform the service provider of any information in DCF files which cannot be released. For example, if DCF has information that a child in the family has received an evaluation by a private psychologist, the Family Preservation Services Case Management Provider shall be informed of the existence of the evaluation from the psychologist.

D. Referral Outside of the Region

When a situation requires that an initial Family Preservation Services referral be made outside of the Region, the new Region shall be contacted to assist with the referral. The new region is responsible for payment for the new referral.

E. Case Plan Completed by DCF

DCF shall complete the custody case plan, per section 3200, with the family, if the case plan is due within 15 calendar days of a referral for Family Preservation services. DCF shall invite the Family Preservation Services CWCMP, and negotiate the activities to be included in the case plan, as the Family Preservation Services CWCMP is responsible for ensuring all activities are completed.
2750 DCF Responsibilities at Referral to Foster Care Child Welfare
Case Management Provider

A. At the time the decision is made that out-of-home placement is required and DCF
has documentation of custody, the DCF staff shall:

1. Notify the mother, father, parents of siblings, grandparents, aunts, uncles, adult
siblings, and any other adult relative suggested by the parents that the child has
been removed by providing the Relative Notification Letter, PPS 5125, and the
Relatives as Caregivers Card, PPS 5130 within 30 days of the child’s removal,
unless documentation exists regarding a listed relative confirming safety issues
related to family and domestic violence;

2. Adoptive parents of siblings shall also be notified when a sibling of the
child(ren) they adopted is in the custody of DCF for out of home placement by
receiving the Adoptive Parent of Sibling Notification Letter, PPS 5126;

3. Gather relevant information about the relatives and non-related kin, and
provide to the Child Welfare Case Management Provider (CWCMP) on the PPS
5110A, Section III and Section IV, including a review of the history of the
relative/non-related kin in FACTS/KIDS to assess prior reports, and the nature and
outcome of those reports;

4. Notify the CWCMP of relatives/non-related kin who cannot be approved for
placement and inform them of the reason on the PPS 5110A, Section III or
Section IV;

5. Provide names, relationships and contact information of those notified to the
CWCMP;

6. Determine the Primary Reason for Removal for the “Initial Referral to out of
Home Placement Provider” PPS 5110. The primary reason for removal is the
reason the child was determined unsafe resulting in DCF requesting the petition
for out of home placement. In situations when DCF has not requested removal,
list the reason the court placed the child in the custody of the Secretary for out of
home placement. The reason for removal may differ from the reason for case
assignment.

If DCF has requested the removal, the primary removal reason should be an
abuse/neglect reason over a FINA reason. For example, if parents are using
substances, the primary reason for removal should be what A/N occurred as a
result of the substance abuse. Parental substance abuse alone is not a primary
reason for removal. The substance abuse is a precipitating factor to an action or
inaction on behalf of the parent which caused the concern for the safety of the
child. i.e., a parent uses substances, falls asleep on the couch and a 2-year-old
child is found wandering alone outside on a busy highway. The primary reason for
removal would be lack of supervision and the secondary or additional reason is the substance abuse;

7. E-mail the "Initial Referral to Out of Home Placement Provider", PPS 5110 and PPS 5110A, to the Case Management Provider. Include on the PPS 5110A information about possible relative/kin placement resources;
8. Telephone the CWCMP to alert them of the referral, if possible;
9. Contact CWCMP to verify receipt of all referral materials;
10. Be available to answer any questions regarding the referral.

B. At the time the child is placed with the CWCMP, the DCF staff shall provide the following information:

1. PPS 1000 Face Sheet, pages 1 and 2, updated as needed;
2. Any additional information for the PPS 5110 and 5110A Initial Referral to Out of Home Placement Provider;
3. Copy of CINC petition, if available;
4. Journal Entry or other documentation of custody;
5. A recently signed Consent for Medical Care, PPS 5123 or PPS 5124;
6. Authorization for Release of Confidential Information, PPS 0100;
7. Notice of Medical Coverage, accompanied by either a screen print of the current medical card, if available, or a copy of a screen print from KEES that verifies the child's eligibility for foster care medical coverage;
8. Appendix 5Q, Authorization to Disclose Information Including Child(ren)'s Individually Identifiable Health Information (for foster care database);

C. DCF shall pick up the child’s clothing and personal items and provide them to the CWCMP at the time of child’s placement. DCF shall also ask the parent for the child’s medical card, if applicable. DCF shall transport the child to a DCF regional location designated by DCF when the child's physical location is at the child’s home at the time of referral. Staff picking the child up shall have proper identification available indicating he or she is a DCF employee and has authority to transport the child. The CWCMP shall obtain the child’s clothing, personal possessions, medications, etc. upon receipt of physical custody of the child if DCF has not been able to obtain these items beforehand.
D. At the time of referral, but by no later than the next working day from the date of the referral, the Family Based Assessment shall be sent to the CWCMP with as much information available.

E. At the time of referral, but by no later than 2 working days from the date of the referral, DCF shall provide a copy of the following additional information, if available. Such information includes:

1. Other Assessment tools such as Genogram and Eco-map
2. Court Service Officers reports
3. Services provider reports (transfer/discharge summary or most recent report)
4. Medical, dental, immunization records
5. Psychological/Psychiatric Reports
6. Copy of birth certificate or verification
7. Copy of school records
8. Third party insurance information
9. Verification of Social Security Number
10. Family Based Safety Plan, PPS 2003

If DCF has any case file from a prior out of home placement, it shall be given to the CWCMP.

When the above information or documents are not available in the case record at the time of referral, the CWCMP shall obtain the information or documents needed, with the exception of the social security card. DCF shall make application for a social security card, or a copy of the child's social security card for employment purposes. (See Appendix 5F for instructions and sample letter)

F. Within 2 business days of the referral, DCF shall participate in the Initial Team Meeting. The Family Handbook shall be provided to the family at this meeting. (See PPS 5137)
G. Within 2 working days of referral, DCF shall furnish the CWCMP a current photo of the child.

2760 Supervisor Case Consultation(s)

The purpose of consultation(s) between the CPS specialist, CPS investigator, if applicable, and the supervisor is to thoroughly evaluate all investigation and assessment activities. Supervisor case consultation(s) support comprehensive assessments by utilizing critical thinking to carefully consider each activity collectively, reach informed decisions and identify follow-up case activities. Supervisor case consultation(s) determine whether safety concerns are present requiring controlling safety interventions or protective actions, whether risk concerns are present needing services to meet the needs of the child and family, case finding and case closure decisions.

A. Timeframe(s) for Supervisor Case Consultations

Supervisor case consultation(s) shall occur regularly. Regular supervisor consultations ensure each case is staffed during the life of the case, such as, the initial safety determination, follow-up and case closure. Supervisor case consultation(s) should allow time to gather additional information, if determined necessary.

Case decisions, which require a supervisor consultation include, but may not be limited to:

1. Review of the safety determination made by the CPS Specialist (See PPM 2310 E. Safety Staffing)
2. Protective actions as a result of an unsafe safety decision, per PPM 2440 C.
3. Case Action/Initial Service Plan Decision, which includes referrals for family services or family preservation services, per PPM 2740 D.
4. Case finding decision per PPM Section 2500. See Appendix 2B Supervisor Consultation Guide.

These case decisions, if required, may occur all in one consultation, or in different consultations depending on the circumstances of the case. Subsequent consultations shall occur when follow-up activities are identified, to monitor and ensure activities are completed.

B. Content of the Supervisor Case Consultation(s)

The Safety and Risk Assessment tools PPS 2030 A-D should be used to inform the supervisor case consultation(s). Appendix 2B Supervisor Consultation Guide provides a checklist of items which may be used to inform the supervisor case consultation(s).
Supervisor case consultation(s) shall include, but not be limited to, the following elements:

1. Consider safety/risk concerns to identify follow up actions, if needed.
2. Determine whether sufficient information has been gathered to inform case decisions.
3. Review all persons required to be interviewed per PPM 2110, and if not interviewed discuss the reason(s).
4. Discuss DCF, criminal, and sex offense history determined by the CPS specialist to indicate potential risk or safety concerns for the child

2770 Uploading Documents in KIDS

The Kansas Initiative Decision Support System (KIDS) application is a statewide web-based application used to record and maintain PPS Assessment and Prevention case information.

A. Documents Generated in KIDS:

The following are the official report forms generated from the KIDS application:

1. PPS 2030A Agency Response - Family Based Assessment Only (Utilized on events assigned prior to July 1, 2017)
2. PPS 2030B Safety Assessment
3. PPS 2030C Risk Assessment (short form)
4. PPS 2030D Risk Assessment
5. PPS 2011 Case Findings
6. PPS 2030E Non Abuse or Neglect Assessment (Family In Need of Assessment)
7. PPS 2030F Family Based Assessment Summary Report
8. PPS 2025 Agency Response - Facility and Third Party Reports (Utilized on events assigned prior to July 1, 2017)

9. PPS 2016 Facility Complaint Report (Utilized on events assigned prior to January 1, 2016)

10. PPS 2015 Referral to Infant Toddler Services

B. KIDS Upload Feature:

KIDS has an upload feature to attach additional documents to an event. Refer to Appendix 2G for instructions for uploading in KIDS. The following provides guidance on KIDS upload requirements:

1. PPS 1010 Social Service Case Activity Log shall be uploaded on all cases.

2. When the case finding is affirmed or substantiated the following shall be uploaded:

   a. PPS 2012 Notice of Department Findings
   
   b. PPS 2017 Notification of Affirmed or Substantiated Case Finding
   
   c. Appeal information, if applicable.

3. PPS 2003 Family Based Safety Plan may be uploaded under the following circumstances, if applicable:

   a. A referral to a Child Welfare Case Management Provider (CWCMP) or Family Services provider is made.
   
   b. Case finding is affirmed or substantiated.
c. Safety Decision on PPS 2030B is conditionally safe and a safety plan was completed.

d. The family relocates out of county.

4. Reports, including but not limited to the following, shall be uploaded if the report is not already in KIPS and the report is relevant to the case finding or service decision:

   a. Law enforcement
   b. Medical
   c. Mental health
   d. Drug/Alcohol
   e. School

5. Emails, images, etc. may be uploaded if they are relevant to the case finding or service decision.

6. Petitions requesting DCF involvement with no out of home placement may be uploaded if the document is relevant to the case finding or service decision and is not already in KEES.

7. The following documents shall not be uploaded to KIDS:

   a. PPS 0500 State Child Death Review Board Case Information Summary
   b. PPS 0550 Critical Incident and related documents
   c. Legal staffing and correspondence
8. It is not necessary to upload the following documents:

a. Emails and correspondence related to Attorney General
b. PPS 0100 Authorization for Release of Confidential Information
c. Background check related documents
d. PPS 5000 Family Preservation Referral and Transmittal Sheet
e. PPS 5110 Initial Referral to Out of Home Placement Provider for Child in DCF Custody
f. PPS 5110A Initial Referral to Out of Home Placement Provider for Child in DCF Custody-Consideration of Relative Placement
g. Petitions, Journal Entries/Court orders
h. PPS 2018 Review of Repeat Maltreatment in Six Months
i. PPS 4005 Family Service Case Status

2800 FACTS Investigative and Assessment Procedures

Complete screen navigation requirements for adding investigative and assessment information are located in the Service Management section of the FACTS User Manual Volume II, Section 500. Codes for applicable screens in FACTS are located in the USER Manual Volume I, Section 800. Information on investigative case activity shall be entered into FACTS within 5 working days from the date of occurrence, action, or agency decision regarding a child or family. Case information that is required in FACTS and which is received from outside agencies shall be entered within 5 business days of receipt of the information.

2811 Kinship Resources and Relevant Persons

Kinship resources shall be reported on COLL screen. Information is obtained from the PPS 1000 Section IV Relative Non/Related Kin.
Relevant persons interviewed for each event may be, but are not required to be, reported on COLL. To determine whether or not a particular individual is listed in FACTS as a collateral, utilize COLS (Collateral Search).

2812 Assessment Tools

All assessment tools are recorded on MAAS (Maintain Assessment). A MAAS screen is completed for each assigned event associated with a case number. Each assessment has its own unique number. To search for all previous assessment tools for a particular case number, utilize CALS (Case Assessment List Search). To record a subsequent assessment to a case, a new MAAS screen is created specific to that event.

2813 Case Findings

Maltreatment findings for each allegation associated with a child are recorded on FIND (Finding). Specific information regarding a particular victim is located on VICT; a particular perpetrator, on UNNI until all appeal time has been exhausted, then information is available on PERP; a particular unsubstantiated or affirmed individual on UNNI. PERP and UNNI include information regarding whether or not the finding involved an allegation regarding an individual who resides, is employed by or volunteered in a facility regulated by KDHE.

2814 Appeals

Appeals regarding agency maltreatment findings is located on APEL. To search for a person involved in an appeal, utilize the person’s name on APLS (Appeal Search).

2821 Entering Contact with Victim/Family

The time and date the worker first attempted contact with the first alleged victim or first identified child in the assigned report shall be entered into the work start date and time on the top half of MAAS. Information for this data field is located on the Agency Response section in KIDS for intakes assigned on or after July 1, 2017 for abuse neglect reports, reports involving facilities and third parties, and the 2030E for reports involving Non-Abuse Neglect/FINA or Pregnant Woman Using Substances. The work start time cannot be earlier than the date the report was assigned. If contact was made by DCF or law enforcement prior to report assignment time, enter the date and time assigned as the work start time on MAAS. For Non-Abuse Neglect/FINA intakes a tool code of Contact with Child (CWC) shall be recorded in the tool section of MAAS screen once in-person contact has been made with each identified child. Work start date/time for the CWC code is when the agency made in-person contact with each identified child and is located on the PPS 2030E. The client id of the identified child is also required when using the CWC code. If the in-person contact was not made for an identified child, enter the tool code of NCC (No Contact with Identified Child). The work start date
and time of the NCC code is the work start date and time from the top half of MAAS screen. The client id of the identified child is also required when using the NCC code.

**2822 Entering Safety Determinations**

A tool code for safety determination (SAD) shall be recorded for each alleged victim in the tool section of MAAS for reports alleging abuse or neglect. Work start date and time for the SAD code is the date and time the assigned social worker determined safety for the alleged victim. If the safety determination was completed prior to the intake being assigned, use the work start date and time from the top half of MAAS screen for the SAD code. The client id of the alleged victim is also required when using the SAD code.

If safety is not determined for an alleged victim, enter the tool code of NSD (No Safety Determination). The work start date and time of the NSD code is the work start date and time from the top half of MAAS screen. The Client ID of the alleged victim is also required when using the NSD code.

A tool code of special investigator (SPI) is recorded in the tool section of MAAS if such a position is utilized during the investigation.

A tool code of courtesy interview shall be recorded in the tool section of MAAS for courtesy interviews between DCF areas. The area requesting the courtesy interview is responsible for entering the worker number of the other area who conducted the interview and times of contact for the interview.

**2823 Recording Ongoing Safety Assessment**

To record the second face to face contact of the ongoing safety assessment, enter the tool code of ‘SFI’ on the MAAS screen. The start date is the date of the face to face contact with the alleged victim who is under six years old. The ongoing safety assessment information is located on the Agency Response section in KIDS for intakes assigned on or after July 1, 2017. If the second contact with the alleged victim never occurred regardless of reason, enter the tool code of ‘TIM’ and the date of the finding decision. Finding decision date is located on the PPS 2011.

For additional information on the ongoing safety assessment, see PPM section 2313.
Policy for intakes assigned on or after March 2019

If the ongoing safety assessment is determined to not be needed, enter the tool code of 'OAN' on the MAAS screen. If the ongoing safety assessment is determined to be needed, Record the second face to face contact of the ongoing safety assessment; by entering the tool code of 'SFI' on the MAAS screen. The start date is the date of the face to face contact with the alleged victim. The ongoing safety assessment information is located on the Agency Response section in KIDS. If the second contact with the alleged victim was determined to be needed and it never occurred regardless of reason, enter the tool code of 'TIM' and the date of the finding decision. Finding decision date is located on the PPS 2011.

For additional information on the ongoing safety assessment, see PPM section 2313.

2824 Recording Safety Staffing/Consultation

To record the safety staffing/consultation on abuse/neglect intakes, enter the tool code of SST (Safety Staffing) on the MAAS screen. The work start date and time is when the safety staffing occurred according to the Agency Response screen in KIDS.

2831 New Reports Assigned as Alleged Abuse/Neglect

A new report requires the completion of a new Agency Response, a Safety Assessment, PPS 2030 B and a Case Finding, PPS 2011, with appropriate notices. See 2600.

The Risk Assessment, PPS 2030 C or D, may be updated by noting changes to the existing Risk Assessment. When entering updates on the KIDS computer application, the addition shall be noted as an update and the entry dated. The updates on the printed file copy shall be initialed and dated.

A new FBA Summary, PPS 2030 F, must be completed.

2832 Safety Action
Safety Plans initiated with the family shall be entered with responsibility service action code PR12N on RESP screen for the head of household. Episodes of Police Protective Custody are recorded as LE (law enforcement) plans on a child’s plan in FACTS as needed. Placements in emergency shelter prior to agency custody are considered a protective action service (PR08N), not a placement (FO...) code. Information for these safety actions is located on the PPS 2003, 2030B; or located in case logs/ protective orders.

2841 Case Conference Date

The date that the investigative finding regarding maltreatment is staffed with a supervisor shall be entered into the "Case Conf Date" field on FIND. This date (date of finding) is located on the PPS 2011 and the date cannot be entered until the supervisor has signed the PPS 2011. The finding date cannot be earlier than the date the report was assigned.

2842 Finding Decision Fields

Decisions of unsubstantiated, substantiated, affirmed and unable to locate from the PPS 2011 shall be entered on the victim and/or perpetrator rows on the FIND screen. In FACTS, enter the finding code of ‘UL’ (unable to locate) only on the victim and/or perpetrators who were unable to be located. If both the child and adults of the family were never located and identity is unknown, the Initial Assessment decision on event should be changed to no further assessment needed. See PPM 1700.

Requirements

A finding decision number is required for each allegation of maltreatment associated with a child. The decision number is system generated when the screen is added.

1. A summary of the basis for finding located on the PPS 2011 is entered on the "Basis for Decision" field on FIND. If the incident occurred out of state, indicate that in this field description.

2. To document maltreatment finding for an alleged victim select the row with the victim’s information, record finding codes from the PPS 2011, and enter the alleged perpetrator's ID number in the field to the left of Notice Date. By entering the perpetrator ID number in the victims' row, the system will automatically link the alleged victim and decision to the alleged perpetrator. Enter the perpetrator finding
in the perpetrator row. If the severity is unknown, enter the severity code of UK (Unknown).

3. If the alleged perpetrator is unknown, enter all 9's in the victim ID number field. In this instance, do not enter a finding in the perpetrator row.

4. Information regarding alleged victim and perpetrator finding, finding type, injuries, and degree of injury entered in FIND shall match PPS 2011. The notice date shall match information from the PPS 2012. The notice date is the date that the applicable notice was sent to the alleged or substantiated perpetrator.

**Finding Changes or Updates**

If a change in finding is made as a result of appeal, or other activity, the conference date on the top half of the FIND screen is updated to reflect the new finding date and the finding disposition types are updated as needed on the bottom rows for perpetrators and victims.

**2843 Individual Information**

**Victim**

1. After a finding decision is successfully processed, select each victim, flow to VICT to record specific information on that victim. Data fields such as date of birth and SSN previously entered on EVRL carry over onto VICT. Information on date of birth, race, ethnicity, relationship to perpetrator, and facility information are all required fields except for military family.

2. In order to successfully process VICT, the victim must be linked to their client ID number. This task is accomplished via a system required linking procedure. This process facilitates submission of federal reporting requirements. From VICT, flow to LINC, select the victim’s name and flow to CLNT. On CLNT select the desired client, and return to LINC. Back on LINC, verify the person you selected is accurate and link via PF6. Return to VICT to finish entering demographic information to add the screen.

3. Indicate that the report involves a facility when all of the following factors are indicated:
   a. The alleged perpetrator is an employee or volunteer in a facility regulated by KDHE; and
   b. The alleged victim resides in or receives services from that facility.

**Perpetrator**
1. After a finding decision is successfully processed, select each perpetrator, flow to UNNI to record specific information on that alleged perpetrator. Data fields such as date of birth and SSN previously entered on EVRL carry over onto UNNI. Information on date of birth, race, ethnicity, relationship to alleged victim, facility involvement and facility types are all required fields except for military family.

2. Indicate that the report involves a facility when both of the following factors are indicated:
   a. The alleged perpetrator is an employee or volunteer in a facility regulated by KDHE; and
   b. The alleged victim resides in or receives services from that facility.

3. With regard to perpetrator relationship to victim, enter foster parent (FP) only if the perpetrator was the foster parent provider for the victim at the time of the substantiated incident. Victim must also be in DCF custody to use the FP code. Enter employee at a placement (EP) only if the perpetrator was an employee at the victim's OOH placement at the time of the substantiated incident. If a victim's perpetrator is a relative who is also a licensed foster parent for the victim, enter the relationship code of foster parent in the perpetrator relationship field.

2850 Appeal Information

Information regarding appeal information is recorded on APEL. An agency decision is not final until all appeal time has expired for that action. Decisions from an Administrative Hearing Officer and / or State Appeals Committee decision are not updated in FACTS until appeal time for that decision has been exhausted. As long as there is an active appeal, a perpetrator shall not appear on the child abuse central registry (CERS) for that finding decision under appeal. A perpetrator with an active appeal can be viewed on UNIS until finding decisions regarding substantiation are final.

2860 Recording Non Abuse Neglect Decisions

The top half of the FIND screen captures information on a service decision regarding Non Abuse Neglect decisions.

2870 Recording Risk Assessment Information

Immediate Medical Concern (screen) on the 2030B, safety decision, risk conclusion, or assessment conclusion located on the 2030F are entered as applicable in the "Assess Desc" field. (Ex: no med exam needed, conditionally safe, risk controlled)

2880 Recording Family Based Assessment Information

A tool code for strengths/needs determination (SND) shall be recorded in the tool section of MAAS for all CPS reports except for those reports involving a facility. Work
start times are when the agency made contact with the family. The initial end date on MAAS is the date of FBA completion indicated by the supervisor’s signature on the PPS 2030F. However, if the intake involves a referral to family services, family preservation or foster care, then the initial end date on MAAS screen is the date of the CPS specialist signature on the PPS 2030F.

2900 Eligibility and Payment Procedures During the Investigation and Assessment of Reports

To fund services for families who are clients of the Department for Children and Family Services (DCF), it is necessary to establish three categories of eligibility: a) customer eligibility, b) service eligibility, and c) provider eligibility.

2901 Customer Eligibility

Services are provided to children and families whether or not they can afford to pay. Individual customer eligibility determines what source of federal funding may be claimed by DCF for services. Families are expected to participate in determining eligibility and paying for services based on their ability. However, needed services are provided regardless of family income or ability to pay.

2902 Assessing Family Resources in Determination of Services

The intake and assessment process must be initiated before a plan for services can be developed and funding eligibility is established.

A. Assessment of Financial Resources

An assessment of the family's financial resources is completed prior to the DCF paying for services. The assessment will determine the eligibility or potential eligibility for a specific funding source, regardless of whether or not there is an immediate plan to use them to pay for specific services

B. Application for Potential Benefits

Families requesting assistance from the DCF will be asked to apply for all benefits for which they may qualify. Exceptions are made for special circumstances. DCF staff shall provide direction in the application process.

2903 Providing and/or Purchasing Services
When the intake and assessment process determines that a family or child requires services, the service case continues, and a case plan is completed, where applicable.

Specific services or resources that will assist in reducing the risk of child(ren) being removed from the home may be purchased by the DCF. If the level of risk for placement outside of the home requires a higher level of intensity and/or will go beyond 30 working days, Family Services or Family Preservation shall be considered. The decision to open a Family Service case shall be made in consultation with the supervisor and shall be clearly documented in the file. If a Family service case is initiated, the Family Service Plan shall be developed with the family within 20 calendar days of initiation of ongoing services. See Section 4000 for Family Services or Section 5000 for Family Preservation.

During the Family Based Assessment, if identification of specific services occurs that may alleviate the risk of removal for the child(ren), the worker shall identify in Section IV(A) of the FBA summary what those specific need(s) are and how provision of the service(s) reduces the risk of removal.

The allowable services or resources available for purchase and the method of purchase are found in the Handbook of Services. Cash will not be given directly to consumers. Payment shall be executed according to established payment procedures. The Social Service case shall remain open for the entire period services are purchased or provided through PPS.

2904 Application for a Social Security Number

In order to comply with federal requirements, families, receiving federal funding for services are required to have a social security number (SSN) for all family members. If a family member does not have a SSN, the family shall be referred to the Social Security Administration to complete an SS-5 "Application for Social Security Card".

2905 Funding Codes

As part of the payment process, a speedchart code shall be assigned to indicate the funding source for each payment. To determine the appropriate speedchart and sub-obj funding codes, refer to PPM section 4902.B.2.

2909 Payments for Miscellaneous Investigative Costs

Investigative costs such as photographs, drug testing or interpreter services shall be paid with Family Services speedchart numbers ISD27321 or ISD27322. See PPM section 4902.B for details on how to make a payment.

2910 Eligibility for Medical Exam Related to an Abuse or Neglect Investigation
During an abuse or neglect investigation the CPS specialist determines and documents need for a child's CPS medical exam.

Check KAECSES to determine if the child has a medical card, if a parent is unwilling or unable to pay for the child's medical exam or subsequent treatment during an investigation of alleged abuse or neglect. Upon implementation of KEES the status shall be reviewed in KEES. Authorize payment as authorized by section 2450 if the family is not eligible for medical assistance.

**A. Payment Procedures for CPS Medical Exams**

1. Payments for medical exams arising out of a CPS investigation are made with the case and client numbers from a KAECSES or KANPAY case

2. A PPS 2833 Client Purchase Agreement shall be completed by PPS staff to document the medical exam expense. The provider must present a bill for the specific medical service in order to generate a payment. Payment should not exceed the established Medicaid rate. Use the Family Services speedchart number ISD27321 (Program=27321, INF45=3290). See the Handbook for Client Purchases for details on purchasing procedures.

**2911 Law Enforcement Emergency Placements**

K.S.A. 38-2231 and 38-2232 provides law enforcement agencies the ability to take children into police protective custody on an emergency basis without a court order, for the protection of children. Refer to section 2471 for additional information.

**A. Purchase Limitations/Guidelines**

Emergency placement providers shall receive documentation from law enforcement when a child is placed with them stating that law enforcement has given the facility custody, and the provider has consent for medical treatment and for transportation of children placed in their facility or home. Law enforcement
PPS and agencies have forms called law enforcement applications for this purpose. PPS must receive a copy of the "law enforcement application" before payment is made to the provider. The following applies:

1. PPS is responsible for payment through DCF Region in which the law enforcement emergency placement occurred. Each DCF Regional office has a list of licensed emergency placement providers. PPS staff shall not pay for law enforcement emergency placements if the provider is unlicensed or is not designated as an emergency placement, unless approved by the Assessment and Prevention Administrator.

2. Emergency placements made by law enforcement are limited to 72 hours following admission (excluding weekends and holidays or days on which the office of the clerk of the court is not accessible), unless a court has continued the custody hearing.

3. Payment for the care of children in licensed and designated emergency placements is made by DCF even though these children are not in DCF custody. RE/FC/AD Child Welfare Case Management Providers are responsible for payments when the child has been referred to them prior to their law enforcement placement and the referral is still open. Payment shall not exceed the established DCF rates found on PPS intranet site http://dcfnet.dcf.ks.gov/Pages/Home.aspx.

4. If the emergency placement overlaps a weekend or holiday or day on which the office of the Clerk of the Court is not accessible, payment should also be made for the weekend or holiday or day on which the office of the clerk of the court is not accessible and these days do not count toward the 72 hour limit. Any portion of a calendar day shall be considered as one day.

5. In situations where the child remains in a law enforcement emergency placement over a Court or DCF weekend and holiday, the placement may last up to 8 calendar days. When the placement exceeds 5 calendar days, the last day of care is not paid.

6. In rare situations the child does not leave the emergency placement within 72 hours; e.g. temporary custody hearing not yet held or parent did not pick up the child as scheduled. When this occurs, staff will need to evaluate circumstances for exceeding the 72 hour time period to determine if DCF is responsible for any further payment as an emergency police admission payment or as a family service payment. If paid as a family service payment (see section 4900), a Client Service Agreement would be required.
B. Payment Procedures for Law Enforcement Emergency Placements

1. Payments for law enforcement emergency placements are made with the case and client numbers from a KAECSES or KANPAY case.

2. A PPS 2833 Client Purchase Agreement shall be completed by PPS staff documenting the emergency placement expense. Use the following accounting codes: Program=27322, INF45=3232. See the Handbook for Client Purchases for details on purchasing procedures.

3. DCF pays for detention only when:

   a. the court places a child in DCF custody, orders a juvenile detention placement, and a referral to a RE/FC/AD CWCMP has not been made. A detention payment covers only a 24 hour period, excluding weekends, legal holidays, or days on which the office of the clerk of the court is not accessible per K.S.A. 38-2260. A copy of a journal entry ordering a juvenile detention placement is required.

   b. law enforcement places a child who is in the custody of the Secretary in detention and a referral to a RE/FC/AD CWCMP has not been made or the year of aftercare is complete. The law enforcement officer must first deliver the child to a shelter facility. If the person in charge of the shelter facility and the law enforcement officer agree the child will not remain, the law enforcement officer may place the child in detention. K.S.A. 38-2232.

   c. Payment shall not exceed the established DCF rates found on PPS’ SharePoint site. Use the following accounting codes: Program=27322, INF45=3230. See the Handbook for Client Purchases for details on purchasing procedures.

2912 Staff Secure Facility Placements

K.A.R. 28-4-1250 through K.A.R. 28-4-1269 and K.S.A. 65-535 provides for law enforcement agencies or a state agency given custody by the court the legal authority to place a child/youth in a staff secure facility (SSF) placement. Staff Secure Facility placements are available for the emergency placement of victims of human trafficking.
Child Welfare Case Management Providers (CWCMP), as a sub recipient of the Department for Children and Families (DCF), can also place victims of human trafficking in a Staff Secure Facility when child in DCF custody is identified as a human trafficking victim.

A. Staff Secure Facility – Purchase Limitations/Guidelines

1. Payment for the care of children in a licensed Staff Secure Facility is made by DCF when the child/youth is in police protective custody.

2. Payment for the care of children in a licensed Staff Secure Facility can also be made by DCF when child/youth is in DCF custody.

3. When a victim served by the CWCMP is placed in protective custody at a Staff Secure Facility by law enforcement, the CWCMP is not fiscally responsible for the first 72 hours, excluding holidays and weekends, of placement. DCF will pay for up to the first 72 hours, excluding holidays and weekends, of such placement. Payment is the responsibility of the CWCMP after the 72 hour period has passed.

4. Payment by DCF or the CWCMP shall not exceed the established DCF rates.

5. PPS is responsible for payment through the DCF Region in which the Staff Secure Facility is located. Each DCF Regional office has a list of licensed Staff Secure Facility providers. PPS staff shall not pay for Staff Secure Facility placements if the provider is unlicensed or is not designated as a Staff Secure Facility, unless approved by the Assessment and Prevention Administrator in the region the placement occurred.

6. Staff Secure Facility placements have no limitations as to duration of stay. Short term stays where the victim is returned to a parent or guardian average 3-5 days in length. Longer term placements where the victim receives more services to help them deal with their situation may occur.

B. Payment Procedures for Staff Secure Facility

1. For the initial billing, the appropriate DCF office requires a copy of the signed placement agreement with the facility and an invoice from the SSF within 30 days of the end of the month in which placement started.

2. For children/youth in an extended stay, the appropriate DCF office requires an invoice from the SSF within 30 days of the end of each month in which placement occurred.
3. Staff Secure Facility placements are made with the case and client numbers from a KAECSES or KANPAY case.

4. A PPS 2833 Client Purchase Agreement shall be completed by PPS staff documenting the placement expense and acquiring the needed signatures. Use the following accounting codes:
   Staff Secure Facility: Program=27323

   See the Handbook for Client Purchases for details on purchasing procedures.

3000 Case Management

3000 Case Management

Case management is a collaborative process that assesses, plans, implements, coordinates, monitors and evaluates the options and services required to meet an individual's and family's needs.

Case management delivery shall be culturally competent and family centered. Basic principles of family centered practice are:

A. The family as a whole, including both the mother and father, is our focus.

B. We must build on strengths and capacity of families to function effectively.

C. We engage families emphasizing their participation in all aspects of policy development, service delivery, and program evaluation.

D. Families are a part of a larger community rich with resources and we must utilize communities to help families.
E. Children, youth, and their families receive services in the least restrictive and most family-like setting.

F. Immediate and extended family members are crucial partners in case planning and are expected to be actively involved in the case planning process unless their involvement is significantly detrimental to the child or youth.

G. Families shall be treated with respect.

H. Families have the right to privacy.

3005 Case Transfer Staffing

When a case is transferred, it is essential the new worker assigned to the case is apprised of the safety and risk concerns which are being addressed. The purpose of the transfer staffing is to provide the new worker with a sufficient summary of the case focusing on safety and risk, to ensure the safety and well-being of the child, engagement with the family and child(ren) and supports continuity of services for the family.

A case transfer staffing is required when a PPS/CWMP case is assigned to a new worker and/or supervisor who will be responsible for case decisions, excluding referrals for Family Services, Family Preservation Services, and Foster Care/Reintegration/Adoption services. A case transfer staffing is required when a federally recognized tribal court accepts jurisdiction of the case. The transfer staffing shall occur between the current worker and/or supervisor assigned to the case and the new assigned worker and/or supervisor. The case transfer staffing shall be completed at the time of case transfer, to avoid disruption of the services needed by the child(ren) and family. In situations where the current worker/supervisor is no longer available when the case is re-assigned, the current supervisor/administrator/designee shall complete the transfer staffing.

The PPS 3005 Case Transfer Summary documents a summary of the transfer staffing and shall be completed during the case transfer staffing. The case transfer staffing and summary shall include a review of, but not be limited to, the following:

A. Why the family was referred for services.
B. Case Plan Goal and Activities and Family’s Progress
C. General family information to include successful engagement strategies, the family’s schedule, and tips and ideas for successfully working with the family.
D. Non-custodial parent, siblings, and relatives’ contact information located in the file and discuss updates. Discuss attempts to locate/engage and current status of relationships.
E. Children's connections and contact information may include school, extracurricular activities, religious organizations, therapist, and updates, if applicable, and location in file.
F. Identified safety concerns including protective factors mitigating the safety concerns (include reference to a current safety plan, if applicable).
G. Identified risk concerns including the family’s strengths, services, and resources mitigating the risk concerns (include reference to the current case plan, if applicable).
H. Immediate next steps to address safety and/or risk concerns.
I. Indian Child Welfare Act (ICWA) eligibility and active efforts to determine heritage.
J. Referral for Kansas Infant Toddler Services for child under the age of three years, including date made if completed.

The transferring supervisor shall review the case transfer summary to ensure the essential safety/risk information has been provided to the new worker. The transferring supervisor shall sign and date the PPS 3005 Case Transfer Summary. The receiving supervisor, if different from the transferring supervisor, shall review the PPS 3005 to familiarize him/herself with the new case and ensure the new worker is sufficiently informed of the safety/risk concerns and next steps needed on the case. The receiving supervisor shall sign and date the PPS 3005. Electronic signature/approval via email is allowable. The final signed PPS 3005 shall be maintained in the case file with copies distributed to all participants.

3020 Full Disclosure

A respectful, candid discussion with parents regarding the impact of services and out of home placement on family is necessary early on. The discussion shall also include the rights and responsibilities of birth parents, the services to be provided, other permanency options, and the consequences of not following through with the case plan goals, activities, objectives and other offered services. This discussion shall be documented in the case logs. Open discussions shall be held with all parties, child, birth families, relatives/non-related kin, resource families, attorneys, and other service providers regarding the case planning process. All participants shall be informed that the information being shared is confidential.

3030 Worker/Child Relationship

A. The worker shall have a relationship with the child, to assure the child’s:
   1. continued safety, permanency and well-being
2. developmental needs are being met
3. important connections are maintained

B. The worker shall:
1. Inform the child, family and placement resource, if applicable, of when visits and interactions are to take place.
2. Be prompt and dependable in keeping appointments.
3. Give the child, on a developmental and age appropriate level, information as it affects the child’s life.
4. For each required child/worker visit to children in out of home placement, provide blank copies of the Monthly Individual Contact PPS 3061 to every child over the age of 10 for their use during each visit; insure the child understands the purpose of the PPS 3061; assists the child in completing the form if needed; and routes completed copies of the form as indicated by the child.
5. Provide the child, at every visit, a means of contacting the worker.
6. Listen to the child’s perspective of how well visits and interactions are going.
7. Listen to the child’s assessment of how the goals of the case plan are being met.
8. Observe the child’s reactions to information presented.
9. Assess for evidence of maltreatment or failure of the child to achieve developmental progress.
10. Determine when modifications to the case plan are warranted.
11. Document the quality of the visit using the Child Welfare Case Management Provider approved Child/Worker visit guide or protocol.

3040 Children in the Custody of KDOC-JS and DCF Simultaneously

A. When a child in the custody of the Secretary is later adjudicated as a juvenile offender and placed into the custody of KDOC-JS, DCF legal staff shall work with the child welfare case management provider to obtain an order relieving the Secretary of custody of the child.

B. If the court is unwilling to relieve the Secretary of custody, KDOC-JS is responsible for the care and treatment of the child until requirements of the juvenile offender case are met.
1. The Child Welfare Case Management Provider is no longer involved and closes their case unless an exception is made by the PPS Program Administrator in order to meet the permanency needs of a parental rights terminated child.
2. DCF and the Child Welfare Case Management Provider will be responsible for carrying out the custodial duties under the Child In Need of Care code once the KDOC-JS Secretary is relieved of custody.
3. Communication between DCF and KDOC-JS staff is necessary to avoid any lapse in services.

C. When a child in need of care is subsequently adjudicated as a juvenile offender but is not placed in the custody of KDOC-JS, DCF and therefore the Child Welfare Case Management Provider shall be responsible for collaborating with KDOC-JS to facilitate continued progress toward achieving the case plan goal.
   1. The Secretary continues to have custody, placement authority and primary case planning responsibility.
   2. When the youth is adjudicated as a juvenile offender for the first time and for a misdemeanor and the placement agrees, the court may require the child to remain in the same placement pursuant to K.S.A. 38-2304(g).
   3. The Secretary is never responsible for the cost of sanctions for the juvenile offense.

D. When the youth is placed in the custody of KDOC-JS, the Secretary of KDOC-JS has placement authority and primary case planning responsibility.
   1. This includes payment responsibility for the placement.
   2. KDOC-JS’s responsibility for placement continues as long as the child is in their custody.
   3. If the youth has not been released from the custody of the DCF Secretary by the time of release from KDOC-JS Secretary's custody, DCF shall make a new referral and the Child Welfare Case Management Provider shall again assume full responsibility for the youth’s case planning including placement.
   4. If the child's parental rights are terminated at the time of KDOC-JS custody, KDOC-JS may request the Child Welfare Case Management Provider continue efforts to locate an adoptive resource. If no such request is made, recruitment of an adoptive family will cease until the KDOC-JS case is closed.

E. On some occasions, the court may find reintegration is not a viable alternative for a youth who has been adjudicated a juvenile offender and a child in need of care petition will be filed pursuant to K.S.A. 38-2365(h). If the youth is then placed in the custody of the Secretary, DCF shall make a new referral and the Child Welfare Case Management Provider shall assume responsibility to work with KDOC-JS toward achieving an alternative permanency for the youth.

3100 Assessments

Culturally respectful assessments of the family and child that address individual and family strengths, needs, and core concerns are required. Assessments are a mutual process between the Child Welfare Case Management Provider (CWCMP) and family. It is essential that individual family members are involved in the assessment process.
An accurate assessment of the child's safety and risk of harm, the family's capacity and motivation to change, and family's strengths and resources shall be completed prior to developing and evaluating case plans.

Assessments shall be used as an ongoing measurement of family progress during the life of a case. Assessments help determine the strengths and needs of the family and identify services that may be needed to assist the family in reaching their goals.

Information obtained in these assessments is used to determine the direction of case planning. Case planning decisions shall weigh the "risk of harm" to the child. Whether a child needs protection from abuse and/or neglect or is in conflict with the family or community, services provided to the family are the most effective form of intervention.

3110 Case Management Safety and Risk Assessment

The protection and safety of the child shall be assessed and evaluated through informal and formal safety and risk assessments. Safety and risk assessments shall be completed on an ongoing basis throughout the life of all cases and at critical times.

A. Critical times in the case include, but shall not be limited to:
   1. New allegations of abuse or neglect assigned to DCF, in conjunction with DCF staff.
   2. A change in the family condition causing concern for the child's safety
   3. A critical incident, as defined in PPM 0510 or significant incident, as defined in PPM 0512.
   4. Changes in family structure including, but not limited to, other adults moving into the home or having caregiving responsibilities, birth of baby, other children moving into or out of the home, such as a sibling returning home, caregiver moving out of the home.
   5. A new concern of or increased substance abuse or relapse by family member, especially if person is a caregiver.
   6. Changes in family member's mental health condition that may pose a threat to children's well-being.
   7. Incident of violence or domestic violence in the home.
   8. Known weapons in the home.
   9. New pet that may pose a potential threat to the children
   10. Loss of adequate housing.
   11. Transitioning the family from intensive services to less intensive services while receiving Family Preservation Services.
12. New indications of child with danger to self/self-harming behaviors per PPM 2115;
13. A significant change in visitation structure.
14. Upon reunification
15. Upon relative placement.
16. Prior to case closure.

B. Other times for when formal or informal risk and safety assessments may be completed include, but are not limited to, the following:
   1. Change in household situations, such as loss of income/employment, loss of critical services or medical coverage, family member’s disability due to illness or injury, family moving to a different home, region, or state.
   2. New report not assigned to a DCF CPS Specialist for further assessment.

C. Risk assessment shall include the following factors:
   1. Parent or caregiver factors;
   2. Family factors;
   3. Child factors;
   4. Environmental factors.

D. Safety assessments shall include the following factors:

   1. Plausible threat/likelihood of serious physical harm;
   2. Sexual abuse is suspected or substantiated and the (alleged) perpetrator continues to have access to the child;
   3. Caregiver actions or omissions have caused or are likely to cause serious impairment of a child’s social, emotional, or intellectual functioning;
   4. Caregiver is unwilling, or unable, to meet child’s needs for food, clothing, or shelter including where living conditions are hazardous and imminently threatening;
   5. Caregiver is unable or refuses to seek treatment for a child’s medical condition, or to administer prescribed treatment for a diagnosed medical condition that poses a serious threat to the child’s physical health;
6. Caregiver has not, cannot or will not provide supervision necessary to protect child from potentially serious harm;

7. Caregiver has given up or deserted a child with stated or apparent intention to not resume the relationship.

E. Formal Safety and Risk Assessment

Formal safety and risk assessments are when tools/instruments which are either empirical/research/evidence-based, or based on consensus models, are completed to assess safety and risk factors and guide decisions.

F. Informal Safety and Risk Assessment

An informal assessment occurs when safety and risk related information is considered and gathered during each contact with the child and family. Safety and risk factors listed in C. and D. above, Appendix 2F, and Appendix 2H may be used as tools/guides to assist in gathering sufficient information to informally assess safety and risk. The Child Welfare Case Management Provider/DCF CPS specialist/licensed case manager shall ensure documentation includes the informal safety/risk assessment and conclusion(s) for each contact with the child.

3111 Family Based Assessment

The Family Based Assessment shall be completed before an initial case planning conference and is updated as new information is obtained. It includes the safety assessment as well as the risk assessment. If the child is in the custody of the Secretary of DCF, the Family Based Assessment shall include background checks on the child’s caregivers, including the non-custodial parent if they are being considered for reintegration. (See section 0160, for a definition of a caregiver.) The background checks shall consist of the Child Abuse/Neglect Central Registry, Adult Protective Services Adult Abuse Registry, KASPER (Kansas Adult Supervised Population Electronic Repository) and the KBI Registered Offender website. The history in KIDS shall also be explored in consultation with DCF. If there is a reason to believe there may be criminal charges related to child safety from another state, a fingerprint check shall be completed. Information from background checks shall be used in assessing risk and safety to the child. Clearance is not a requisite for biological parents to be considered as a possibility for reintegration.
Non-residential/custodial, mothers, fathers, paternal and maternal relatives, and non-related kin shall be considered first when seeking resources. The Child Welfare Case Management Provider shall obtain information from the family regarding relatives and persons they consider to be non-related kin. The family shall be encouraged to provide names and contact information of designated relative/non-related kin who can be a support to the family, not limiting this support to a placement resource for a child. See Appendix 3N for Family Finding Search Websites.

3112 Assessment Tools

A. Genogram - A genogram is a diagram similar to a family tree and depicts the family across generations. Genograms list additions and losses in a family, communication and relationship patterns, and other important events. The genogram assesses the family at a certain point in time and is used to monitor or evaluate change over weeks or months. Examples are available in Appendix 3B-1, 3B-2, and 3B-3.

B. Eco-map - An eco-map is a visual representation of the family and the larger world in which the family resides. Symbols are used to depict the nature of relationships between the family and other community systems. These community systems include but are certainly not limited to school, the physical and mental health systems, law enforcement, work, spiritual and other community supports, including relative/non-related kin and friends. Eco-maps also show the flow of energy, either positive or negative, between community systems and the family. The information learned from the process of constructing an eco-map can help the family identify resources in persons and systems. An example is provided in Appendix 3C.

C. Social history –
   1. A social history is written in chronological order and includes a narrative summary of the family's history. It includes identifying information, a summary of the presenting problem, background information, and medical history. When a child is in an out-of-home placement, the Child Welfare Case Management Provider, shall gather information for the social history starting at the time of the referral. If there is knowledge of a prior history of out of home placement, the CWCMP shall contact DCF to request the information be provided to them. The CWCMP shall complete a narrative social history within 20 working days following the first permanency hearing where it is determined that reintegration is no longer viable. The social history shall be updated at least semiannually, or when there are significant changes in the child's life, such as a change in placement, sibling separation, substantiated abuse (as a victim or perpetrator), or death of a family member.
2. The social history includes a review of the child’s case records and medical, educational, social and developmental reports. Interviews with the child, previous and current foster families, other professionals, individuals who have significant relationships with the child, and family members assist the worker with gathering information that is accurate, complete and up to date. A good social history provides the foundation for decision making and provision of services that best meets the needs of the child. The document shall be shared when the child becomes an adult and requests information from their records. An outline for a complete social history is provided in PPS 3114.

D. Time line - A time line is a chronological representation or exhibit of key events within a particular historical period. These events often have connections to developmental stages in a child's life. They also impact family functioning and can highlight periods of stress or well-being. A time line can be used to help assess family strengths and needs in order to develop and evaluate case plans. Appendix 3E provides an example.

E. Medical Checklist - A Medical Checklist is a tool used to ensure a child's medical needs are being taken care of on an ongoing basis. Medical issues covered by the Kan-Be-Healthy screening are documented on the Medical Checklist. Additional areas that shall be considered when documenting the health needs of a child at the case planning conference include but are not limited to eye and dental examinations and screening for Fetal Alcohol Spectrum Disorders. An example is provided in Appendix 3D.

F. CWCMP Assessment Tools – CWCMP use specific tools to assess the child's trauma history and functioning on an on-going basis. The results of these assessments are reported in Section 2 of the Permanency Plan (PPS 3051).

3117 Genetic Background History Form (PPS 5340)

When children are placed in the custody of the Secretary for out of home placement, birth and background information shall be collected and documented on the PPS 5340 by the first case planning conference. The form shall be signed by the mother and father, but information may be collected from other family members, if needed. The PPS 5340 is a tool used as a tool throughout the life of a case to obtain information about the family and the child that assists in case planning. The information on this form may be helpful for medical professionals and other providers who provide treatment of the child in out of home placement, and it provides information concerning the family's support systems, including relative and non-related kin.

The PPS 5340 is part of the information required if a child's case progresses to termination of parental rights. Completion of this form helps the child progress to adoption and shall include information from both the birth mother's and birth father's families of origin. If this information is not available, reasons shall be documented in the
case file. The information, if requested, is shared with the adoptee once they become an adult.

### 3120 Assessment with Out of Home Placement

Each child referred for out of home placement services shall receive a comprehensive assessment of physical, emotional, developmental, educational needs and for trauma history. This assessment shall also include the needs of the child's mother, father, and family, especially, regarding barriers to reintegration of the child. Services to meet identified needs shall be documented at the case planning conference. Using Family Centered Principles, the family shall be actively engaged in determining the services they shall be receiving, selection of the service provider, and evaluation of the services.

### 3121 Needs Assessment

DCF is responsible for providing information related to the child's and family's needs to the provider and for reviewing the work of the provider to ensure the identified needs are being assessed.

The Child Welfare Case Management Provider is responsible for completing the assessment with the family and child and for sending the completed assessment to the DCF CPS Specialist.

### 3122 Assessing Parental Capacity for Reintegration

Assessment of parental progress towards completing the tasks of the case plan shall an ongoing process, not one reviewed during the case planning conference alone. The assessment process shall include the Child Welfare Case Management Provider and supervisor as well as the DCF CPS Specialist and supervisor. Information can be obtained from a number of sources, including, but not limited, to the child's CASA, therapists involved with the family, resource families, family support workers, the child, birth parents, relative/non related kin, and providers of other services such as specialized day care, and the child's school.

### 3123 Life Skills Assessment

**A.** DCF requires that all children/youth shall have age appropriate care, treatment, and training that will develop their life skills. All children/youth in the custody of the Secretary of DCF and in out of home placement regardless of their permanency goal, or older youth who are receiving Independent Living Services from DCF, shall be assessed for life skills as follows:
1. Children age 4 - 13: see PPM 3120

2. Children/Youth age 14 years and older or children who will turn age 14 within 190 days of referral who are in DCF Custody and out of home placement shall have a Casey Life Skills Assessment (CLSA) completed by the child/youth and caregiver using the age appropriate assessment. Birth parent(s) may also complete the assessment;

3. Youth who are receiving Independent Living Services from DCF shall complete the PPS 7030 Kansas Independent Living Self-Sufficiency Matrix.

B. All children/youth age 14 and older in the custody of the Secretary of DCF shall have a CLSA completed by the child/youth and caregiver at a minimum of once every 12 months. The current CLSA shall be attached to the case plan and copies of each assessment maintained in the case file. The CLSA is a free on-line assessment accessed through www.caseylifeskills.org. All youth who are receiving Independent Living Services from DCF shall complete the Self-Sufficiency Matrix at a minimum of once every 12 months.

3200 Development of the Case Plan

The Case Plan is a mutual, cooperative agreement between the family, child/youth, the agency, and others, as identified or agreed upon by the family, and/or required by the type of case plan. This plan formalizes the family's agreement to participate towards the achievement of the case plan goal.

A. The initial plan is developed within twenty (20) calendar days of the date the services are initiated. The date services are initiated is defined as either the date the family agrees to work with DCF (beyond 30 days) or the date of referral to a Child Welfare Case Management Provider. Participants in the case planning process are referred to as the Child and Family Team.
B. Case planning is a continuous and ongoing process integral to decision making in partnership with the family and/or child. Case planning is based on family centered practice principles which include:

1. Engaging families in service design
2. Treating families with respect
3. Respecting families’ privacy
4. Involving immediate, extended, and kin family members as active partners in case planning
5. Providing services in the most family-like setting possible
6. Linking families to community-based, diverse, and comprehensive supports and services
7. Strengthening the capacity of families to function independently
8. Providing culturally sensitive services

C. Case planning involves the child, mother, father, the family’s supports and natural community supports. Case planning services shall be directed toward maintaining the integrity of the family, consistent with child safety, permanency and improved family functioning.

D. Case plans shall utilize information provided by the mother, father, child, relative/non related kin and other support persons identified or agreed upon by the family. Additional information may be provided by DCF CPS Specialists, resource families, school personnel, guardians, CASA and others who have knowledge of the family and child. Case plans shall also utilize information contained in the Family Based Assessment, psychological and other assessments, medical reports, and therapist reports. Specific tasks are developed using the above mentioned resources.

The Child Welfare Case Management Provider shall document the participation of the family in the case planning conferences.
E. A Child/Family case planning conference shall be completed with the family when:

1. There is an open family services case and the child is not in the custody of the Secretary.
2. There is an open family preservation case and no child in the family is in DCF custody.
3. A youth, no longer in DCF custody, requests Self-Sufficiency/Independent Living services from DCF. (Self-Sufficiency Plan completed with Youth)
4. A child is in DCF custody, regardless of placement setting. Each child requires their own specific case plan.

F. A Case Plan is required for all cases open for services. The plan contains specific services to be provided to meet the needs of the family. It identifies specific steps to be taken by the family, the DCF CPS Specialist, Child Welfare Case Management Provider and any other service providers involved. The plan documents this participation for purposes of meeting the child's protection objective of the plan, the goals for the family, and/or young adult working towards Self-Sufficiency, time frames to meet goals, criteria for success, and permanency goals.

Case Plans shall:

1. Be relevant to the critical issues in the family situation;
2. Be realistic in terms of the emotional, physical, and intellectual capabilities of the family members;
3. Be written in language that is clear and understandable to the family and youth;
4. Address the issues identified in the Family Based Assessment Summary (PPS2030F);
5. Specify the steps to be taken to address the identified issues
6. Describe how success shall be determined;
7. Specify the time lines and review dates;
8. Describe possible outcomes as the case plan is implemented;
9. Have the signature of all case plan participants;
10. Utilize and document the participation of the family in (family meetings);
11. Include any relevant orders from the court;
12. Include actions likely to be taken by DCF if conditions of the agreement are not carried out.
3202 Issues to be considered in Case Plan Development

A. The mother and father shall be assessed in order to develop appropriate and effective case plans. The assessment tools in PPM section 3100 provide expectations related to assessments to be completed. Elements to be assessed include but are not limited to:

1. Support network
2. Housing
3. Economic Conditions
4. Physical and emotional care of the child
5. Discipline methods
6. Coping methods and problem solving abilities
7. Physical and mental health needs
8. Trauma history

B. The child's functioning shall be assessed in order to develop appropriate and effective case plans. Elements to be assessed include but are not limited to:

1. Academic adjustment and progress;
2. Social, emotional, physical, and intellectual development;
3. Relationship with the parent(s);
4. Physical and mental health
5. Trauma history

3203 Preparing for Case Planning Conference

The services provided to the child, the child's family, and the child's care giver (i.e., resource family home, residential, relative/non-related kin, etc.) are directly related to a permanency goal for the child.

A. For healthy emotional development, children need permanency in "child time". While the period of one year may seem a relatively short period of time for an adult, in the life of a four-year-old it comprises one fourth of their existence. Therefore, it is critical that careful planning and consideration be given to the child, the most vulnerable member of the child welfare team.

B. In addition, children need permanency in relationships, continuity in environment, and predictability in their daily lives. Connections with supportive adults must be
maintained and developed during the child's formative years to prepare him or her to become a self-sufficient adult.

C. Permanency planning assumes children deserve a family of their own who can commit to a lifetime relationship. To achieve permanent homes for children in out of home placements, permanency planning requires:

1. Active participation by family and their support system in development of the plan, as they are the experts on the family's situation;

2. Structured, time limited rehabilitation programs for parents, to help reunite families;

3. Early intervention, from the time the child first comes into contact with the agency;

4. Planned, regular interaction between parent and child;

5. Decisiveness about the best future placement for the child;

6. Knowledge about how to work with the courts to terminate parental rights when return home is not a viable option;

7. Full disclosure.

3204 Accommodations for Participants

If any of the participants are non-English speaking or hearing impaired, the Child Welfare Case Management Provider is responsible for making arrangements to have an interpreter present at the case planning conference.
Consideration shall be given to ensure parents/children with disabilities to have adaptive/supportive services and/or adaptive equipment to maximize their participation in the case planning process.

3205 Time Frames

The following time frames apply:

A. The initial Child/Family/Self-Sufficiency Case Plan must be completed and signed by all parties 20 calendar days following the date of referral or in Family Services/Self-Sufficiency cases, within 20 days of the family/youth agreeing to the service.

B. A formal case planning review is conducted at least every 170 days. If a Child Welfare Case Management Provider is involved, the documentation shall be sent to DCF within 3 business days of the conference. Any member of the case planning team may request a formal review of the case plan at any time. The purpose is to re-evaluate the case plan and modify it as needed to better meet family and child needs.

C. In those cases in which a Child Welfare Case Management Provider is involved, a case planning conference shall be held within 30 calendar days after a permanency goal change.

3206 Establishing a Time and Place

The Child Welfare Case Management Provider or DCF if provider is not involved in case, shall in coordination with the family, establish the time and place for the case planning conference. The location shall be a place convenient for the parents and the child, providing a safe and conducive setting for family members and their support systems to meet to develop their plan. The time of the conference shall be adjusted to take into consideration the parents' work schedule and the child's school attendance.

It is expected the Child Welfare Case Management Provider staff provide transportation for the parents and/or child in the event other transportation is not available.

Parents who are incarcerated or otherwise unavailable can also participate via conference call, or provide input by email, or other written correspondence.

3207 Case Plan Participants
Participants in the case planning conference are selected based upon their involvement in the life of the child and the type of case plan being developed. Participants in case planning conferences shall be willing to address the concerns that brought the family to the attention of the agency. All participants shall have equal opportunities to actively participate.

A. Diligent efforts to locate both parents shall be made and documented in the case file.

1. Incarceration or living out-of-state does not automatically preclude a parent from such notification.
2. If there is a no contact order, the parent still maintains the right to have full information regarding his/her child. Notification of the case planning conference shall be sent with additional information informing the parent that his/her input is requested, but due to the no contact order, he/she will not be able to attend the meeting in person.
3. Alternative methods to participate shall be offered to the parent. If there is not a child in DCF custody, the same efforts to involve the non-custodial parent are required when appropriate.

B. The third-party participant is a person who may have involvement with the family but is not directly responsible for providing services to the child and family. This may include: an advocate for the family's cultural needs; an advocate for special mental health needs of the family/child who is not delivering services; a worker, supervisor, or program support worker not directly involved in providing services to the child & family or a representative from another agency.

C. Persons required to be invited to all case planning conferences:

1. Parents or legal guardians, if whereabouts are known and parental rights intact;
2. The child, if age 7 or over, providing the child has the cognitive ability to understand the process and to participate;
3. The responsible case manager from the Child Welfare Case Management Provider, DCF, or the Community Family Services Provider; if the licensed worker assigned to the case is unexpectedly unable to participate, their supervisor or another licensed worker familiar with the case may conduct the case plan in their absence.
4. If the case plan goal is maintenance at home, one of the parents shall be present at the case planning conference, either in person or by phone.

D. Concerted efforts shall be made to actively involve the parents/caregivers and child(ren) in the case planning process. Actively involved means parents/caregivers and the child(ren) were involved in:
1. Identifying strengths and needs
2. Identifying services and service providers
3. Establishing goals in the case plan
4. Evaluating progress toward goals, and
5. Discussing the case plan.

See Appendix 3A for additional information. For information about holding case planning conferences if parents do not attend, see PPM 3234.

D. In addition, if child(ren) are in the custody of the Secretary, the following persons shall be invited:

1. The DCF staff assigned
2. A third party participant not directly involved in providing services to the child & family;
3. The guardian ad litem;
4. The resource family, including relative and non-related kin providers, for child in out of home placement;
5. The Court Appointed Special Advocate (CASA), if applicable;
6. Tribal representative for children when ICWA applies. The tribe shall also receive a copy of the signed case plan.
7. The DCF Regional Independent Living Coordinator or designee for all youth in out of home placement with a case plan goal of APPLA, beginning at age 16, and all youth age 17 and older, regardless of case plan goal.

E. Persons who should be invited to attend, as applicable:

1. Residential or institutional setting treatment staff if the youth is in a residential placement
2. The prospective custodian, if permanent custodianship is the permanency plan;
3. The prospective adoption parent(s);
4. Teachers;
5. The education advocate assigned to the child,
6. The youth’s positive supportive adult(s);
7. Any other individuals important to the family or the child who can contribute to the case planning process;
8. The child’s HCBS waiver case manager
9. The Case Manager of a parent with a disability, either physically or cognitively, who is involved with a Center for Independent Living (CIL) or a Community Developmental Disability Organizations (CDDO),
10. The Corrections Counselor for an incarcerated parent or parole officer for a paroled parent.
11. Child Placing Agency staff responsible for support to the foster family where the child is placed.

F. Notification of Conference Participants
1. If the child is in the custody of the Secretary and placed at home or in out of home placement, notification shall be given to required participants in writing at least 10 days prior to the date of the case planning conference.

2. If DCF is providing Family Services, DCF shall provide the notification; if services are provided by a Child Welfare Case Management Provider, the Child Welfare Case Management Provider shall provide the notification.

3. If the family is being served by a CWCMP and it is anticipated the permanency goal may be different from what it was at the last case planning conference, DCF shall be given notification of the possible change.

4. Parents and legal guardians shall be the only case plan participants who may request the case plan be held without the opportunity for providing the 10 day notice to required participants. The request and decision shall be documented in the file.

5. The 10-day notice shall be provided by email, fax or letter. If mailed allow three (3) additional working days for mail delivery time to provide sufficient notice to all parties.

6. Documentation of notification shall be retained and if services are provided by a Child Welfare Case Management Provider, a copy shall be sent to DCF.

G. Participant Education

All participants shall be educated on the purpose of the case planning conference. For the initial case planning conference, the Child Welfare Case Management Provider or DCF CPS Specialist for cases not referred to provider, shall meet with the family in person to describe its purpose. This education shall be documented in the case logs.

This education shall be accomplished by making available to the participants the handout “An Introduction and Parents Guide to Family Service and Family Preservation (child not in custody) Case Planning Conferences”, PPS 3049A, for family service, and Family Preservation cases. For children in custody cases, the parents will be provided “An introduction and Parents Guide to Child in Custody Case Planning Conferences”. The parents shall also be referred to the Family Handbook, PPS 5137, for the initial case planning conference.

These handouts shall be available at the agency conducting the case planning conference. Once a person has had an opportunity to read the handout they do not have to read it during subsequent conferences. These handouts are also available in Spanish.

3208 Case Plan Documentation

A. Case Plans shall be documented on the PPS 3050 series and/or PPS 7000 Self-Sufficiency Case Plan, determined by type of case and service. At a minimum, a signed copy of the plan shall be placed in the case record and a copy given to the family or
young person within 10 working days of the time it is sent to DCF. Case plans shall be approved timely. If necessary, a copy marked as draft, may be given to the parents so the parents are aware of the activities they need to work on. The parents shall be informed that DCF must grant final approval, and a copy of the final case plan shared with all case plan participants once approval is received.

B. Objectives, activities, and the behavioral changes expected shall be documented on the PPS 3050, 3051 or PPS 7000.

1. Objectives shall coincide with the reasons the child is at risk for removal, was placed in out of home care or is in need of a self-sufficiency goal.
2. Activities are measurable, quantitative steps for achieving the objective, and
3. the behavioral changes expected are qualitative statements about what will be visibly different.

An ongoing review of the youth’s efforts toward self-sufficiency or parental efforts toward reintegration shall occur frequently, and the youth or parents shall be provided feedback regarding their efforts. Parents shall be informed their efforts and progress are reported to the court, for court involved cases. The efforts of all parties toward reintegration or self-sufficiency shall be documented in the case logs.

C. All case plans shall contain the following:

1. Each child in the custody of the Secretary and in out of home placement shall have a permanency goal, and a concurrent goal if appropriate.
2. Tasks related to Self-Sufficiency goal(s) of the youth (for Self-Sufficiency Cases only);
3. At least one child protection objective identified for each youth
4. Clear action steps identified to accomplish the objectives of the plan;
5. If applicable, at least one action step to be taken by the youth to meet the plan objectives;
6. A description of the opportunities for the child to engage in normal age or developmentally appropriate activities;
7. Steps to be taken by the parents to meet the case plan objective.
8. At least one service or action to be taken by the CPS specialist/case manager related to case planning;
9. At least one service concerning proper care for the youth;
10. The identified strengths and resources of the youth and his/her family;
11. Identified needs, safety concerns, and risks related to the youth and his/ her family;
12. At least one service directed toward reintegration if the child is placed out of the home and the goal is reintegration;
13. Services documented on the PPS 3057. This includes basic life skills/independent living for those youth age 14 and older.
14. For Family Service/Preservation case plans only, the needs related to the safety and risk concerns for the infant and family identified by the PPS 2007 Plan of Safe Care per PPM 2050.

D. Initial Case Plan for child in custody only:

1. An activity to complete Casey Life Skills Assessment (CLSA) by the child/youth and a caregiver prior to the completion of the 2nd case plan,
2. An activity to develop Learning Plan from completed CLSA with Youth by 2nd case plan,
3. Placement provider will begin working with the youth on daily living activities and provide documentation to appropriate service provider as requested, and

E. Subsequent Case Plans for child in custody only shall include three (3) specific daily living activities chosen by the child/youth.

3210 Roles Related to Case Planning

Case Planning is required for all types of services provided by DCF and/or Child Welfare Case Management Provider. Case plans may or may not involve a service provider, depending on the type of case plan and permanency goal.

A. Case Plan Services Without Custody
1. Case plan services without custody may include Family Services, Family Preservation and Self-Sufficiency. If a child welfare case management provider is involved DCF staff shall:

   a. Provide information related to the child's and family's needs to the Child Welfare Case Management Provider;
   
   b. Participate in the initial case planning conference.

2. The following activities are related to all case planning for cases without custody. The case manager is responsible for completing these services with the family:

   a. Meet with mother, father and other appropriate maternal and paternal relatives and unrelated kin;
   
   b. Develop activities and objectives to meet Child Protection Objective(s) from the Family Based Assessment summary for Family Services and Family Preservation cases only;
   
   c. Develop activities related to Self-Sufficiency Goal(s) the youth for Self-Sufficiency cases only;
   
   d. Follow through with activities assigned to DCF and/or service provider;
   
   e. Monitor progress of achieving activities with family and/or youth;
   
   f. Determine with family when child protection objective(s) have been met and no further services are needed and case can be closed;
   
   g. Determine with the youth when self-sufficiency goal(s) have been met and no further services are needed and case can be closed;
   
   h. Complete Forms PPS 3050, 3055, and 3057 for Family Services and Family Preservations cases only;
   
   i. Complete Forms PPS 7000, 7000A, 7001, 7210, 7215, 7220, 7230, 7235, 7240, 7245, 7250, and 7300 as applicable for Self-Sufficiency cases only.

B. Case Plan Services With Custody
1. DCF is ultimately responsible for all children in the custody of the Secretary and accountable to the court of jurisdiction. Case plans and permanency goals are subject to DCF approval. If a child in custody is not referred to a Child Welfare Case Management Provider for services, the DCF CPS Specialist is responsible to provide or contract for all case planning activities and services. This includes cases where the aftercare period of the Child Welfare Case Management Provider ends and the child remains in the custody of the Secretary.

2. If a child, or children, in the family have been placed in the custody of the Secretary of DCF but allowed to remain in the home, a separate set of case plan documents shall be completed for each child. If a child welfare case management provider is involved DCF staff shall:
   a. Provide information related to the child's and family's needs to the Child Welfare Case Management Provider;
   b. Participate in the initial case planning conference;
   c. Participate in case planning conferences when it is anticipated the permanency goal will change.

3. The following activities are related to all case planning for cases with custody:
   a. Meet with mother, father and other appropriate maternal and paternal relatives and unrelated kin;
   b. Develop activities and objectives to meet Child Protection Objective(s);
   c. Follow through with activities assigned to DCF and/or service provider;
   d. Monitor progress of achieving activities with family;
   e. Determine with family when child protection objective(s) have been met and a recommendation can be made to the court that custody be released;
   f. Complete Forms 3051, 3052, 3054, 3055, and 3057 if child is at home. In addition to the forms just listed, complete 3053 and 3056 if child is in out-of-home placement, and 3059 for youth 14 and older and in out-of-home placement;
g. Submit court reports as required by the Judicial District;

h. Review the case plan with the family at least one time between case planning conferences (see PPM 3220);

i. Provide a copy of completed case plan documents for each child in DCF custody to the court at least every 180 days during the time the child remains in DCF custody.

4. For youth who are in the custody of the Secretary at age 14, the case plan shall note that they may request and receive a high school diploma once they are at least 17 years of age. They shall have achieved the minimum high school graduation requirements adopted by the State Board of Education and make the request to the school where they are currently enrolled or reside.

5. Youth age 14 or older shall receive a copy of Appendix 7D, Do You Know Your Rights as a Kansas Foster Youth, and acknowledge the receipt of the information on the PPS 3051.

6. Each youth shall have photo identification upon turning age 16. Providers shall assist the youth in obtaining a photo ID without charge by completing the PPM Appendix 7F Kansas Department of Revenue DL-DCF1 Department for Children and Families Certification for Original Identification Card. The DL-DCF1 may be used one time per youth.

7. A PPS 3059 Transition Plan for Successful Adulthood shall be prepared by the Child Welfare Case Management Provider with all youth age 14 and older. The DCF Regional Independent Living Coordinator or designee may act as a consultant in helping the youth develop their Transition Plan for Successful Adulthood, for youth age 16 who have a case plan goal of APPLA, and all youth age 17 and older, regardless of case plan goal.

   a. The DCF Regional Independent Living Coordinator or designee shall attend case planning conferences for youth age 16 who have a case plan goal of APPLA, and all youth age 17 and older, regardless of case plan goal.
b. The youth shall be assisted in considering and identifying specific options for housing; health care and insurance; education; opportunities for being mentored; continuing support services; employment supports and services; and other services needed to maintain self-sufficiency for the youth and if applicable, for any minor child of the adult.

c. The plan shall include where the youth will live and how they will support themselves. Information on available services, supports, and resources shall be provided to the youth, including if applicable, supports and services for which an adult with a disability is eligible including but not limited to funding for home and community-based services waivers.

d. For youth receiving services through an HCBS waiver, the Child Welfare Case Management Provider shall invite the DCF Regional Quality Management Specialist, the responsible HCBS waiver agency and the HCBS waiver case manager for the youth to the case planning conferences. If the youth intends to move to a different area to receive HCBS waiver services, this may involve inclusion of more than one service provider.

e. If the youth is age 18 and has not completed high school or obtained a GED, the plan shall include activities to achieve this goal by June 1 of the year in which they turn 18.

f. The plan may include the purchase of services including Foster Family Transition Services for the youth to be supported in achieving self-sufficiency.

g. The plan shall identify at least one connection for success. Youth shall also be assisted in identifying additional connections with community resources for help with housing, employment, transportation, finances, and school. The CWCMP worker shall work with the young person and community agencies, extended family members, foster parents and their relatives, teachers or ministers, friends, or volunteer staff to help the young person
find connections for success. All young people shall be provided with opportunities to interact and develop relationships with dedicated adults in the community. CWCMP staff, including IL Coordinators, shall not be considered for this purpose.

The connections for success shall be documented in Section 7: My Connections for Success in the PPS 3059 Transition Plan for Successful Adulthood. Section 7 shall be reviewed at every transition planning meeting with the youth and kept up to date.

3211 DCF Responsibilities for Monitoring Case Plans

DCF staff shall:

A. Review and approve all custody case plans, PPS 3051.

1. A DCF CPS Specialist shall complete the Custody Case Plan Checklist, PPS 3058, to document the review and approval of the case plan documents.

2. The Child Welfare Case Management Provider shall provide the completed case plan documents to DCF within 3 business days of the case planning conference.

3. The assigned DCF CPS Specialist shall review the case plan using the PPS 3058 and, if all review items are scored "yes", return the approved case plan to the Child Welfare Case Management Provider within 3 business days of receipt of the case plan.

4. Chart the child's progress and monitor "reasonable efforts";

5. Track the progress and ensure the Child Welfare Case Management Provider is meeting the goals and objectives established during case planning conferences for the child and family through a system of both formal and informal monitoring.

B. If the DCF CPS Specialist is unable to approve the case plan due to required information not being included in the case planning documents, the case plan shall be returned to the Child Welfare Case Management Provider along with the PPS 3058, which shall reflect the information that is missing. Case Management staff are responsible to take the steps needed to make the needed corrections and provide the corrected case plan to DCF for review within 3 business days. DCF staff shall review the revised case plan and return the approved case plan to the
Child Welfare Case Management Provider within 3 business days of receipt of the revised case plan.

Refer to PPM 3239 for instructions on determining Candidacy for Care

3212 The Child Welfare Case Management Provider’s Responsibility

Child Welfare Case Management Providers are responsible for working with the entire family of referred children. This includes both the mother and father, when possible. In addition to the responsibilities listed in PPM 3210 A & B, the Child Welfare Case Management Provider shall:

A. Facilitate, maintain, and enhance family relationships to the fullest extent possible;

B. Complete on-going assessments with the family and child;

C. Complete case planning for each sibling who is in the Secretary’s custody and remains in the home unless the child removed from the home has a case plan goal other than reintegration or maintenance in the home.

D. Ensure the case plan meets all state and federal mandates and DCF policy and procedures;

E. Document all case activities for each child in the custody of the Secretary in the child's file;

F. Conduct all case planning conferences;

G. Ensure all case planning conferences are held at least once every 170 days;

H. Provide written notification on custody cases to DCF, child, parents or legal guardian, guardian ad litem, placement providers, the CASA, a third-party participant, and any other appropriate individuals at least 10 days before the date of the case planning conference;
I. Document receipt of requests from participants to reschedule case planning conferences and subsequent action in response to those requests;

J. Document the reason why the child or any other invited individuals did not participate in the case planning conference;

K. Provide or purchase a full array of services for the family and/or child as per the case plan;

L. Coordinate with the family regarding responsibility for issues such as transportation to visits, payments for alcohol/drug testing for parents, etc. Decisions are to be made jointly with the best interests of the child at the forefront of the discussion;

M. If requested, provide additional information to assist DCF CPS Specialist to be able to approve case plans when DCF staff did not participate in person or by phone;

N. Ensure all interaction plans with mothers and fathers, siblings, and the assigned Child Welfare Case Management Provider staff are carried out according to the plan;

O. As appropriate or indicated complete, gather, and compile social history, medical and psychological reports, placement history, school reports, and family assessment information on the child and family;

P. Complete placement histories;

Q. Monitor the case plan to ensure the goals are being met as planned and assessing whether new or revised goals should be established;

R. Develop an individualized adoptive family recruitment plan for children who have a case plan goal of adoption and one PRT or accepted relinquishment;

S. Complete initial/annual/updated Assessment for Child Placement with adoptive families;
T. Following an adoptive placement, monitor the case plan to assure the goals are being met as planned and assessing whether new or revised goals should be established;

U. Recruit guardians for youth with profound disabilities who are aging out of the custody of the Secretary and do not have the capacity to manage their own affairs;

V. Formally review the case plan with family and/or child at least once during the time frame of the current case plan and complete the PPS 3055 Family/Permanency Plan review;

W. Complete all paperwork associated with case planning, including all required forms and ensure copies are provided to all case planning conference participants;

X. Submit the original case plan to the local DCF staff within 3 business days of a case planning conference for review and approval;

Y. Make required revisions to case plan noted on the Custody Case Plan Checklist PPS 3058 and re-submit to DCF for approval within 3 business days, if original case plan cannot be approved by DCF;

Z. For all youth age 16 and older, assist the youth in obtaining photo identification. PPM Appendix 7F Kansas Department of Revenue DL-DCF1 Department for Children and Families Certification for Original Identification Card may be used to waive fees and certify identification required for obtaining a photo ID. The form shall be used only once per youth.

AA. Assist the youth in developing the PPS 3059 Transition Plan for Successful Adulthood, for all youth age 14 and older in out of home placement.

BB. Invite the DCF Regional Independent Living Coordinator or Designee to all case plans for youth in out of home placement beginning at 16 years of age with a case plan goal of APPLA, or for youth age 17 regardless of case plan goal, to begin discussion and preparation for self-sufficiency services in the event permanency is not achieved.
CC. Assist the youth with preparing a KanCare Application for the Aged Out Medical Program and submit a paper application by mail or fax to the Clearinghouse. Add “Youth Aged out of Foster Care” at the top of the application. Upon implementation of KEES the application can be accessed and submitted online at [http://kancare.ks.gov/apply.htm](http://kancare.ks.gov/apply.htm).

DD. Beginning when the youth turns 14, assist in protecting the identity and future credit worthiness, and resolving any inaccuracies or instances of identity theft of the youth by requesting a credit report from each current credit reporting agency: TransUnion, Experian, and Equifax. See Appendix 7E for guidance about how to access credit reports.

EE. Complete Section 8. Exit Interview of the PPS 3059 prior to discharge with all youth when they have reached 18 years of age or have been emancipated.

FF. Invite the DCF Regional Independent Living Coordinator/Designee to participate in the exit interview prior to discharge for all youth in out of home placement who are exiting the system because they have reached 18 years of age or have been emancipated.

GG. Send the final PPS 3059 with the completed Section 8. Exit Interview to the Independent Living Coordinator where the youth will be located or has requested services. The PPS 3059 shall be accompanied by copies of the youth’s identifying documents, PPS 3050 series, confirmation the youth has been assisted with applying for aged out medical if eligible, and the most recent completed Casey Life Skills Assessment (CLSA).

### 3214 Planning with Youth Prior to Release of Custody

A. Youth Request Release of Custody

A youth 18 years of age or older may seek emancipation by requesting release of custody to the court in writing. See K.S.A. 38-2203 (c).
B. Young people who leave the Secretary’s custody shall have at least one connection for success with an adult they can reach out to for support. Youth shall also be assisted in identifying additional connections with community resources for help with housing, employment, transportation, finances, and school. The CWCMP worker shall work with the young person and community agencies, extended family members, foster parents and their relatives, teachers or ministers, friends, or volunteer staff to help the young person find connections for success. All young people shall be provided with opportunities to interact and develop relationships with dedicated adults in the community. CWCMP staff, including IL Coordinators, shall not be considered for this purpose.

Document the connections for success in Section 7: My Connections for Success in the PPS 3059 Transition Plan for Successful Adulthood. Section 7 shall be reviewed at every transition planning meeting with the youth and kept up to date.

C. PPS 3059 Transition Plan for Successful Adulthood

1. Youth exiting the system because of release of custody at age 18 or emancipation shall have a PPS 3059 Transition Plan for Successful Adulthood, to include Section 8. The PPS 3059 shall be developed with all youth age 14 and older, regardless of case plan goal. Youth shall be involved in developing the Transition Plan for Successful Adulthood, and complete it together in a cooperative manner between the youth and the case manager. The PPS 3059 shall be reviewed and updated prior to each case plan and attached to the current case plan. The region DCF IL Coordinator may consult in the development of the Plan. The Plan shall identify at least one connection for success in Section 7 of the PPS 3059.

2. In developing the PPS 3059 Transition Plan for Successful Adulthood, Child Welfare Case Management workers shall assist youth to identify strengths and needs for services that support self-sufficiency.

   a. Youth shall be assisted in considering and identifying specific options for housing; health care and insurance; education; opportunities to be
mented; continuing support services; employment supports and services; and other services needed to maintain self-sufficiency.

b. Youth shall be assisted in protecting their identity and future credit worthiness, and resolving any inaccuracies or instances of identity theft of the youth by requesting a credit report from each current credit reporting agency: TransUnion, Experian, and Equifax. See Appendix 7E for guidance about how to access credit reports.

c. Each youth shall have photo identification upon turning age 16.

   Providers shall assist the youth in obtaining a photo ID without charge by completing PPM Appendix 7F Kansas Department of Revenue DL-DCF1 Department for Children and Families Certification for Original Identification Card. The DL-DCF1 may be used one time per youth.

d. The Plan shall provide for where the youth will live and how they will support themselves. Information on available specific services, supports, and resources shall be provided to the youth. If applicable, the Plan shall provide for home and community based services waivers.

e. For youth receiving services through an HCBS waiver, the DCF Regional Quality Management Specialist, the HCBS waiver agency and the HCBS waiver case manager shall be invited to participate when considering and identifying specific options for HCBS waiver services.

f. Transition Planning shall include assisting the youth with learning about the State’s MCO’s and completing a KanCare Application for “Families and Children” for the Aged Out Medical program. Applications must be completed on paper and mailed or faxed to the Clearinghouse. Applications can be obtained from a local DCF office or and submitted to the Clearinghouse by fax or mail. Youth shall be assisted with ensuring documents proving citizenship and identity have been provided to the Clearinghouse. Upon implementation of KEES the application can be downloaded and printed or submitted online at http://kancare.ks.gov/apply.html.

g. The Plan shall address the actions planned for youth who are at least 17 years of age, have been in the custody of the Secretary at any time after turning 14 years of age, and have achieved the minimum high school graduation requirements adopted by the State Board of Education. The
youth may request and receive a diploma from the school district where they are enrolled or reside.

h. If the youth is age 18 and has not completed high school or obtained a GED, the Plan shall include activities to achieve this goal by June 1 of the year in which they turn 18.

i. The Plan may include the purchase of services including Foster Care Transition Services for the youth to be supported in achieving self-sufficiency.

j. Transition Planning shall include helping the young person identify one or more connections for success that are listed in Section 7. My Connections for Success of the PPS 3059 Transition Plan for Successful Adulthood.

D. The Transition Plan for Successful Adulthood shall verify the following information and items have been provided to the youth before discharge:

1. Information about the process to request services from DCF after their release and up to their 21st birthday, or prior to the semester in which they turn 26 for the Education and Training Voucher (ETV) Program

2. Verification the youth's dental, eye care, immunizations, and medical services are up-to-date

3. Copies of health and medical records including immunization records and list of medical providers who have provided treatment to the youth while in custody; information involving the youth's health care and records shall be completed in the Health Guide for Kansas Teens booklet. This booklet shall be maintained with current records and
information with the youth and shall transition with the youth upon release of custody.

4. Instruction on use of prescribed medications, how to obtain them, and a month's supply of maintenance medications when appropriate

5. Copy of the PPS 5340 Medical and Genetic Information for the Child

6. Information about MCO’s and KanCare

7. Information about the importance of designating a person to make health care treatment decisions on behalf of the youth if the youth becomes unable to participate in such decisions and there is no relative who would be authorized to make such decisions

8. Information which provides the youth with the opportunity to execute a health care power of attorney, health care proxy, or other similar document recognized by Kansas law

9. Certified copy of their birth certificate and information about how to obtain a certified copy

10. Social Security card and information about how to obtain original card. See 5205, DCF Responsibilities at the Time of Referral to Case Management Provider and Appendix 5F, Requesting New or Replacement SS Card

11. Photo ID or Driver’s license (if youth already has one) and information about how to obtain a license
12. Proof of citizenship and information about how to obtain it. Refer to the
KEESM manual Appendix A which outlines documents to prove
citizenship and identity.
http://content.dcf.ks.gov/EES/KEESM/Current/Home.htm

13. A copy of their diploma, transcript or GED certificate and information
about how to obtain such

14. Any other education records such as IEP the youth may need to be self
sufficient

15. Information on the Foster Care Tuition Waiver Program and Education
& Training Voucher Program (ETV)

16. Information and application for Kansas Kids @ GEAR UP for youth
grades K-12 found at http://webs.wichita.edu/?u=KKGU&p=/downloads/

17. Post-secondary scholarship information and application for Kansas Kids
@GEAR UP found at:
http://webs.wichita.edu/?u=KKGU&p=/downloads/

18. Contact for DCF for Independent Living Services after discharge from
custody

19. Copies of any existing credit reports and verification of corrective action
to dispute inaccuracies or identity theft
20. Information about how to contact the adults and community resources the young person has identified as connections for success in Section 7 of the PPS 3059 Transition Plan for successful Adulthood

21. Letter verifying custody of the youth

3220 Updating the Case Plan between Conference Dates

Minor revisions in the case plan which do not add new activities for the family or youth to accomplish, can be done by adding notations to the PPS 3051, Permanency Objectives or the PPS 7000, Self Sufficiency Plan. The notation shall be initialed and dated by those affected. A new case planning conference shall be held if the child’s permanency goal needs to be changed. If a new activity needs to be added due to a new safety or risk concern, the CWCMP shall consult with the PPS Foster Care Liaison whether it can be noted on the PPS 3055, or if a case planning conference needs to be held.

A. Progress on activities of the case plan shall be discussed during each child/worker visit, worker/parent visit or contact with the youth and documented by completion of the PPS 3055, or in log notes/visit logs.

B. When a child in DCF custody with a goal of maintenance at home requires a short term (less than 30 days with a plan to return home) stay out of the home in a detention facility or a PRTF, the PPS 3055 Family/Permanency Plan Review can be used to indicate the actions taken to address the reasons for the stay out of the home. The PPS 3055 can also be used if the child requires an out of home stay due to a parents’ temporary unavailability. The PPS 3055, Sections 1 and 2 of the PPS 3052, and signature page of the PPS 3051 shall be completed with a new case plan date and attached to the current Case Plan documents (PPS 3051, PPS 3052, PPS 3054, PPS 3057) and sent to DCF, the court, and other parties in the Child in Need of Care case.

3230 Elements of Case Plan

A case plan shall:
A. Contain time lines for reintegration, other permanency goal, or self-sufficiency, child protection objectives and measurable activities needed to be accomplished
B. Include the visitation/interaction plan
C. Document the persons listed in 3207A were invited to the case planning conference.
D. Document service delivery
E. Document reasonable efforts made to make it possible for a child to safely return home
F. Document the court has found such efforts not to be a viable alternative.
G. Document steps taken to finalize the permanent custodianship.
H. Ensure that properly credentialed staff sign case plans
I. Include Permanency Plan Review

3231 Development of Permanency Goals

There are five possible permanency goals: maintenance of the child at home, reintegration, permanent custodianship, adoption, and another planned permanency living arrangement (APPLA).

Each case plan shall contain a permanency goal for the child. Each child in the Secretary’s custody and in out of home placement shall have a concurrent permanency goal established, if appropriate, pursuant to Appendix 3F. Also, see Section 3232. The permanency goal shall be established at the first case planning conference. The case plan shall be monitored until the permanency goal is achieved. The permanency goal may be changed when it is apparent the original goal cannot be met within a reasonable time frame.

Permanency goals and progress toward meeting the goals are documented on the PPS 3050 Family Service/Preservation Plan or PPS 3051 Permanency Plan.

A. Maintenance of the Child at Home
Maintenance of the child at home is the preferred goal. The child's safety must be assured. Family services or family preservation services shall be considered as options to prevent out-of-home placement of the child.

The DCF CPS Specialist has the primary responsibility for the initial assessment of the family and for determining the safety of the child. Once the case is referred to a provider, the DCF CPS Specialist and the Child Welfare Case Management Provider case manager are responsible for continuing to assess the safety of the child.

The tasks required to meet the goal of maintaining the child safely at home are recorded on the PPS 3050, Section 4, Maintenance Objectives.

B. Reintegration of a Child in Out-of-Home Placement

For children who cannot remain with their family and must be placed in out-of-home care for their safety and well-being, the preferred permanency goal is reintegration. Case planning is directed toward addressing those concerns which led to the child being removed from his or her home. The Child Welfare Case Management Provider shall provide a full array of services to ensure the parents can resume responsibility for the child in the home in the shortest time possible, with consideration of child's safety and well-being.

The initial permanency goal for children in out-of-home placement shall be reintegration and efforts shall be made by the Child Welfare Case Management Provider to achieve that goal, unless the court has ruled that no reasonable efforts to reunify are required. (See Section 3371)

Activities needed to accomplish the permanency goal of reintegration are recorded on the PPS 3051, Section 3, Permanency Objectives.
Agency efforts and family progress toward meeting the goals in the case plan are documented in the case logs. This information is reported to the court at every hearing.

C. Adoption

When reintegration is not viable, adoption by relatives/non related kin, resource parents or another unrelated and approved family is the preferred permanency goal in most cases.

If a child has been placed out of home for 12 continuous months at the time of the most recent case planning conference, the permanency goal of adoption shall be considered.

Factors to consider when determining if adoption should be the permanency goal include:

1. The parent's lack of progress in completing the goals and objectives of the case plan successfully;
2. A youth's interest in adoption if age 14 or over;
3. The probability an adoptive family can be developed for the youth;
4. The youth is already placed with relatives/non-related kin on a permanent basis;
5. Age, disability, acute or chronic illness, behavioral issues, or any other single decision element shall not be the deciding factor when considering whether or not to pursue termination of parental rights and to select adoption as the permanency goal for a specific child. The best interests and well-being of the child are the goal for any plan for a child's permanency.

If adoption was considered but not established as the goal, the reasons shall be documented in the summary section of the PPS 3051, Section 6.
If adoption is established as the goal, the possibility of obtaining a relinquishment of parental rights from the parent(s) shall be considered during the case planning conference and by the 12th month of out-of-home placement.

If relinquishment is deemed appropriate, it shall be discussed with the parents and documented in the summary section of the PPS 3051, Section 6.

Activities needed in order to achieve the permanency goal of adoption are recorded on the PPS 3051, Section 3 Permanency Objectives.

Progress toward meeting the objectives associated with the permanency goal of adoption is recorded on the PPS 3051, Section 6.

If it is determined the goal needs to change from adoption to another permanency goal, approval shall be given by the Regional PPS Program Administrator before the case planning conference where the goal is changed.

D. Permanent Custodianship

For those youth for whom the court has determined that reintegration and adoption are not viable permanency options, permanent custodianship provides the child with the next preferable goal. Permanent custodianship enables the caretaker to exercise all the rights and responsibilities of a parent without the ongoing oversight of DCF. Custodianship may be an option for youth with or without the termination of parental rights, and can be established with either a relative or non-relative.

The activities required to meet the goal of permanent custodianship are recorded on the PPS 3051, Section 3, Permanency Objectives
E. Another Planned Permanency Living Arrangement (APPLA)

The permanency goal of APPLA is appropriate only for youth age 16 or older, and when documentation has been provided to the court compelling reasons exist which make all other permanency options unacceptable. The compelling reasons may include:

1. An older teen requests emancipation;
2. A parent with a disability, who even with supports, cannot care for a child, but a significant bond exists between them, and the placement resource is willing to sign a commitment agreement for the child to remain in their home, but is not willing to adopt or be a permanent custodian for the child;
3. A tribe has identified a planned permanency living arrangement for an Indian child.

Choosing this option is appropriate only when there is a specific, long-term placement for the child. Long-term out of home placement is not an acceptable permanency option and shall not be chosen as a planned permanency living arrangement.

A planned permanent living arrangement is subject to ongoing review at later permanency hearings. Other permanency options for the child shall continue to be explored throughout the time the child is placed out of the home. At no time shall the permanency option of APPLA rule out other more permanent options.

3232 Concurrent Case Planning

Concurrent case planning emphasizes frequent interactions with birth families to achieve the preferred permanency goal of reintegration while simultaneously developing another goal as an alternative permanency plan for the child, if reintegration cannot be achieved. Concurrent case planning minimizes the negative impact of separation and loss on the child, and maintains the continuity in the child’s family and sibling relationship.
A. The Child Welfare Case Management Provider shall use a concurrent case planning model reflecting frequent parent/child interactions while the child remains placed in a relative/kin/foster/adopt home, intensive, time-limited work with birth families targeting the reason the child is in out of home placement, and develop a network of permanency planning resource parents who can work toward reintegration and also serve as the permanent resource for the child.

1. The Child Welfare Case Management Provider case manager and supervisor shall use the Concurrent Case Planning Guide (Appendix 3F) or a research based instrument to staff cases where concurrent planning might be in the best interest of the child.

2. Early reunification prognosis indicators and poor prognosis indicators shall be noted.

3. If the staffing concludes a concurrent case plan should be done, a case plan shall be scheduled within 30 days.

When it has been determined by the court that reintegration is no longer a viable option, the alternative permanency goal shall become the primary goal.

B. Relative/Kin/Foster/Adopt Family Role in Concurrent Case Planning

While efforts are being made to reintegrate the child with his/her family, diligent efforts shall be made to locate an absent parent, relatives, and/or non-related kin. Reasonable efforts to place a child for adoption or with a legal guardian, including identifying appropriate in-State and out-of-State placements, may be made concurrently with reasonable efforts to reunify the child and family. Assessing the out of state placement possibilities when it is in the best interest of the child allows them to become placement options when it is appropriate. These persons shall be explored as a possible resource for the child if reintegration cannot be achieved. Relative homes may be approved using DCF PPS standards instead of being approved as meeting DCF Foster Care and Residential Facility Licensing standards. If the concurrent goal is adoption, the assessment shall include the KBI, DCF Central Registry, and fingerprint checks. If there are prohibitive crimes, the Child Welfare Case Management Provider shall send the completed assessment and background checks to the PPS Program Administrator, or designee, for review.
If relatives and/or non-related kin are not an option, efforts shall be made to find an adoptive family. A foster family who is a potential adoptive resource provides out of home placement care for the child and works toward reintegration with the family if the plan is feasible. They also agree to be the permanent/adoptive resource for the child if parental rights are terminated. The Reintegration/Foster Care/Adoption Provider shall recruit and prepare families for this unique role, as well as provide support to these families.

Relative/Kin/Foster/Adopt families who have children in their care with a concurrent case plan should understand their dual role. The Reintegration/Foster Care/Adoption Provider shall select the family by considering the family’s ability to not only meet the current needs of the child but the future needs as well. The placement of a child with a relative/kin/foster/adopt family shall be made only after a team of professionals have carefully considered all factors relevant to the family and the well-being of the child.

3233 Development of Objectives and Activities

When developing objectives for the family and child, consideration shall be given to the strengths and needs of each family member. The objectives shall relate to the results of assessments, and designed to help the family overcome barriers to the child remaining at home or returning home. The objectives, activities and behavioral changes expected are to be listed on the PPS 3050 or 3051, Section 3.

A. Objectives

1. Objectives shall relate to presenting problems, not prior or anticipated problems.
2. There shall be at least one but no more than three objectives listed with the associated activities and responsibilities. The objectives shall be taken from the PPS 2030F. (See Section 2820 for FBA timelines.)
3. The case plan shall contain at least one objective that addresses the safety of the child and the reason why the child came into custody.
4. Objectives shall be measurable and shall state an end result (i.e., what changes will be made).

B. Activities
1. Specific activities to be accomplished by the parents, child and/or other members of the household shall be identified;
2. Activities shall be written at the parent's and/or youth's level of understanding;
3. Activities shall be listed in the order of priority;
4. Activities shall identify specifically what shall be done, by whom, how, and in what time frames;
5. There may be multiple activities and multiple persons assigned responsibility for completion of the tasks;
6. Activities shall address needs identified through the CLSA.
7. Activities to develop or enhance a support network shall be a part of the case plan.

C. All youth age 14 and older shall have a PPS 3059 Transition Plan for Successful Adulthood (refer to PPM 3214 Section C for steps to include).

All youth must be involved in all planning conferences related to their future and shall help design their plan for self-sufficiency.

D. Behavioral Change Expected

1. Behavioral change expectation statements shall indicate what qualitative, visible differences will occur as a result of the services provided.
2. Each objective listed in the case plan shall have a behavioral changes expectation identified.
3. Parents’ input shall be considered
4. The statements shall be individualized for the specific family
5. The language used shall be easily understandable.

3234 Participation/Signatures

All individuals who participate in the case planning conference shall sign, either by hand or electronically, the Participants' Signature section of the form. If a person participates
by phone, a copy of the PPS 3050 or 3051 shall be sent to them for an electronic signature or to sign by hand and returned, this shall be included in the case planning documentation. CPS Specialists Case Managers shall not sign for participants. The case plan shall be dated with the date the person participated in the case planning conference.

A. The Child Welfare Case Management Provider Case Manager (CWCMP) is required to participate in the case planning conference and sign the case planning document. If the assigned CWMCP is unable to attend the case planning conference, the supervisor or case manager covering the case in the absence of the assigned case manager may participate in and sign the case plan form.

B. For child in custody cases, the third party participant is required to participate in the case planning conference and sign the case planning document.

C. Participation of both parents in case planning conferences is crucial to the development of the permanency goal for the child. The parents shall be provided proper notice of the case planning conference and have an opportunity to request a change in the date, time, or location of the conference. The importance of their involvement and their rights and responsibilities shall be explained.

D. If the parents do not attend the case planning conference, the case planning conference may proceed. Activities can be assigned to the parents in their absence. Following the case planning conference, the Child Welfare Case Management Provider shall attempt contact with the parent(s) who did not attend the conference to review the case planning document. If a parent is in agreement with the case plan, they sign on the signature page of the original document and date their signature the day the case planning document is signed.

E. If a parent is not in agreement with the case planning document, they must indicate such on the signature page and sign the form with the date the signature was made. The parents shall then receive another case planning conference within 14 days of the date of the request.
F. Parents who are unable to attend due to incarceration, living out of state, hospitalization in a mental health facility or drug and alcohol treatment shall be offered an opportunity to participate in the case planning conference by telephone.

G. For children age 14 or older, their signature acknowledges that they received and had explained: Appendix 7D, Do you Know Your Rights as a Kansas Foster Youth; their health rights; and the right to have an annual credit check.

3236 Education

The Child Welfare Case Management Provider shall assure that the child's education needs are assessed and met, and shall coordinate with the local school district and request copies of school records. The coordination shall include a discussion of how to ensure the child’s stable placement in school, and if needed, how transportation will be provided to assure the child can stay in the same school. (See PPM 5254.)

A. Special services shall be pursued when a need is identified or suspected. These may include but are not limited to the following special services:

1. An education advocate
2. IEP or 504 Plan
3. Vocational rehabilitation services
4. GED or Alternative Diploma
5. SSI
6. Accredited Kansas Virtual School

B. The youth shall work toward completing a high school education, GED or other alternate education plan. A GED can only be explored if a youth:

1. has dropped out of school and cannot be persuaded to return to school.
2. is 18 years old.
3. is two or more years behind his or her grade level.

C. Youth shall be informed the school district in which they are enrolled or reside must award a high school diploma if the youth meets minimum graduation requirements and a diploma is requested by the youth. Youth are eligible if they were in the custody of the Secretary of DCF at any time after turning 14 years of age and are at least 17 years of age.

3237 Interactions/Visitations
A. Parent/Child Interaction

1. Parents retain the right of reasonable contact with their children, regardless of the case plan goal, unless parental rights have been legally terminated or the court orders no contact. Maintaining connections for a child in foster care is important, and interactions/visitations shall not be based on whether the parent/child is completing case plan tasks or behaving appropriately. For allowable exceptions to visits, see H, below.

   a. If the case plan goal is reintegration, in person parent/child interaction shall occur at least once a week, with telephone and email contact if deemed appropriate and in the best interests of the child. Parent/child interaction shall increase in duration, as appropriate.

   b. If the case plan goal is other than reintegration, the in-person parent/child interaction shall occur at least once a month, or more frequently if deemed in the best interest of the child.

   c. Parent/child interactions shall occur in naturally occurring settings, and foster parents shall have input and opportunity for involvement in these interactions.

2. The location of the parent/child interactions shall be determined based on the best interests of the child, and the activity in which the parent and child shall be engaged. When possible, parent/child interactions shall occur unsupervised.

3. Parent/child interactions may occur in the foster home. Prior to a first interaction in the foster home, roles and expectations shall be reviewed with the birth parents, child, and foster family.

4. Plans for required interactions between the parent and child, and the schedule for interactions shall be documented on the PPS 3053, Parent/Child Interaction Schedule. The PPS 3053 is a stand-alone document that shall be updated and sent to all affected parties whenever the Interaction Schedule changes. Illness, inclement weather or other situations may arise which may affect a planned interaction, however, documented interactions should demonstrate a pattern of consistent and frequent visitation.

Parent/child interactions shall be documented in the case file. An encounter data code has been created for these interactions, and these interactions shall be included in the monthly submission of encounter data to PPS.

B. Supervised Interactions
Interactions shall be supervised as required by a court order, or as determined by the case manager and supervisor. The basis for the supervision shall be documented on the PPS 3053.

D. Sibling Visitation

Sibling visits shall be supervised as required by a court order, or as determined by the case manager and supervisor. The basis for the supervision shall be documented on the PPS 3053.

1. Sibling Visitation

   Siblings are defined as children who have one or more parents in common either biologically, through adoption, or through the marriage of their parents, and with whom the child lived before his or her foster care placement, or with whom the child would be expected to live if the child were not in foster care.

   1. The responsibility for arranging visitation with siblings who reside with the parent(s) rests with the parent(s) and shall occur with the same frequency provided for parent/child interactions unless joint visitation does not further the permanency goal.

   2. Visitation between siblings in the custody of the Secretary and in out of the home placement shall occur at least twice monthly.

   3. When siblings are not placed together, a visitation plan shall be in place which allows for frequent and regular contact between the siblings not placed together. Sibling visits shall occur at least twice monthly. At least one of these visits shall occur during a parent/child interaction to allow the parent(s) and all children to be together at least once per month (N/A if PRT has occurred).

   Plans for sibling visitation shall be made at the case planning conference and documented on the PPS 3054 Visitation Schedule. The PPS 3054 is a stand-alone document that shall be updated and sent to all affected parties when the visitation schedule changes. All sibling visits shall be documented in the case file.

E. Worker/Child Contacts

In-person worker/child contact shall occur a minimum of once a month. Contact may be with the Child Welfare Case Management Provider case manager or a paraprofessional, who is part of the child's case planning team. A primary contact, Child Welfare Case Management Provider case manager or paraprofessional shall be designated on the visitation form. Plans for Worker/Child contact shall be made at the case planning conference and documented on the PPS 3054 Visitation Schedule. The quality of all worker/child contacts shall be documented in the case file, using the Child Welfare Case Management Provider approved Child/Worker visit guide or protocols. The offer of the Monthly Individual Contact PPS 3061 form shall also be documented.
Worker/child interactions shall be documented in the case file. An encounter data code has been created for these interactions, and these interactions shall be included in the monthly submission of encounter data to PPS.

F. Worker/Parent Contacts

In-person contact with mothers and fathers, in the family home, shall be at least monthly, when reintegration or maintenance at home is the goal. For children with a case plan goal other than reintegration, the frequency of worker/parent contact shall be a family driven decision reflected in the case plan for the child. Contact may be accomplished by the child's Child Welfare Case Management Provider worker or with a paraprofessional who is part of the child's case planning conference and assigned this activity. Plans for required contact between the worker and parent shall be made at the case planning conference and be documented on form PPS 3054 Visitation Schedule. All worker/parent contacts shall be documented in the case file.

The required frequency of worker/parent contact may be modified for valid therapeutic reasons documented in the service plan.

Worker/parent interactions shall be documented in the case file. An encounter data code has been created for these interactions, and these interactions shall be included in the monthly submission of encounter data to PPS.

G. Worker/Sibling Contacts

When reintegration or maintenance at home is the case plan goal for the child referred to out-of-home care, face-to-face worker contact shall occur with siblings in the family home, to ensure safety of those children. These visits shall occur at least monthly. Contact shall be with the Child Welfare Case Management Provider case manager or a paraprofessional, who is part of the child's case planning team. Plans for the required contact shall be made at the case planning conference and documented on the PPS 3054 Visitation Schedule.

Worker/sibling interactions shall be documented in the case file. An encounter data code has been created for these interactions, and these interactions shall be included in the monthly submission of encounter data to PPS.
H. Exceptions for Interactions/Visitations

Exceptions to interactions/visitations shall be made only when:
1. There are safety issues that threaten participants, or;
2. The whereabouts of a participant are unknown, or;
3. They are therapeutically inappropriate, based on the recommendation of a physician or mental health practitioner, or;
4. There is a court order that limits contacts.

Exceptions to having interactions/visitations in the home or where the child is living may be made for the same reasons, or if the parents are homeless. The reason for any exception shall be clearly documented and based on input from team members. Plans for other ways to stay connected (i.e. phone calls, other media, letters) shall be made.

3238 Life skills

A. Child Welfare Case Management Providers are responsible for teaching or coordinating the delivery of life skills services. Life Skills services shall be provided to all children 4 years of age and older who are in DCF custody and in out of home placement. All youth who are receiving Independent Living Services from DCF shall also have life skills services provided to them as appropriate and needs are identified. Life skill/independent living services shall be documented on the PPS 3057 in the independent living code section.

All youth 14 years of age and older in out of home placement shall complete the Casey Life Skills Assessment (CLSA). See PPM Section 3100 for information regarding the CLSA. The CLSA identifies youth abilities based on the age appropriate assessment level. The Child Welfare Case Management Provider shall provide specific services to address the youth’s needs as identified by the CLSA.

Foster families are expected to support and integrate these services into daily living activities with the youth. Birth and foster families, shall have knowledge and training to reinforce or teach methods to address these needs. Youth shall be given opportunities through daily living to practice and learn these life skills. The Case Management Provider shall provide resources and training in the appropriate competencies identified in the following age appropriate life skills domains:

1. Communication
Printed Documentation

2. Daily Living
3. Home Life
4. Self Care
5. Work and Study Skills
6. Social Relationships
7. Housing and Money Management
8. Career Planning
9. Work Life

Free resources are available through [www.caseylifeskills.org](http://www.caseylifeskills.org) related to the nine (9) life skill domains listed above. Additional resources may be used as deemed appropriate to meet the youth's needs.

B. Life Skills Training

Life Skills training and activities shall be provided according to the child/youth's strengths and needs as determined by the CLSA. The PPS 3055 documents the dates of completion of the CLSA, summary of life skills progress and Connections for Success developed between the young person and supportive adult(s).

The CLSA generated Learning Plan is used as a resource tool only and specific tasks identified on the Learning Plan may or may not be included as tasks on the case plan, depending on identified youth goals. A copy of the Learning Plan shall be included in the file. A new Learning Plan shall be generated at a minimum of every twelve (12) months with the up-dated CLSA.

When a youth is already a parent or expecting a child, classes in parenting skills and child care shall be made available and documented. Casey Life Skills has supplemental assessments for Parenting Infants and Parenting Young Children, which may be used as resources in working with young parents.

Vocational Rehabilitation shall be informed of the youth's location and situation and asked to evaluate a youth's need for services when appropriate. Youth with an IEP qualify for vocational rehabilitation evaluations at age 16.
Some children/youth shall have identified special needs that will limit their ability to achieve age appropriate life skills and self sufficiency as adults. These youth may have debilitating conditions that may require a life long or long term care plan. They may need guardians as adults. Youth shall be referred for vocational rehabilitation services by age 16 if needs are identified. Youth shall also be referred to other community resources, such as community mental health, SSI, adult services, and resource centers as necessary. These specialized programs can help provide the intensive services needed for the youth's transition to adulthood.

Child Welfare Case Management Providers are encouraged to develop specialized programs for youth. The contractors may have a separate complex in their facility and/or provide a subsidy for youth under the age of majority and learning to live independently and renting an apartment. Independent living subsidy is not available to youth under the age of 18, as set forth by Chafee regulations. Other funding sources must be utilized to support this population.

C. Information Provided to Youth

Youth shall be provided information regarding all aspects of health care. This shall include information regarding avoidance of unsafe health practices such as:

1. use of tobacco, products, drugs and alcohol
2. sexually transmitted diseases or unplanned pregnancies
3. factual information on how and when to seek medical care
4. basic first aid training
5. discussions on health insurance and KanCare
6. specific information for any youth who has special medical needs. Information shall be provided that provides opportunities for the youth to learn to meet those needs (e.g. appointments, etc.)

3239 Determination/Redetermination - Candidacy for Care

In order for the state to receive IV-E administrative funds for activities provided to children receiving in-home services, DCF must determine if the child meets criteria as a candidate for care. The standard to determine a child is a candidate for care is: the
child is at imminent risk of removal without the services provided in the current case plan, which are intended to eliminate the risk of removal from the home.

A. Following the initial case plan conference, and no less than every 180 days thereafter during the in-home service case, the DCF CPS Specialist shall determine eligibility for candidacy for care, after the case plan is completed. An individual child determination must be made for all Family Service and Family Preservation without regard to custody status, and in-home Reintegration/Foster Care/Adoption cases. The CPS Specialist shall review the case plan and determine if the child is a candidate for care, as indicated on the PPS 3050A, for in-home service cases, or the PPS 3052 for children in custody.

B. Review statement on PPS 3050A or PPS 3052, which reads "Absent effective preventive services to assure the child’s safety, the child will be determined to be at imminent risk of removal from the home." If this statement applies to the child who is the subject of the case plan, check the "Yes" box next to their name. If this statement does not apply to the child, check the "No" box. The DCF CPS Specialist making this determination shall provide their signature.

C. The DCF CPS Specialist shall provide the PPS 3050A or PPS 3052 along with the case plan to FACTS staff for data entry. The PPS 3050A Candidacy for Care determination is an administrative process separate from the case planning process and should not be completed with or provided to the family.

3240 Referral for Guardian/Conservator for Youth With Intellectual/Developmental Disabilities

Older children/youth with intellectual/developmental disabilities in out of home placement and unable to support themselves may need to be appointed a guardian/conservator. See KSA 39-1803 for definition of developmental disability.

A. A guardian is defined as a person or an approved non-profit corporation appointed under law to act and make decisions of physical health and safety on behalf of a legally disabled adult.

B. A conservator is defined as a person or corporation appointed under law to act and make decisions regarding the financial resources or estate of a legally disabled adult. See KSA 59-3050 et seq. for more information.
C. The youth's case plans, beginning with the case plan following the youth's 16th birthday, shall include tasks related to assessing the need for a guardian/conservator and identifying the responsible parties to secure a guardian/conservator if the need is determined. The Child Welfare Case Management Provider shall use the "Decision Making and Function Assessment: Criteria for Legal Impairment-A Multidisciplinary Tool" DCF form PPS 10610 to assess the need for a guardian/conservator.

D. If a guardian/conservator is needed, the goal is to have a guardian/conservator appointed as soon as possible after the child reaches age 18. See Section 3214 for information on transition planning for youth turning 18. Youth who have disabilities will have needs that shall be addressed to plan for their transition to adult services. These include referrals for adult SSI, planning for living accommodations, and coordination with the CDDO and/or CMHC. If the youth receives SSI as a child, referrals to the Social Security Administration, through the current contractor, for adult SSI shall be made 90 days prior to the youth’s 18th birthday.

E. The Child Welfare Case Management Provider shall attempt to identify a guardian/conservator for the youth, if needed, by checking with the connection for success or mentor for the youth, kin, foster parents, teachers, etc. If the Child Welfare Case Management Provider has not been able to identify a resource, the Child Welfare Case Management Provider shall consult with DCF Adult Protective Service (APS) staff in the Region where the child was referred to the Child Welfare Case Management Provider, to determine the appropriateness of DCF making a referral to the Kansas Guardianship Program for the appointment of a guardian/conservator. Although DCF APS staff will not officially accept the case until the youth is 17, preparation for referral to DCF APS can begin prior to that date.

F. Prior to APS making a referral to the Kansas Guardianship Program, the PPS 10600(B) and PPS10610 shall be completed by the CWCMP and forwarded to the APS Assistant Program Administrator.

G. The CWCMP shall invite the assigned DCF APS Specialist for the APS case and the KGP recruiter to the transition case planning conference held within ninety (90) days prior to the youth’s eighteenth (18) birthday.
H. If the Child Welfare Case Management Provider has not been able to identify a guardian/conservator for a youth who needs one, the Child Welfare Case Management Provider shall contact the APS APA and follow the procedure outlined in the Section 10630.

3241 Administrative Desk Reviews

When a child has been in out-of-home placement for 15 of the most recent 22 months since referral, an administrative desk review shall be held by the Child Welfare Case Management Provider and documented on the PPS 3056, Permanency Plan Desk Review form. The form shall be submitted to the DCF liaison and the County/District Attorney.

A. The Provider case manager and supervisor, at a minimum, shall participate in the administrative desk review.

B. The Child Welfare Case Management Provider staff shall be in full agreement as to whether reintegration remains a viable option. If reintegration remains a viable option, the PPS 3056 shall explain why the child is not reintegrated and an anticipated date when reintegration will occur.

C. If reintegration is not viable, and adoption is the case plan goal, a motion to terminate parental rights must be on file on or before the last day of the 15th month in out of home placement. If reintegration is not viable and adoption is not the case plan goal, documentation shall provide a compelling reason why adoption is not in the child's best interest.

D. If permanent custodianship is the case plan goal, there shall be documentation why reintegration is not viable and adoption is not in the best interest of the child.

E. If Other Planned Permanent Living Arrangement is the case plan goal, documentation shall state that no other case plan goal is in the best interest of the child.
Detailed instructions are available in Appendix 3Q.

3300 Legal Base/Court Information

DCF and thus Child Welfare Case Management Providers are authorized to work with families in the State of Kansas through the permission and consent of the family, or by order of the court. The family may or may not be involved with the court while receiving services. If the court is involved, the child may or may not be placed in the custody of the Secretary of DCF.

Public Law 105-89, The Adoption and Safe Families Act (ASFA) of 1997 (42 U.S.C. 620 et seq. and 670 et seq.) was signed into law on November 19, 1997 and designed to improve the safety of children, to promote adoption and other permanent homes for children who need them, and to support families. The law requires CPS agencies to provide more timely and focused assessment and intervention services to the children and families are served within the CPS system.

ASFA and subsequent amendments to the Kansas Code for the Care of Children state child safety is paramount, and when efforts to maintain or reintegrate a child with the family are not appropriate, other permanency efforts shall be made.

The Revised Kansas Code for the Care of Children (K.S.A. 38-2201 et seq) was amended to comply with federal ASFA laws, which require the court of jurisdiction hold a permanency hearing within 12 months of the date the court authorized the child's removal from the home and not less frequently than every 12 months thereafter.

The Kansas Code for the Care of Children at K.S.A. 38-2268(a) provides "Prior to a hearing to consider the termination of parental rights, if the child's permanency plan is either adoption or appointment of a custodian, with approval of the guardian ad litem and acceptance and approval of the secretary, either or both parents may: Relinquish parental rights to the child to the secretary; consent to an adoption; or consent to appointment of a permanent custodian." K.S.A. 38-2269 provides for the termination of parental rights and K.S.A. 38-2270 the commitment to DCF for the purpose of adoption. KSA 59-2124 gives DCF the authority to accept relinquishments of children by their parents for the purpose of adoption and establishes procedures for the filing of petitions to adopt.
The policies and procedures are applicable for all children in the custody of the Secretary through the provision of the Kansas Code for the Care of Children (K.S.A. 38-2201 through 38-2283) or relinquishment (K.S.A. 59-2124) The provisions of the codes and policies of DCF are incumbent upon private Child Welfare Case Management Providers as well. Children in the custody of the Secretary and in out of home placement are served by Child Welfare Case Management Providers.

Children are placed by the Court in the custody of the Secretary of DCF in the following ways:

A. The Court may award custody to the Secretary through the provisions of the Kansas Code for the Care of Children. A child in DCF custody is referred to as a "Child in Need of Care" or "CINC" for short. The Court can choose to allow the child to remain in the custody of the Secretary as a CINC until his/her 21st birthday.

B. A divorce court may award temporary custody of the child to another person or agency if the court finds the award of custody to the other person or agency is in the best interests of the child. Temporary custody orders shall remain in effect until there is a final determination under the Kansas Code for the Care of Children. When the divorce court enters orders awarding temporary custody of the child to an agency other than the parent, the court shall refer a transcript of the proceedings to the county or district attorney. K.S.A. 60-1610(a)(5)(C) The county or district attorney shall file a petition as provided in K.S.A. 38-2233 and may request termination of parental rights pursuant to K.S.A. 38-2266.

3320 Working with the Court System

DCF and the Child Welfare Case Management Provider shall have thorough knowledge of the court system. The Kansas Code for Care of Children (K.S.A. 38-2201) imposes certain duties on DCF for notifying the district court of commitment of initial placement, subsequent moves after placement, and the child's progress. Notices shall be provided to the judge, guardian ad litem, and all involved attorneys regarding information relevant to the child and family's progress toward meeting goals for permanence.

DCF shall be responsible to provide these notices and progress reports for the family service cases which include a child, or children, in the home who are in the custody of the Secretary. The Family Preservation Provider shall be responsible to provide these notices and progress reports for the cases referred to them involving a child who is in
the custody of the Secretary and remains in the home. The Reintegration/Foster Care/Adoption Providers shall be responsible to provide these notices and progress reports for the children who are in out of home placement.

Throughout the remainder of this section, if DCF is providing services to a child who is a Child in Need of Care in a family services case, the responsibilities listed for the Child Welfare Case Management Provider will be applicable to DCF, with the exception of responsibilities related to out of home placements.

This information is provided to the court through several avenues, including:

A. Periodic reports
B. Testifying in court
C. Notifying the court of certain issues

The court is responsible for notifying all parties of upcoming hearings. However, the Child Welfare Case Management Provider shall insure the child, the parent(s), and the child's placement are notified of any court hearings. The Child Welfare Case Management Provider shall document these notifications in the case file.

DCF and Child Welfare Case Management Providers are responsible to the court for all children in the custody of the Secretary of DCF. The Child Welfare Case Management Provider is responsible for providing reports to the court and DCF for all children under court jurisdiction as a child in need of care.

3321 DCF and Child Welfare Case Management Provider Responsibility to the Court

DCF and Child Welfare Case Management Providers are responsible to the court for each child in the custody of the Secretary and are held accountable for any orders of the court. All reports to the court shall be comprehensive in nature, detailing the gains and losses of the family and/or child. Each report to the court shall contain detailed case information to explain the child’s current situation, the unique needs of the child, and the plan of action the agency intends to implement to meet these needs. The report shall have a clear permanency goal, or concurrent goal, if appropriate, the steps taken, and the progress made to meet that goal.

The Child Welfare Case Management Provider shall:

A. Attend all court hearings;
B. Provide any reports requested by the court;
C. Assure the content of court report is complete, accurate, up to date, and addresses specific concerns of the court;

D. Inform the court whether the child has had the opportunity to engage in age or developmentally appropriate activities;

E. Provide the Court with the child's PPS 3003-Court Report Summary-unless otherwise specified by the court-at least 10 days prior to the date of the hearing or per court requirements (if different than 10 days)

F. Abide by all court orders

G. Provide written notice to the court of planned and emergency moves, per PPM sections 3361-3364.

H. Beginning when the youth is age 16, prepare a PPS 3059 Transition Plan for Successful Adulthood with the youth to present to the court for the court’s approval;

I. Notify the court of jurisdiction when the adoption of a child is finalized; and

J. Follow orders from the court and document those orders in the case file. When a court order is received, which appears to go beyond the limits of the statute, requires something which cannot be accomplished or appears to be contrary to the welfare of a child, consult legal counsel for guidance and any necessary action.

### 3340 Documentation of Custody

A written order from the court of commitment signed by the judge with jurisdiction of the case places a child in the custody of the Secretary of DCF. All court orders authorizing an initial out of home placement and custody to the Secretary are required to be on forms provided by the Office of Judicial Administration (OJA).

### 3350 Returning the Child Home (Reintegration)

For a child in the custody of the Secretary who has been adjudicated a Child in Need of Care, the Kansas Code for Care of Children prohibits the Child Welfare Case Management Provider from returning a child to the home from which the child was removed without providing written notice to the court at least 14 calendar days prior to the planned date of return. After reviewing the information provided to justify the child's return to a parent, if the court sets a hearing on the matter, the child may not be returned to the parent's home without written consent of the court.

### 3361 Informing the Court of Placement Moves

The Child Welfare Case Management Provider shall inform the Court as well as other parties required to be notified, including DCF, of the child's placement/living arrangements at the time of the initial placement and for all changes in placement. This
may be accomplished by sending a copy of the Acknowledgment of Referral/Notification of Move/Placement form (PPS 5120). If the court does not approve of the child’s placement, a hearing shall be set to discuss placement plans for the child.

### 3362 Thirty Day Notice of Planned Move

KSA 38-2258 of the Children in Need of Care code (K.S.A. 38-2201) provides for the written notification 30 days in advance of the planned move for all children in court custody who have been in the same foster home or facility for six continuous months or longer or in the home of a parent or relative for any period of time.

The notification shall be provided to: 1) the court having jurisdiction over the child; 2) the petitioner; 3) the attorney for the parents, if any; 4) each parent whose address is available; 5) the foster parent or custodian from whose home or shelter facility it is proposed to remove the child; 6) the child if age 12 or older; 7) the child’s guardian ad litem; 8) any other party or interested party; and 9) the child’s court appointed special advocate. The notification to the court of jurisdiction and other interested parties allows time for any of these parties to request a court hearing to determine whether or not the change of placement is in the best interest of the child. The move may take place prior to the expiration of the 30 days if all parties notified agree in writing to the move.

### 3363 Hearings Regarding Placement Moves

Within 14 calendar days, anyone receiving 30 day notice of planned move may request either orally or by written motion that the court conduct a hearing to determine whether or not the proposed change in placement is in the best interests of the child. When requested, K.S.A. 38-2258 requires the court to schedule a hearing and immediately notify DCF of the time and date of such hearing and shall notify persons as identified by the court records. The child shall not be moved until action is approved by the court.

### 3364 Exceptions to Thirty Day Notice of Planned Move

There are two exceptions to the requirement of thirty-day advance notice of planned move:

**A.** The move is to the home of the pre-adoptive family selected by the best interest staffing team. For these moves, a copy of the Acknowledgement of Referral/Notification of Move/Placement Form shall be sent to the court at the same time it sent to DCF.

**B.** The child is being returned to the parent's home. For these moves, written notice shall be made to the court at least 14 days prior to the planned date of
return. After reviewing the information provided to justify the child's return to a parent, if the court sets a hearing on the matter, the child may not be returned to the parent's home without written consent of the court.

### 3365 Emergency Placements

DCF or the Child Welfare Case Management Provider may change placement of a child without providing prior notice if:

A. An emergency exists requiring immediate action to ensure the safety and protection of the child; or

B. DCF or the Child Welfare Case Management Provider is notified the child has become unwelcome in the resource home or residential facility.

In either situation, DCF or the Child Welfare Case Management Provider may transfer the child to another resource home or other residential facility without prior notice or court approval.

Written notice of the emergency move and the reasons shall be sent to the court, DCF, the parent(s), and the guardian ad litem by the first day following the move through submission of the Acknowledgement of Referral/Notification of Move/Placement Form (PPS 5120).

### 3370 Compliance with State and Federal Requirements

The Adoption Assistance and Child Welfare Act of 1980 (Public Law 96-272), and the Kansas Code for Care of Children K.S.A. 38-2201 thru 38-2283 set practice standards for child welfare services. Among these standards are "reasonable efforts", which have been reinforced on the federal level by the Adoption and Safe Families Act (ASFA). Providing and/or purchasing services for the family are methods of complying with these mandates.

If the court finds that reasonable efforts have not been made, the CWCM will notify DCF Regional Director, DCF Regional Attorney and PPS Foster Care Administrator within one day of the finding.

### 3371 Reasonable Efforts

The primary goal of DCF and the Adoption and Safe Families Act (AFSA) is the safety of the child.

A. Reasonable efforts shall be made to prevent the removal of the child from the home. The legal documents (journal entries), prepared by the court, must articulate reasonable
efforts the agency made to keep the child at home or demonstrate that an emergency existed and the child's safety was in jeopardy, requiring out of home placement.

While it is the court’s responsibility to document these efforts, it is the responsibility of the Child Welfare Case Management Provider to provide the court with documentation of all efforts made to keep the child at home.

Reasonable efforts need to be taken into consideration when determining case plan objectives. It is important to be aware of services that have already been implemented as well as services that may yet be needed.

Services to the family which are used to document reasonable efforts include but are not limited to:

1. Referral to DCF Family Services;
2. Referral to other community resource agencies (i.e. clothing/food banks, day care centers, churches, and counseling centers, etc);
3. Referral to services provided by the school system;
4. Referral to the Family Preservation Case Management Provider.

The court shall document this finding at a permanency hearing and a copy of the documentation placed in the case record. Reasonable efforts to return the child to his/her home continue until at the court permanency hearing find reasonable efforts are not needed. The court shall document this finding in writing and a copy of the written documentation must be in the case record.

B. Efforts to Return Child Home

In those situations where a child has been removed from his/her home, the Child Welfare Case Management Provider is responsible for the provision of services to facilitate reintegration. The decision to recommend reintegration is a decision made by and communicated to the court. The primary factors in this decision are the safety and well-being of the child. Demonstrating reasonable efforts to return a child home when there is a concurrent plan is especially important.
During the time the child is in out of home placement, the Child Welfare Case Management Provider shall ensure the family receives services to address the concerns, which resulted in out of home placement. Identification of these services shall take place during all case planning conferences. The Case Management Provider shall continually monitor the effectiveness of these services.

In the case of divorced or unmarried parents, the child is considered "reunified" when he/she is placed with either parent, regardless of the home of removal.

The family shall receive adequate follow-up services from the Child Welfare Case Management Provider during the 12 months aftercare period following the child's return home.

Services to the family and/or child, which facilitate reintegration, include but are not limited to:

1. Assistance in building a family support network;
2. Family counseling/therapy;
3. Assistance in accessing school resources;
4. Parenting Classes;
5. Referral to Drug/Alcohol Treatment;
6. Individual Therapy;
7. In Home Services;
8. Budgeting instruction;
9. Employment services;
10. Housing assistance;
11. Assistance in accessing all applicable community resources;
12. Assistance with transportation and in developing the family's transportation resources;
13. Development of a safety plan at reintegration;


All of these efforts shall be documented in detail in the case record and reported to the court. The court shall determine if the child may be safely reintegrated and document all such efforts in journal entries.

Reasonable efforts to ensure the child’s safety at the time of reintegration and during the Child Welfare Case Management Provider aftercare period shall be documented in the case file and the PPS 3051, Permanency Objectives. The case plan shall be attached to the PPS 3003, Report to the Court. Other documentation includes any special reports prepared by the Child Welfare Case Management Provider, case logs, and schools reports/records, resource parent logs/reports, therapist reports, etc.

If a determination is made that the reintegration efforts have not been successful, the Child Welfare Contract Management Provider shall submit a report to the court recommending termination of parental rights. The court shall document these reasonable efforts in the journal entries.

C. Conditions When Reasonable Efforts are not Required

Both ASFA and the Kansas Code for the Care of Children clarify that child safety is paramount and efforts to maintain a child at home or reintegrate the child are not required when:

1. A parent has been convicted of murder of any child;

2. A parent has aided, abetted, attempted, conspired or solicited the murder of any child;

3. A parent has been convicted of a felony battery that resulted in bodily injury to any child;

4. A parent has subjected any child to abandonment, torture, chronic abuse, sexual abuse, or chronic life threatening neglect;

5. Parental rights to any child have been involuntarily terminated; or
6. The child has been in out-of-home placement for 15 of the last 22 months.

When the child is in DCF custody and placed out of the home for 12 continuous months, or 15 of the last 22 months, a Permanency Plan Desk Review (PPS 3056) shall be completed and consideration shall be given to the termination of parental rights. Unless there are compelling reasons to the contrary, it is expected the Child Welfare Case Management Provider shall pursue termination of parental rights.

3372 Permanency Hearings

During a permanency hearing the court shall review evidence and make a written finding whether reasonable efforts have been made to accomplish the permanency goal and continued out of home placement is necessary for the child's safety. The Child Welfare Case Management Provider shall track when permanency hearings are due for all children assigned in their region.

A. The initial permanency hearing takes place within 12 months of the date the court authorized the child's removal from the home and every 12 months thereafter.

B. The court is responsible for sending a notice of the permanency hearing to all interested parties. The court may elect to notify other individuals as appropriate. Interested parties include but are not limited to:

   1. Parents;
   2. Maternal/Paternal grandparents;
   3. Resource Parents;
   4. Adoptive Parents;
   5. Court Appointed Special Advocates;
   6. DCF and Child Welfare Case Management Provider involved with the child.

C. If the permanency goal is reintegration and the court finds reintegration continues to be a viable option, the court shall determine when the child shall be returned to the parent. The court may order a new reintegration plan be prepared and submitted.

D. A permanency hearing is required when there is agreement by the case plan participants that a change in permanency goal is required. The Case Management
Provider shall notify the court of the change in permanency goal and the court shall schedule a permanency hearing.

E. If the court determined reintegration is not a viable option the county or district attorney shall file a motion to terminate parental rights or a motion to establish a permanent guardianship with 30 days and the court shall set a hearing on the motion within 90 days of the filing of the motion.

F. For children with a case plan goal of APPLA, at each permanency hearing, the Child Welfare Case Management Provider shall document in the court report:

1. The intensive, ongoing efforts to place the child/youth with a fit and willing relative, legal guardian, or adoptive parent;

2. That the child’s placement follows the reasonable and prudent parenting standards and opportunities to participate in appropriate activities;

3. What permanency outcome the child’s desires.

3380 Reports to the Court

The Child Welfare Case Management Provider (CWCMP) shall comply with providing the court any information needed for hearings. The information shall be provided in a timely manner to ensure the court receives the information before a hearing is held. For a child in DCF custody a report must be submitted to the court of jurisdiction within 30 calendar days of the date the child entered custody and at least 180 days thereafter. The court does request a report prior to the permanency hearing, and may request interim reports at any time. The Child Welfare Case Management Provider shall comply with all such requests.

Reports shall effectively document all case activities, service needs and plans for the child and family, progress being made to achieve the goal, and shall include recommendations for further work with the child/family. The CWCMP shall use the Court Report form, PPS 3003, if required by the court, and other attachments as necessary, including reports from other professional providing services to the child/family. A copy of the Court Report, PPS 3003, if required by the court, and any attachments shall be sent to DCF at the same time it is sent to the court.
3381 Time Frames for Required Court Reports

For those children under court jurisdiction, a report is made every 180 days and more frequently if requested by the court. The Child Welfare Case Management Provider shall provide the report to the court, with a copy to DCF, at least 10 days in advance of the court hearing or per court requirements (if different than 10 days).

3382 Permanency Hearing Court Reports

Case planning conferences shall be held prior to the date of the permanency hearing in order to allow enough time the Child Welfare Case Management Provider (CWCMP) responsible for the case to provide comprehensive reports to the court documenting the permanency recommendations. The CWCMP shall make a recommendation to the court based on the most current information available regarding the child and his/her family. This recommendation shall include whether reintegration is a viable option and provide a review of the family progress toward the goals, tasks and objectives. The CWCMP shall ensure all documenting evidence is available and presented to the court in clear concise language.

3383 Parent and Foster Parent Confidential Report to the Court

K.S.A. 38-2261 provides the right of foster parents and parents to submit a report to the court at the time of each court hearing. The report made by foster parents shall in a specified format. Appendix 3G provides a sample cover letter and a sample of the report. The report submitted by the parent and/or foster parent shall be available to all parties.

The Child Welfare Case Management Provider (CWCMP) shall inform the child's parents and resource parent(s) of the right to submit a report directly to the court. The CWCMP shall provide the parents and resource parents with information as to the name and address of the Judge to whom the report may be sent, as well as the dates of the court hearings. Documentation of this task shall be placed in the child's case file.

3384 Change of Venue for Out of Home Service Cases

Cases in which jurisdiction is transferred from one court to another are called "change of venue" cases. In many instances, the change from one court of responsibility to another will also require a change in DCF region of responsibility and a change in the Child Welfare Case Management Provider providing out of home services.

A. Change of Venue to Another Region
1. Child Welfare Case Management Provider responsibility ends for children who reside in out-of-home placement when there is a change of venue to another region. A referral will be made to the Reintegration/Foster Care Provider in the new region. The referral to the receiving Child Welfare Case Management Provider shall be sent by DCF Regional staff within 5 working days of the receipt of information from the receiving court documenting the acceptance of the change of venue. The sending Provider shall promptly notify DCF staff of the change in venue to a new region and send DCF the Acknowledgement form indicating case closure due to change of venue. The receiving Provider shall also promptly acknowledge the referral by sending DCF the Acknowledgement form (PPS 5120).

2. A change of venue case is not considered as fully transferred to the receiving region until the case is accepted by both the receiving court and the PPS Support Services Administrator, or designee, in the receiving region. The case must also be formally assigned to DCF staff within the receiving region for the case to be accepted within DCF as a "change of venue" case.

3. In some situations a family may have children residing in out of home placement while another child or children are being served in the aftercare period. When a change of venue occurs in this situation, the Reintegration/Foster Care Provider in the receiving region will receive a new referral for any children in out of home placement, but will then be expected to assume responsibility for serving the child or children who remain at home. The requirement of contact with the child within 4 hours of the referral, contact with parents, and the initial team meeting may be waived by Regional DCF staff. The new Child Welfare Case Management Provider is required to notify the family within 5 working days of the new referral that a new case manager has been assigned, and to provide their contact information.

4. The overriding principle guiding this situation is the family is only served by one Case Management Provider.

B. Change of Venue within a Provider Region

Child Welfare Case Management Provider responsibility does not end when there is a change of venue for a child in out-of-home placement when the venue change is within the same region.

When the change of venue is within the region, the Provider shall promptly notify the original DCF office of the venue change. The original DCF office shall transfer all files and service responsibility to the receiving DCF office.
C. Change of Venue in Aftercare

Child Welfare Case Management Provider responsibility does not end when there is a change of venue for a child in the aftercare period, whether the child is in DCF custody or not and whether the venue change is within the same region or to another region.

The original Case Management is responsible for providing case planning information and other requested information to the court for children in DCF custody and to the appropriate DCF staff, in addition to providing the needed services to the child and family to maintain the child's permanency.

If the child must return to an out of home placement during the aftercare period, the original Child Welfare Case Management Provider is responsible for providing the services. There shall not be a new referral made to the Reintegration/Foster Care Provider in the region where the child lives.

See Appendix 3R for additional information.

3385 Transfer of Custody to Tribes for Out of Home Service Cases

Child Welfare Case Management Provider (CWCMP) responsibility ends for children who reside in out-of-home placement when there is a change of custody to a federally recognized tribe. The CWCMP shall promptly notify Regional DCF staff of the change in venue to a tribe by sending DCF the PPS 5120 RE/FC/AD Acknowledgement of Referral/Notification of Move/Placement Change Acknowledgement form indicating case closure due to change of venue. DCF staff shall forward the information to the tribe within 5 working days of the receipt of information from the receiving court documenting the acceptance of the change of venue. The tribe shall promptly acknowledge the receipt of the information by e-mail.

A change of custody case is not considered as fully transferred to the tribe until the case is accepted by both the tribal court and the tribal social service designee. Once fully transferred, the regional DCF office shall transfer all files and service responsibility to the tribe.

3400 Relinquishment/PRT

When adoption is the plan, services shall be provided which result in the termination of the child's parental rights:
A. Voluntary relinquishment of children to DCF by parent(s) or legal guardian; or
B. Termination of parental rights by the court with the child remaining in the custody of the Secretary.

Careful case documentation is essential in order to remove legal barriers to adoption. Child Welfare Case Management Providers and others providing services to the family face a high probability of having to testify in court as witnesses to the family's successes and failures in completing the tasks and objectives of the case plan.

3410 Documentation for Parental Rights Termination (PRT)

Documentation of parental responsibilities to achieve reintegration shall be related to the parent's failure to comply, not DCF/Child Welfare Case Management Provider's (CWCMP) failure, to provide services.

Careful case documentation is essential in order to remove legal barriers to adoption. CWCMPs and others providing services to the family face a high probability of having to testify in court as witnesses to the family's successes and failures in completing the tasks of the case plan.

The case file shall document all services provided to assist the family in meeting the tasks and objectives of the plan, including:

A. the family's ability to cooperate with all persons involved in providing services
B. the family's ability to make and keep appointments with providers
C. parent/child interactions, including dates, missed interactions, and reasons why
D. observations of parent/child relationship
E. transportation to and from appointments

3420 Steps to Relinquishment

When Child Welfare Case Management Provider staff becomes aware of a parents’ desire to relinquish his/her child to DCF and adoption is the case plan or concurrent case plan goal the staff shall discuss relinquishment with the birth parent(s), DCF staff and their supervisor to determine if relinquishment is appropriate.
The Case Manager shall provide to and discuss with the parent(s) the letter "Notice to Parent Considering Relinquishment", which is available in Appendix 5G. The parent(s) shall be encouraged to discuss the contents and implications of this letter with their attorney.

If the decision is made that it is in the best interest of the child for relinquishment to occur, the Case Manager shall complete the Appendix 5J Relinquishment of Child to Agency.

3430 Voluntary Release/Relinquishment

K.S.A. 38-2268(a) provides “Prior to a hearing to consider the termination of parental rights, if the child’s permanency plan is either adoption or appointment of a custodian, with consent of the guardian ad litem and the secretary, either or both parents may: relinquish parental rights to the child; consent to an adoption; or consent to appointment of a permanent custodian." The Secretary of DCF will accept a relinquishment only if there is a current CINC case with custody awarded to the Secretary. The Secretary or Secretary's designee has the right to refuse or accept any relinquishment if termination of parental rights is not in the child's best interest.

If the relinquishment is not accepted, a new case plan shall be written within the next 30 calendar days. Adoption may be considered at any case planning conference but must be discussed at the case planning conference which is held following the one-year anniversary of the initial out-of-home placement of the child. Relinquishment can be considered only if adoption is the case plan goal or the concurrent case plan goal for the child and it is documented that the plan is in the child's best interest. There must be a reasonable expectation that adoption of the child can be achieved.

Parents shall relinquish their legal rights to their children in writing, before the court of jurisdiction, or before a notary if necessary. Arrangements shall be made for the child's Child Welfare Case Management Provider to receive the relinquishment papers once they are signed by the judge or notary and forward them to DCF for acceptance. DCF shall send notification to the parent's last known address, Guardian ad Litem and the County or District Attorney of the acceptance or non-acceptance of the relinquishment.

3431 Relinquishment of Indian Children
Special circumstances exist when a child and or parent(s) of Indian heritage are involved in a relinquishment. The DCF Foster Care Liaison must work closely with the region attorney to ensure court documents and processes for relinquishment meet the requirements of the Indian Child Welfare Act.

A. The following must be addressed:

1. The parent(s) or Indian custodian is of sound mind and body and not under undue restraint, duress, or influence of illicit drugs or other substances.
2. The tribal heritage of the parent(s) or Indian custodian and the child is documented. This may include tribal identification numbers.
3. The legal rights to the child are being relinquished to the Secretary of DCF.
4. The primary language of the parent(s) or Indian custodian must be documented.
5. If English is not the primary language, it must be demonstrated that the terms and consequences of the relinquishment were interpreted into a language the parent or Indian custodian understood.
6. The relinquishment must not be given prior to or within 10 days after the birth of the Indian child.
7. The relinquishment must be signed in front of a judge.
8. The parent or Indian custodian must understand that the relinquishment can be withdrawn prior to the filing of the final order of adoption.
9. The parent or Indian custodian does not reside upon an Indian reservation.
10. The parent(s) or Indian custodian may execute a consent to adopt in lieu of a relinquishment. The same safeguards apply.
11. The adoptive parents of an Indian child are named in a consent to adopt but are not in the case or a relinquishment.
12. If a consent to adopt is executed, the case is then considered a private adoption and the agency is relieved of custody of the Indian child. No adoption subsidy is available to the adoptive parents when a consent to adopt is executed.

B. Inquire as to whether the child/family has any Indian tribal affiliation (per the Indian Child Welfare Act). If so, it is important to have the names of the ancestors to determine tribal enrollment and to obtain permission of the tribe to proceed with placement. Review the documentation of ICWA compliance and update the form PPS 5340.

C. Indian tribal affiliation shall be determined at the time the child comes into the custody of the Secretary, not at the time of relinquishment. However, relinquishment procedures with Indian children differ from that of non-Indians, and the worker shall make certain there is no Indian tribal affiliation before the relinquishment process proceeds.
3440 Termination of Parental Rights

While it is the court's decision to terminate parental rights, it is the responsibility of DCF (with Child Welfare Case Management Provider input) to make recommendations to the court and to provide comprehensive written documentation to support those recommendations.

The legal termination of parental rights, or a parent's desire to relinquish parental rights, both viable options for the eventual achievement of permanency, may not always be the best alternative for children for whom reintegration is not possible. It is not a means of punishing the parent; it is a means of serving the child. The DCF attorney is available to aid in making decisions and in answering questions. If the decision is made to seek termination of parental rights and the option of relinquishment is appropriate, the parents shall be offered the opportunity to relinquish. To address PRT/Relinquishment issues, the Child Welfare Case Management Provider shall assist the family in obtaining services and support to help them deal with emotional issues surrounding these events.

3441 Criteria for Considering Termination of Parental Rights

Factors to consider in making the determination are to include but not be limited to the following:

A. An alternative case plan goal is appropriate and in the child's best interest.
B. Why the child came into care - abuse, neglect, or abandonment.
C. The age of the child - the younger the child is, the more serious the need to consider termination.
D. The ability of the parent to meet the child's needs and meet the requirements of the case plan.

The Permanency Staffing Guide in Appendix 3S is available for additional criteria to consider.

3442 Compelling Reasons Not to Pursue Termination of Parental Rights

The Adoption and Safe Families Act (AFSA) defines certain circumstances under which the court may find that termination of parental rights is not a viable alternative for the child.

A. Those reasons include:
1. A reason(s) (as documented in the case file) exists to support the decision that neither the permanency goals of adoption or permanent custodianship are in the best interests of the child;

2. The child is in a stable placement with relatives/non-related kin;

3. Adequate services to the parents were not provided by the agency to address the concern(s), which resulted in the child entering out of home placement.

B. DCF and the Child Welfare Case Management Provider (CWCMP) shall make diligent efforts towards the child achieving permanency while in a relative/non-related kin placement. Therefore, DCF shall pursue either adoption or permanent custodianship as the permanency goal for a child in a stable relative/non-related kin placement when reunification is not a viable permanency goal.

C. If both DCF and the CWCMP agree the family is making adequate progress towards reintegration of the child and reintegration will take place within the next 180 days, a recommendation may be made to the court to delay termination of parental rights efforts for up to 180 days. The parent's progress toward reintegration shall be carefully monitored and documented and a date set as to when the child shall be reintegrated.

3443 Information Required by the County/District Attorney

A. The following information shall be provided to the county/district attorney to justify the petition to terminate parental rights:

1. A list of the names and address of persons to whom a notice of hearing must be sent. This list includes but is not limited to both birth parents, maternal/paternal grandparents, their respective attorneys, resource parents, the guardian ad litem, CASA, DCF and Child Welfare Case Management Provider, therapists, medical experts, and the child's current and former placement providers;

2. A current court report with supporting attachments. The report must list the reasons DCF is recommending that termination of parental rights is in the best interest of the child;

3. A description of the reintegration services provided to the family and the results of the provision of these services;

4. A copy of the child's birth certificate;

5. If the child is Indian, documentation of the information gathered from the tribe;

6. A list of potential witnesses, their addresses and telephone numbers;

7. Copies of all previous case plans;
8. The social history(ies) on the child and his/her family;
9. Psychological, drug and alcohol evaluations pertinent to the case;
10. Reports from other service providers, the child's school, other courts or state child welfare systems, or other entities if appropriate.
11. The progress the family made or did not make toward meeting the permanency goal;
12. The child's development and behavior while in out of home placement; and
13. After addressing how termination of parental rights may impact the child.

B. This information shall be sent to the County/District Attorney's Office within 45 days of the case planning conference at which the permanency goal is changed to adoption. The time may be extended to 60 days if the required information is not under DCF control, this shall be documented in the child's case file.

C. If termination of parental rights is denied by the court, a new permanency goal shall be determined at a case planning conference. This shall be held within 30 working days of the receipt of the written journal entry or other documented form of notice.

3444 Preparing the Child for Termination of Parental Rights

The following tasks shall be completed prior to the termination hearing:

A. Arrange for a visit to the courtroom, if the child is to appear in court.
B. Arrange a meeting with the guardian ad litem.
C. Notify the therapist of the recommendation of termination so the therapist/counselor can help the child be prepared.
D. Actively involve the foster parents in helping the child be prepared.
E. Supervise interaction with birth parents(s).
F. Arrange a final interaction with the birth family. Taking pictures during the final visits is appropriate, not only for the child's life book but also for the birth parents/family.
G. Work with the child regarding the termination, the final visit, separation and loss issues, and planning for permanency.

3500 Case Closure

When a child is in the custody of the Secretary, the case shall be closed only when the Department has been released of Custody by order of the court or the youth has reached the age of 21.

3800 FACTS Case Planning Services Procedures
Complete screen navigation requirements for entering case planning conference information into FACTS are located in the Service Management section of the FACTS User Manual, Volume II, Section 300. Codes for applicable screens in FACTS are located in the USER Manual, Volume I, Section 800. If the case plan involves a referral to a Child Welfare Case Management Provider, then information regarding that referral service action on INIT, PLAN, and RESP (as applicable to plan type) must be complete and added on the same day of referral to the provider. Otherwise, information shall be entered on INIT, PLAN, and RESP (as applicable to plan type) within 5 business days from the date of occurrence, action, or agency decision regarding a child or family.

Case information that is required in FACTS and which is received from outside agencies shall be entered within 5 business days of receipt of the information.

3810 Establishing an Initial Case Planning Conference (INIT)

A case planning conference can not be established for any family in FACTS until the CASE is open and successfully processed. Case planning types, goals, and effective dates entered into FACTS shall match information on case plans. An individual's first plan and/or service is entered on INIT. The INIT screen is only completed once for an individual's plan. Users will see information from INIT on the PLAN and RESP screens once successfully added. The PLAN screen reflects information from INIT and is where a user updates case planning goals and case planning conference information. The RESP screen reflects information from INIT and is where a user adds and updates services for a client. Information regarding case planning types and service actions is located on the Family Based Assessment Summary and court orders if applicable. When a plan is added, a plan ID number is generated.

3811 Entering Plan Type

A. Family Case Plan

Family Case Plan (FP) type is entered on each non-custody member of the family who is the subject of a service or specific task.

B. Law Enforcement (LE) Plan

A law enforcement plan (LE) type is entered to document a child or youth's episode of police protective custody. The begin date is the date the child was placed in police protective custody. If this date precedes the case open date, refer to PPM 1872 regarding date to use for case open date on CASE screen. For law enforcement protective custody, the end date of the LE plan is the date child returns home from law enforcement protective custody or enters DCF custody. Placements in an emergency shelter prior to agency custody are considered a protective action service (PR08N), not a placement (FO…) code. See PPM section 2832 for additional information.
C. Child Custody Plan

A child custody plan type (CC) shall be entered for each child in the custody of the Secretary of DCF who has been ordered by the court to be removed into an out of home placement. The begin date of a CC plan is the date the child was ordered by the court to be removed into out of home placement and in agency custody. This information is located on an order of DCF protective, temporary, or adjudicated custody, whichever comes first. If the custody date precedes the case open date, enter the case open date. If the child’s first out of home placement is either a locked facility or hospital for acute care please refer to PPM section 3811E (SC plan). If the child ran or family ran with child prior to DCF having physical custody of child, then first placement is AWOL (FO09N). The end date of a CC plan type is either the date the child is released from custody or the date the child had been placed back home for a period of 6 months, the date a youth age 18 is no longer IV-E eligible, or the date an individual turns age 19, whichever comes first. When a CC plan type ends, discharge information is required per PPM 3835. The reason for discharge for youth age 18 who are no longer IV-E eligible or individuals who turn age 19, whichever comes first, is emancipation (EM). This plan type affects AFCARS federal requirements.

D. Reintegration Custody Plan

A reintegration custody plan type (RC) shall be entered for each child in DCF custody who has been returned home for a period of 6 months. Initiate (IN) the service action code FU01N with service source code FGC, and service request code of CM. The begin date of a RC plan is the day following the end of the six month period that the child was placed home. The end date of a RC plan is the date that custody is released, or the date that the child reenters out of home placement, whichever comes first. Do not enter a placement service action code. On a RC plan type there is no CORT requirement. Enter on SESS the case plan conferences after the RC plan type starts and enter the tasks and services on RESP when the new case plan is received. If a child has been placed at home for 6 months, and reenters out of home placement, this out of home placement is considered a new removal episode for the purposes of AFCARS, thus a new CC plan and removal information would need to be added. Initiate a new PR09N for each new CC plan.

E. DCF Custody Only Plan

A DCF custody only plan type (SC) shall be entered for each child in the custody of the Secretary of DCF who does not have a removal ordered. Initiate (IN) the service action code FU01N with service source code PSW and service request code of CM. The begin
date of a SC plan is the date the agency received custody of the child. This information is located on an order of DCF protective, temporary, or adjudicated custody, whichever comes first. If the custody date precedes the case open date, enter the case open date. The end date of a SC plan is either the date the child is released from custody or the date the child is removed into out of home placement for reintegration/foster care services, whichever comes first. Do not enter a placement service action code. On a SC plan type there is a CORT requirement. Enter on SESS the case plan conferences after the SC plan type starts and enter the tasks and services on RESP when the new case plan is received. If a child enters the custody of the Secretary of DCF and the child's first out of home placement is either a locked facility or hospital for acute care, then a SC plan shall be opened. Once the child has moved to a foster care like setting (i.e. foster home, relative, residential, shelter, etc.), the SC plan will closed and a CC plan shall be opened. The removal date for the CC plan shall be the date the child was placed in the foster care like setting.

F. Emancipation Custody Plan

An emancipation custody plan type (EC) shall be entered for each child in DCF custody who is age 18 and is not IV-E eligible (GA01N), or reaches age 19. The begin date of a EC plan is either the day following the date the 18 year old is no longer IV-E eligible, or the day following the date the individual turns age 19. The end date of an EC plan is the date that custody is released. Initiate (IN) a placement service action code. Do not enter a PR09N responsibility. On an EC plan type there is a CORT requirement. Enter on CORT the court dates after the EC plan type start date. Enter on SESS the case plan conferences after the EC plan type starts and enter the tasks and services on RESP when the new case plan is received.

G. Private Adoption Plans

A private adoption plan type (PA) is used only to enter private adoptions that do not involve children in DCF custody. This plan type documents a non-recurring payment is made to assist a family who has adopted a child who was not in DCF custody. This plan type affects AFCARS requirements.

H. Self Sufficiency Plan

A self sufficiency plan (SS) is only used for youth who are not in DCF custody and are receiving independent living services as per form PPS 7000. Use the goal type of maintain with family (MFM) on a SS plan type. Do not enter a placement service action code. A SS plan is not opened on youth who are still under a CW/CBS provider. Initiate
(IN) the service action code FU01N with service source code PSW. (Refer to PPM section 7800 for additional information on entering independent living youth not in DCF custody).

3812 Entering Review Dates

Enter a review date when a case planning conference has occurred. The case planning conference date shall match the first date indicated in the time period covered on the PPS 3050 or 3051. This field is an AFCARS requirement. If no case planning conference has been held and the plan is closing, enter the date of initial team meeting with the family or date of court hearing, whichever was most recent, in the review date field.

3813 Entering Plan End Information

Information on plan end dates is entered when a plan closes. In order to add this date, a review date must be entered. If no case planning conference occurred prior to ending the plan, enter the date of initial team meeting with the family or date of court hearing, whichever was most recent in the review date field. When a plan ends, the results code field is required. The results field code reflects how the agency views the plan completion-successful or unsuccessful. In order to gain this information about plan end results, consult with the assigned worker. To close a plan, all court information and responsibilities must be closed.

3814 Entering Goals

The case planning goal type and start dates for initial and subsequent case planning activity entered into FACTS shall match information on the FBA summary, case plan, and/or referral documents to the Child Welfare Case Management Providers. If the permanency goal for protective custody has not yet been established enter "NYE" in FACTS. If the goal is reunification, enter "RUC". If the child is in custody and placed at home, the goal type is "MFM". If the goal for a youth in custody is Another Planned Permanent Living Arrangement (APPLA), enter "EMA". If the goal for a youth in custody is Adoption enter (ADP). If the goal for a youth in custody is Custodianship/Guardianship with a non-relative, enter (GUS). If the goal for a youth in custody is Custodianship/Guardianship with a relative, enter (GRL). End dates for case planning goals reflect the day the final goal was achieved or the date the plan closed.

3815 Entering Removal Information

Removal codes, dates and reasons are entered only for those children in DCF custody who have been removed by a type of court order ("C") from their home, or been voluntarily relinquished ("V") to the agency by their care giver. The date of removal is the date when the child was removed from the home and should match the PPS 5110
or date of Relinquishment on the YA 2303. The removal date may be different than the
date of DCF custody; however, the removal date entered into FACTS cannot be a date
prior to the start date of the child custody plan. A removal date is only entered once for
each custody episode. FACTS can record up to15 (fifteen) removal reasons. To the
greatest extent possible, FACTS reasons for removal shall match reason on the PPS
5110 referral form. Enter the primary reason for removal from PPS 5110 in the first
reason for removal on the PLAN screen. Enter the secondary reason for removal from
the PPS 5110 in the second reason for removal on the PLAN screen. If a child is
removed from the home for reasons of maltreatment (e.g. physical abuse or neglect)
and reasons of non-abuse neglect/(FINA) (e.g. child behavior problem or caregiver
inability to cope), then select and enter the reason (s) of maltreatment prior to entering
the reasons of non-abuse neglect/(FINA) unless the non-abuse neglect/(FINA) reason is
the primary reason for removal. The removal date is a field subject to timeliness error
for AFCARS if not entered timely.

3821 Entering Services Requested

Select code appropriate to service type being provided to the family. For children in
DCF custody, the service requested in involuntary placement "IP" except for runaways,
which is voluntary placement "VP". The achievement date is the date that the DCF
worker anticipates that the service, task, or placement will end or be achieved.

3822 Entering Information Regarding Services, Tasks, and or
Placements

A. Service Action

Enter the first service or task that is planned, recommended, or currently initiated with a
client in the Service Action field on INIT. If there is more than one service action or tasks
for an individual, these additional services are entered onto the RESP screen. With
exception to subsidy service actions, all codes entered end with the letter "N", indicating
nonpayment activities. Information to complete this data field is located on the Family
Based Assessment Summary Child Protection Objectives, Acknowledgment/Change in
Placement Form, case plans and other documents regarding health and well-being of
family members. Enter waiver information on all children who are eligible for or receiving
any HCBS waiver and who are part of an open case. This action affects youth served by
the Child Welfare Case Management Providers (up to the point an adoption is finalized),
and family services. To enter waiver information, enter the service action code of
"FU08N" and service request code of "WA". If the service action is planned (child is
eligible, but not yet receiving) use responsibility status code of "PL". Use responsibility
status code of "IN" if waiver service has started. Use service source code 'PHD' for
Physically Disabled waiver 'MRD' for Intellectual/Developmental Disability (I/DD) waiver,
'TEA' for Technologically Assisted waiver, 'HDI' for Head Injury waiver, 'SED' for
Severely Emotionally Disturbed waiver, 'AUT' for Autism waiver, and 'PTF' for
Psychiatric Residential Treatment Facility waiver.
B. Service Source

Enter the service source of the particular service action. Information in this field shall match pertinent documents such as case plans, placement change documents, etc. The description field reflects a provider name or short description of case planning task. For non-facility placement providers, the name of the provider is entered as follows: Last Name, Female Head first name/Male first name. Descriptions for facilities shall match provider list on the residential rate sheet.

3823 Entering Worker Number

Worker number is only entered when an DCF worker other than the assigned CPS Specialist is completing a service action, for example a program support worker helping with budgeting or transportation. The worker start date is the date that the additional DCF worker began the service delivery with that family. Only DCF staff with an assigned FACTS worker ID can be entered in this field.

3824 Entering Start Dates and Status

The Responsibility Status field displays the current status of the responsibility on the screen. A history of changes in status is maintained by the system, however this specific history is not seen by users. Responsibility status is a required field. To start a responsibility or indicate a planned responsibility, enter codes applicable to the service, task, or placement. For planned or recommended responsibilities, enter PL; for clients referred to providers, enter IN and the referral date. To show that a service has been initiated, enter IN for agency initiated activity. If a short-term service was planned and initiated on an initial plan (INIT) within a 30-day period, the open code of PI is used. Dates shall match partner document in the case file for referrals to providers and placement moves.

Effective dates for responsibilities reflect the current status begin date. This field is updated with the status field as needed for various service actions to reflect referral dates, initiated dates, and end dates. Although this field is typed over as needed for updates, the initiated date is always kept in view for the user in the "RespInDt" field.

3825 Entering Family Structure Code

A family structure code is entered only for children who are placed in DCF custody the custody of the Secretary and removed from the home. A family structure code is entered for both the removal family and the foster care family. The family structure code for the removal family can be obtained from the referring CPS Specialist, and is entered on the PR09N RESP. When entering a family structure code on the removal family, the primary and secondary caretakers shall be identified on RELS. If the family structure on the removal family is unknown such as in the case of abandonment, enter UTD (Unable
to determine) as the family structure code. The family structure code for the foster family is entered on PROM.

3831 Entering Plan Type on PLAN Screen

Data previously entered on INIT displays on PLAN, and the PLAN screen is where information is updated or closed. If there is a need to change the plan type, close the existing plan and open the new plan. For example, a child who was in law enforcement custody (LE), then placed into DCF custody and out of home placement requiring a child custody (CC) plan, the LE plan must be closed before starting the CC plan. The end date for a FP plan is the date the provider closes their active case, or the date DCF ends their direct delivery in family services. To enter a new plan, a previous plan must be ended.

3832 Updating Plan for Dually Adjudicated Individual

A. Adding Dually Adjudicated Status to a CC Plan

To reflect a KDOC-JS (Kansas Department of Corrections - Juvenile Services) dual custody, enter the service action code of FU01N and the service source code of JJA. The responsibility start date of the KDOC-JS case management service action is the date the youth was dually adjudicated. The current custody plan should remain open and the case shall be maintained in FACTS. Update review dates as needed. Work with local community case management agencies to obtain this information. Close all other tasks and placements responsibilities, except for the PR09N service action code. When closing the placement service action code use status closure code "AD". Assess IV-E eligibility and put in the appropriate EP segment into the KDOC-JS CASIMS system.

If there are CINC custody children on the case as well as a JO, the case shall remain open.

B. Removing Dually Adjudicated Status from a CC Plan

Access RESP screen and end the KDOC-JS case management service action responsibility.

C. Closing Dually Adjudicated Cases

If CINC custody ends, and the youth transfers to KDOC-JS custody, enter Transfer to Another Agency as the reason code and enter the date that DCF custody was discharged in the "EndDt" field on the PLAN screen. Entry of a review date in the Review Dt field on the PLAN screen is required by the system. If CINC custody ends regardless if youth transfers to KDOC-JS custody or not, enter CM in the RESPStatus field on the last placement service action code, enter a discharge reason, and the date child was released from custody.
3833 Entering Permanency Goal on PLAN Screen

Data previously regarding case plan goals entered on INIT displays on PLAN, and the PLAN screen is where information is updated. The permanency goal entered in FACTS shall match information on case plans. The goal type is updated only when the permanency goal changes. Start dates for goal types are updated in accordance with permanency goal changes indicated on case plans.

3834 Entering Service Actions on RESP Screen

A. Status

Data previously entered regarding service actions entered on INIT display on RESP, and the RESP screen is where service action information is updated. When a service has ended, closure codes for that responsibility are entered. Enter "CM" as a status closure code for a placement only if that placement is the child's last placement prior to discharge from DCF custody. Entering CM on a placement will require the user to enter a reason for discharge of custody. Enter completed (CM) for services that end. For complete list of possible closure codes, see section 800 of User Manual. For more information on placements, see PPM 5831.

B. Effective Dates

Each time a status is updated, a new effective date reflecting the date of status change is entered. For open cases which transfer as a result of a new contract award, no change is made to effective dates for that service action. Only the specific description is changed to reflect the name of the new contractor.

3835 Entering Reason For Discharge on RESP Screen

When a child is either discharged (released from custody) or has been at home 6 months, is age 18 and no longer IV-E eligible, or is age 19, enter "CM" status closure code on the last placement code and enter a reason for discharge. This CM status marks the end of a custody removal episode for a child. The placement responsibility that the discharge reason code is entered on, SHALL be the last responsibility on the RESP screen that has data entry. Applicable codes are: Reintegration (RU), Adoption (AP); Emancipation (EM); Guardianship (GD); Runaway (RN); Child Death (DD); Living with other relative (LR); or transfer to another agency (TA). Use the hearing date for the date of discharge (released from custody), unless the journal entry indicates an alternative date. Discharges for adoption are the exception since the file stamp date on the adoption decree is used for the date of discharge.

3840 Entering Case Planning Conference Information
All case planning conferences shall be entered on SESS. When reviews for more than one child are combined, only one session is required. Communication type is the method in which those invited to the case planning conference were given notice of the conference.

3841 Entering Transition Plan Information

When transition plan form (PPS 3059) is completed with a youth, enter code TR01N on the RESP screen with service source code FGC. The responsibility start date will be the date of the transition plan. The responsibility end date will be the date of the next transition plan, or the date the plan closes, whichever comes first.

If there is an individual listed in the overall/everyday living box in Section 7 on PPS 3059 form, enter service action code of PP01N with service source code FGC. The responsibility start date is indicated on PPS 3059 form. The end date of the PP01N service action code will be the date of the next PPS 3059, or the date the plan closes, whichever comes first.

3850 Entering Disability Information

As per PPM section 1883, disability codes on MACL shall be entered for every child on a case. Refer to PPS 3050 or PPS 3052 for diagnosed disabilities and enter on MACL. Each time a case plan conference is held, review the disabilities listed on the PPS 3050 or PPS 3052 and update the MACL screen as needed.

3860 Entering Candidacy for Care Determination

To determine if a child is a candidate for care, refer to form PPS 3050A or PPS 3052. If a child is a candidate for care, enter the service action code of CC01N and the service source code of PSW on the RESP screen. If a child is not a candidate for care, enter the service action code of CC02N and the service source code of PSW on the RESP screen. The responsibility start date of the candidacy for care determination for both service action code CC01N and CC02N is the date when the case planning conference occurred. The responsibility end date is the date when the child is no longer a candidate for care as per PPS 3050A or PPS 3052, the date when the child becomes a candidate for care as per PPS 3050A or PPS 3052, the date of when the next case plan is held, or the date the plan closes, whichever comes first. Candidacy for care information on the PPS 3050A or PPS 3052 shall be reviewed each time a case plan conference is held. If the child does not have an open plan, which may be the case for family services, a plan shall be opened with the appropriate plan type for that child.

3870 Entering Incarcerated Parent Information

If mother was incarcerated at time of referral or at time of case plan, enter the service action code of JA01N with the service source code of JAL on the RESP screen in FACTS. If father was incarcerated at the time of referral or at the time of case plan,
enter the service action code of JA02N with the service source code of JAL on the RESP screen in FACTS. The start date of the service action code (JA01N or JA02N) is the date when the case planning conference occurred and is located on the PPS 5110 or PPS 3052 form. The end date is when the parent is no longer incarcerated or the date the plan closes, whichever comes first. Incarcerated parent service action codes are only entered on plan where child is in custody (SC, CC, RC, and EC plan types). If parental rights have been terminated, do not enter the incarcerated parent service action code(s) into FACTS. If parental rights have been terminated, do not enter the incarcerated parent service action code(s) into FACTS.

3880 Entering Highest Grade Level Completed

Enter the highest grade level completed on the MACL screen from the PPS 5110, PPS 3052, or PPS 7000. For example, if the child is currently in 9th grade then the highest grade of completion would be 8th grade (’08’). Refer to FACTS online user manual for entire list of codes. If youth received a GED, enter ‘GD’ as the highest grade level completed.

3890 Entering Plan of Safe Care and Related Services

If a PPS 2007 form (Plan of Safe Care) is completed for an infant and their family, enter the service action code of PS01N along with service source code PSW on the RESP screen of the infant’s plan. If no plan exists for the infant, a FP plan type must be opened. If Section III of the PPS 2007 form is completed with services for either the infant or their family, enter only one service action code of CA01N along with service source code of PSW on the RESP screen of the infant’s plan regardless who the service is for and regardless of how many services are listed.

3900 Eligibility and Payment Procedures

(Section intentionally left blank.)

4000 Family Services

4000 Family Services

Family services recognize the inherent integrity and value of the family. Provision of family services is considered when there is a need for the DCF assistance beyond the initial 30 working days of intake assignment. Services are delivered to the family as a unit rather than to individual family members. However, individual family members may also receive specific services. Services may be court ordered, recommended by the DCF, or requested by the family.
The difference between Family Services and Family Preservation is the degree of the crisis, specifically related to safety, family functioning, and the potential removal of a child.

A. Family Preservation

The services identified to address the family’s needs require a high level of intensity, requiring more frequent contact. Family Preservation offers the availability of staff, twenty-four hours a day, seven days a week, to meet the higher level of intense services.

B. Family Services is directed at alleviating specific situations which if services are not offered, may develop into a crisis situation.

Family Preservation/ Family Services include the following characteristics:

A. Services strengthen the family and promote the safety and well-being of the children;

B. Services are delivered primarily in the family home or community;

C. Services are committed to reinforcing the strengths of the family members, empowering the family to solve problems, and become self-sufficient;

D. Services enhance parenting skills, family and personal self-sufficiency, functioning of the family, and reduce stress on families; and,

E. Services, which require monitoring, help families locate and use additional assistance including, but not limited to, the development and maintenance of
community support systems, counseling and treatment services, housing, child care, education, job training, emergency cash grants, state and federally funded public assistance, and other basic support services.

4010 Range of Services

The scope of the services provided or accessed for the family will be based on the assessment of the family's need, the family's eligibility, and available resources.

Services may be offered by the DCF staff or through referrals to other community agencies or entities, including utilizing the DCF community services programs and/or Family Services funds. Services are provided without regard to income and may be voluntary. Families may be court ordered to apply for services. See Section 4900 for additional information.

4013 Subsequent Reports on an Open Family Service Case

A. Report Regarding a DCF Family Service Case:

Reports not assigned for further assessment by the Kansas Protection Report Center (KPRC) are forwarded to the regional intake email. PPS staff monitoring the regional intake email shall forward the report to the DCF worker identified on the open FACTS CASE screen and to the PPS Supervisor. The intake (PPS 1000, 1001, 1000A, and 1002) shall be printed and filed in Section 3 of the case file per PPM 0425. The DCF worker with the open case shall consider the information contained in the report; and include the information in the work with the child/family as appropriate. The PPS Supervisor shall ensure the information contained in the report(s) is addressed in the open case. The PPS Supervisor shall follow-up prior to case closure to ensure all subsequent reports have been addressed in the open case.

If after consulting with a PPS supervisor, a determination is made to request the report be assigned for further assessment, the PPS supervisor shall request assignment via the KPRC Supervisors email mailbox (PRCsups). If the information contained in the report meets definitions of critical or significant incident per PPM 0510 and PPM 0512, the DCF worker shall notify his/her immediate supervisor per PPM 0510 and/or 0512.

B. Report regarding a Community Family Service Provider (CFSP) Case:
When a subsequent report which is not assigned for further assessment by the KPRC is received on a case assigned to the Community Family Service Provider (CFSP), KPRC forwards the report per PPM 1431, to the regional intake email. PPS staff monitoring the regional intake email shall forward the report to a PPS Supervisor.

The PPS Supervisor shall review the report, and forward the report to the CFSP within 3 working days from the date of the email from KPRC. If DCF has specific information to address it shall be noted in the e-mail.

Upon receipt of the email containing the subsequent report not assigned for further assessment, the CFSP shall print the intake (PPS 1000, 1001, 1000A, and 1002) and file in Section 3 of the case file per PPM 0425. The CFSP will have 3 working days to acknowledge receipt of the report and provide an initial summary of information they may have regarding the report. If after receiving the initial 3 working day report from the CFSP, the PPS Supervisor determines more information is needed, they will notify the CFSP. The CFSP shall follow up with the family on the information contained in the report, and provide a written report back to DCF within 5 working days regarding the outcome. The CFSP shall include all information addressing the event in Case Activity Logs with the event number identified.

The CFSP Supervisor shall ensure the information contained in the not-assigned report(s) are addressed in the open case, and follow-up with the CFSP licensed case manager during regular supervisor consultations per PPM 4105 and PPS 4010. Prior to case closure the CFSP Supervisor shall ensure all subsequent not-assigned reports have been addressed in the open case.

Refer to PPM 4017 B for when abuse/neglect concerns are indicated; or PPM 4017 C for when a higher level of service is indicated.

4015 Completed Aftercare Cases Returned to DCF for Family Service

When a child in the custody of the Secretary has achieved permanency and the Child Welfare Case Management Provider has completed their 365 days of aftercare, the case returns to the DCF for case management responsibility. These custody cases have the same requirements as any other family service case.

4017 Community Family Service Provider Assessment
Family in Need of Assessment (FINA) reports, excluding reports involving substance exposed infants, may be assigned to the Community Family Service Provider (CFSP) for the initial assessment. The CFSP shall meet required response times, per PPM 1670, and complete all required assessments per PPM section 2700.

The CFSP shall determine whether Family Services will be offered or whether the case is closed, based on PPM 2740. Any other Case Action/Initial Service Plan Decision per 2740 D. 3. shall be referred to DCF per the procedures in C. below.

A. Family Services

If the case action/initial service plan decision is to open a Family Services case, the Family Based Assessment per 2740 D. shall be completed. Refer to PPM Sections 3000 Case Management and 4000 Family Services.

B. Abuse/Neglect Concerns Indicated

If abuse/neglect concerns are indicated during involvement of the CFSP, a new report to the Kansas Protection Report Center (KPRC) is required. If an abuse/neglect report is assigned during an open Community Family Service event, the CFSP worker and the assigned DCF CPS Specialist shall coordinate to complete the investigation/assessment. The extent of the CFSP worker’s involvement in the investigation/assessment shall be determined on a case-by-case basis, considering what is in the best interest of the child and family. The Community Family Services case may remain open during the abuse/neglect investigation and Community Family Services may continue, unless a referral is made to Family Preservation or to the Reintegration/Foster Care/Adoption (RE/FC/AD) Child Welfare Case Management Provider (CWCMP). Refer to C. 3.

C. Higher Level of Service Indicated

1. Notification to DCF
If during the CFSP involvement, the CFSP determines a higher level of service may be needed by the family, the CFSP shall notify DCF no later than the next working day, unless the family is in crisis requiring immediate assistance. Written notification, containing an explanation for the need for a higher level of service, shall be sent via email to the regional intake email:

- a. Kansas City Region: DCF.KCPRC@ks.gov
- b. East Region: DCF.EastIntake@ks.gov
- c. Wichita Region: DCF.WICIntake@ks.gov
- d. West Region: DCF.WPRC@ks.gov

The subject line of the email shall include the following:

[County] “Request Supervisor Review for Higher Level of Service”

Example (Wichita): SG Request Supervisor Review for Higher Level of Service

2. Provide Documentation to DCF

a. During Assessment (Family Service case is not opened):

The CFSP shall complete the assessments in KIDS, with the exception of Section IV. B. 1. Initial Service Plan of the PPS 2030F, with as much information available by the next working day. The CFSP shall send case documentation to DCF, and provide DCF with the information needed to determine whether a higher level of services is indicated.

b. Family Service Case Opened:

The CFSP shall send case documentation to DCF, and provide DCF with the information needed to determine whether a higher level of services is
indicated by the next working day. The CFSP shall continue to provide services to the family until DCF has assessed the situation.

3. DCF Assessment and Determination

Upon receipt of the notice from the CFSP, the DCF PPS supervisor shall begin reviewing the request and any available assessments by the next working day. If needed, a staffing may be held between the DCF PPS supervisor and CFSP to discuss the needs of the family and the circumstances of the case. A determination shall be made as soon as possible, and not exceed 3 working days.

If the DCF PPS supervisor determines the family is in need of Family Services or the case may be closed, written notification shall be sent via email to the CFSP which includes an explanation for the decision. The CFSP shall either close the case, or provide Family Services as directed by DCF.

If the DCF PPS supervisor determines a higher level of services is needed, depending on the circumstances of the case, DCF shall either re-assign the event in KIPS and KIDS to a DCF CPS Specialist; or open a new event through KPRC. DCF may need to follow-up with the family and gather additional information to inform the Case Action/Initial Service Plan decision. If a new event is opened, DCF shall coordinate with the CFSP to close the existing event. The DCF CPS Specialist and supervisor shall determine the Case Action/Initial Service Plan per 2740. The DCF CPS Specialist shall complete Section IV. B. 1. Initial Service Plan of the PPS 2030F. The DCF CPS Specialist shall complete the referral for services.

4. Referral to Higher Level of Services

If the case has been referred to a higher level of services, the CFSP shall:
a. Be available to provide information to DCF which is needed for the referral.

b. Complete a case transfer staffing and PPS 3005 Case Transfer Summary with the new case manager, per PPM 3005.

c. Be available to participate in the initial team meeting per PPM 5131 or 5221.

d. Be available for court proceedings, if applicable.

4020 Forms for Case Opening

The forms required to open/maintain a Family Services case are:

A. Abuse/Neglect:
   1. PPS 1000 Face Sheet
   2. PPS 1001 Report/Request for Services
   3. PPS 1002 Initial Assessment
   4. PPS 2030A Agency Response FBA Assessment Only (Utilized on events assigned prior to July 1, 2017)
   5. PPS 2030B Safety Assessment
   6. PPS 2030D Risk Assessment
   7. PPS 2030F FBA Summary
   8. PPS 4005
   9. For required case plan forms, see PPM 3200.

B. FINA assessment:
   1. PPS 1000 Face Sheet
   2. PPS 1001 Report/Request for Services
   3. PPS 1002 Initial Assessment
   4. PPS 2007 Plan of Safe Care, if applicable per PPM 2050
   5. PPS 2030E Non-Abuse/Neglect (Family in Need of Assessment)
   6. PPS 2030F FBA Summary
   7. PPS 4005
   8. For required case plan forms, see PPM 3200.
4030 Purchase of Services or Resources

Services or resources that will assist in strengthening the family and promoting the protection and well-being of the child(ren) may be purchased for families. Allowable services or resources to be purchased and method of purchase are found in the Handbook for Client Purchases. Cash will not be given to the family. Payment shall be executed according to established payment procedures in Section 4900.

If the service or resource being considered for purchase requires the development and completion of a family service plan by the provider of that service or resource, the CPS specialist and Supervisor may accept it in place of the PPS 3050 series. However, acceptance of the provider's family service plan can only occur if the child(ren) is not in custody and it must be completed within twenty working days of the start date of the Client Service Agreement. The CPS specialist will be required to complete the following and attach it to the service provider's plan:

A. PPS 3050 Family Case plan Section V and VI only.
B. PPS 3054 Visitation Schedule
C. PPS 3055 Permanency Plan Review if the case will remain open for at least 170 days.
D. PPS 3057 Services and Codes

4035 Flex Funds

Flex funds are used to alleviate a crisis which may put a child at risk of maltreatment, prevent recurrent maltreatment, prevent out of home placement, and/or to prevent the family from further involvement in the child welfare system. Flex Funds are typically used to provide for hard goods such as rent, utilities and transportation associated costs.

Flex funds may be used for children and families involved with PPS, or prior to PPS involvement. When a request is received for the use of flex funding the PPS 4007 shall be completed. The use of flex funding shall be authorized by a PPS supervisor or designee. The supervisor or designee shall sign the PPS 4007. Factors to consider for authorization of the purchase may include, but shall not be limited to:

A. How the purchase may alleviate a crisis, prevent the risk of maltreatment, prevent recurrent maltreatment, prevent out of home placement, or prevent the family from further involvement in the child welfare system?
B. Frequency and type of funding provided to the family in the past.
C. Will the family be able to meet this need the next month, or in the future? For example, if this is payment of utilities, will the family be able to maintain payments in the future.

D. Consider if this is the best use of resources. (Can other community resources be utilized; or is this a duplication of resources)

The PPS 4007 becomes part of the case file, if applicable, and shall be saved electronically with the following naming convention:

Last Name First Name County Date

4040 Family Services Case Progress

Assessing the success of the plan is continual and is both a formal and informal process. At least once in between conference dates, the progress of the family shall be measured by the achievement of goals set forth in the Family Services Achievement Plan, PPS 3050, specifically by utilizing the PPS 3055, Permanency Plan Review. If purchasing services on behalf of the family, progress shall also be measured through the review and monitoring of the purchase of services process.

A formal review of the objectives, the continued appropriateness of the tasks and time frames, and any modifications shall include all relevant persons.

The formal review shall occur at a minimum of every 170 days until case closure for A/N or FINA assignment types.

During the review of the family service plan, any of the following actions may be found to be appropriate:

A. Status Quo:
   When the case plan is succeeding, but has not yet reached the goal, the decision may be to continue services.

B. Referral to Family Preservation Services:
   If the situation escalates to a crisis situation that places the child(ren) at risk of being placed out of home, and the family meets the criteria, a referral to the Child Welfare Case Management Provider of Family Preservation Services may occur.
C. Referral to Court:
When the plan is not sufficiently successful and the child(ren) is at risk, it may be necessary to ask for court intervention.

D. Terminate Services:
When the family has met the goals of the case plan, and/or addressed the concerns identified during the assessment, the decision may be to terminate service.

E. Refusal of Services:
At any time, the family may decide that they no longer wish to receive services. Upon such notification the agency has two options:

1. Accept the family decision after reviewing the child's safety from a professional viewpoint and close the service case.
2. Review the case situation from a professional viewpoint and considering the child's safety and if applicable, referring the case to the county/district attorney for court action.

Changes in case status shall be documented on the Family Service Case Status form, PPS 4005 and provided to the FACTS unit for data entry. See PPM 4115 for Family Service Case Closure.

4050 Duration of Family Services

Family Services can be provided for up to 12 months. Services may continue beyond 12 months if there is a court order requiring the family continue services; or if the family, the Family Service Community Provider, if applicable, the CPS specialist and the supervisor determine the family is making progress on achieving the case plan goals and additional time is needed for successful completion. The need for continued family services shall be documented on the PPS 3055.

4100 Family Service Case Manager Responsibilities

A. The DCF CPS Specialist or Community Family Service Provider (CFSP) shall:

1. Assess the family
The assessment shall include completing needs assessments on all applicable parents and all children in the family. Make concerted efforts to contact and assess the needs of children and parents, to identify the services
necessary to achieve case goals and adequately address the safety issues relevant to the agency’s involvement with the family and provide the appropriate services. Concerted efforts include utilizing more than one strategy and more than one attempt per strategy. Gathering identifying information from the custodial parent, Child Support Services, or other collaterals regarding the non-custodial parent does not count as an attempt to contact. Additional attempts shall be made throughout the life of the case and shall be driven by the circumstances of the case.

The assessment of needs may be through formal evaluation by the family service case manager or through a more informal case planning process involving interviews with the child, family and service providers to achieve an understanding of the needs of the child. The assessment of needs shall include the child(ren)’s educational, physical health, mental/behavioral health, including substance abuse, as well as the social/emotional development of the child, which may include social competencies, attachment and caregiver relationships, social relationships and connections, social skills, self-esteem and coping skills.

The parents to be assessed are typically defined as the parents/caregivers with whom the child(ren) was living when the agency became involved with the family and with whom the child(ren) will remain. If a biological parent does not fall into this category, determine whether that parent should be included based on the circumstances of the case. Consider the reason for the agency’s involvement and the identified perpetrators in the case, the status of the children’s relationship with the parent, the nature of the case (court involved or voluntary) and the length of the service period. If a biological parent indicates a desire to be involved with the child, and it is in the child’s best interests, the parent’s needs shall be assessed. Refer to Appendix 3A, Fatherhood Involvement Guide, for best practice guidelines for locating, engaging and empowering fathers. Refer to Appendix 3N for website resources which may be used to locate individuals. Parents who would not have to be assessed include:

a. Parental rights are terminated prior to the service period.
b. Parent’s whereabouts are unknown and remain unknown throughout the service period despite ongoing concerted efforts to locate.
c. Parent is deceased prior to the service period.
d. It is documented in the case file the basis for why it is not in the child’s best interests, with verification from another professional collateral, to involve the parent in case planning during the entire service period. The collateral shall have direct knowledge of the family and not be an employee of the CFSP.
e. A parent who indicates verbally or through ongoing action they do not want to be involved in the child’s life, and this is clearly documented in the case file.
2. Determine service needs with the family
3. Determine eligibility for services

B. DCF or Community Family Service Provider (CFSP) may maintain the family service case, or it may be referred to a contract provider for service provision. Either the DCF CPS Specialist or the contract provider Case Manager licensed by Kansas Behavioral Sciences Regulatory Board are responsible for the following:

1. Developing an initial family service plan with the family
2. Completing a formal review of the family service plan every 170 days, until case closure
3. Completing formal and/or informal safety and risk assessments on an ongoing basis and at critical times in the case, per PPM 3110.
4. Maintaining in-person contact with the family at least every other month. This shall occur either jointly with the family support worker or in place of the one of the family support worker’s visits. At least a portion of the in-person contact shall be with the child alone. The purpose of the contact is to discuss progress of the case plan goals and to gather information related to safety, permanency and well-being.
5. Staffing case with a supervisor at least monthly, unless the circumstances of the case require more frequent consultations, such as, when safety concerns or high-risk concerns are indicated. See PPM 4105 Consultation with Supervisor.
6. During early engagement with the family, inform that if a child is missing or abducted, DCF/in-home family service provider is mandated by federal law to report the child to law enforcement and to the National Center for Missing and Exploited Children to assist in the efforts to locate and return the child home. See PPM 4103 Family Service Case Manager Responsibilities When Child Is Missing
7. If at any time, during the life of the case, additional information indicates criteria per 2050 is met, a PPS 2007 Plan of Safe Care shall be completed. If Family Services are provided by the Community Family Services Provider (CFSP), refer to PPM 4017 C. for when a higher level of service may be indicated.

C. The DCF CPS Specialist, contract Case Manager licensed by Kansas Behavioral Sciences Regulatory Board or the Family Support Worker may perform the following tasks:

1. Providing direct services
2. Facilitating communication among relevant resources, including, but not limited to school, court, mental health centers, Native American tribes as applicable, and Community Developmentally Disability Organizations
3. Coordinating various services provided to the family
4. Informing the family and child of the ability of the child to request and receive a high school diploma if the child was in the custody of the Secretary at any time after turning 14 and the child is currently at least 17 years of age and has attained all requirements of the State Board of Education. The request is made to the school district where the child currently attends or resides
5. Coordinating staffing with the family and service providers
6. Referring to other community resources
7. Obtaining status and progress information
8. Maintaining monthly in-person contact with the family. At least a portion of the monthly contact shall be with each child alone. The purpose of the contact is to discuss progress of the case plan goals and to gather information related to safety, permanency and well-being.
9. Monitoring of all purchased services.

4102 Requesting Social Services Child Care for Children Receiving Family Services

If a family who is receiving Family Services needs Social Services Child Care and meets the qualifications outlined in PPM 2741, an Economic Employment Services (EES) request form shall be completed by either the Child Protective Service Specialist or the Family Service provider, per the EES policies, and approved by the EES/Social Service Program Administrator or designee in the regional DCF Service Center.

If a family receives Social Services Child Care, this service shall be listed on the Case Plan as an activity and monitored by the Family Services Provider.

4103 Family Service Case Manager Responsibilities When Child is Missing

When a child is missing from his/her residence, due to being a runaway, being abducted, or missing for an unknown reason, the Family Service case manager with DCF or provider shall follow the procedures for reporting a significant incident, per PPM 0512 Significant Incident. In addition to these requirements, the DCF staff/licensed provider shall also take the following actions:

A. When the Child Is Missing

1. Due to federal law (Preventing Sex Trafficking and Strengthening Families Act), DCF staff/licensed provider shall report immediately, and in no case later
than 24 hours after receiving information on missing or abducted children or youth, to law enforcement authorities (for law enforcement to enter into the National Crime Information Center-NCIC database of the Federal Bureau of Investigation), and to the National Center for Missing and Exploited Children, by entering information online or calling 1-800-THE-LOST.

2. Immediately, and in no case later than 2 hours after being notified of the child’s whereabouts being unknown, discuss with parent/caregiver, and assist (if needed), the parent/caregiver’s role in assisting in the efforts to locate and return the child home which includes:

   a. filing a missing person report with the appropriate law enforcement agency in the area in which the child has been residing, and

   b. entering the child’s name and picture on the National Center for Missing and Exploited Children (NCMEC) online or by calling 1-800-THE-LOST.

3. Assist (if needed) the parents/caregiver(s) in providing law enforcement agency and NCMEC with the following information (as available):

   a. a current photo/physical description of the child, to include a description of the clothing worn at the time the child was last seen, hair and eye color, height, weight, complexion, eyeglasses or contact lenses, braces, body piercings, tattoos and/or other unique physical characteristics;

   b. contact information of the child; including information about cell phone numbers, email addresses, social networking contacts, aliases and nicknames;

   c. information about suggested location, people, or direction where the child could be located, including parents and relatives;

   d. medical or mental health condition and medication information that may impact the child’s decision-making process and health, including any past suicidal attempts and/or any other endangerments or risks such as gang activity, online enticement, commercial/sexual exploitation;

   e. clothing child may be wearing and possessions the child may have with them.

4. Notify the court of the child’s missing status, if applicable.
5. Request and assist (if needed) the parents/caregiver(s) in contacting the child's school to make them aware of the child's missing status and ask for their assistance in locating the child.

6. Request and assist (if needed) the parents/caregiver in contacting friends, other relatives of the child and others who may have information (teachers, counselors, coaches, CASA, etc.), through all available means, including social media, to obtain information from them and also gain their assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems.

7. Provide emotional support to the parents/primary caregivers and siblings, in dealing with the child's missing status.

B. Ongoing Efforts

1. Missing 1-5 days
   At least daily efforts shall be made to complete the following actions to obtain updated information:
   a. contact parents/primary caregivers and siblings;
   b. assist the family with following up with law enforcement to check on the status of the investigation;
   c. check social media (age appropriate) for any updates;
   d. assist the family with contacting friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems;
   e. assist the family with contacting the child’s school to check attendance, and determine if any staff have information or knowledge of the child’s whereabouts;
   f. attempt to contact the missing child via mobile devices.

2. Missing over 5 days
   At least weekly efforts shall be made to complete the following actions to obtain updated information:
   a. contact parents/primary caregivers and siblings;
   b. assist the family with following up with law enforcement to check on the status of the investigation;
   c. check social media (age appropriate), to include post(s) with the National Center for Missing and Exploited Children, for any updates for any updates;
d. assist the family with contacting friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems.

e. assist the family with contacting the child’s school to check attendance, and determine if any staff have information or knowledge of the child’s whereabouts.

f. attempt to contact the missing child via mobile devices.

C. When the Child Returns

The licensed Community Family Service Provider (CFSP) shall notify DCF no later than 24 hours from knowledge of the child’s return, via the regional intake email:

- Kansas City Region: DCF.KCPRC@ks.gov
- East Region: DCF.EastIntake@ks.gov
- Wichita Region: DCF.WICIntake@ks.gov
- West Region: DCF.WPRC@ks.gov

The subject line of the email shall include the following:

[County] “CFSP Return Runaway Report”

Example (Wichita): SG CFSP Return Runaway Report

The CFSP and DCF shall coordinate to complete the following:

1. Ensure the child’s safety, placement, and treatment/services are re-assessed for possible human trafficking activities or other self-harming/danger-to-self behaviors. The assessment includes interviewing the child to gather details about where the child was, who the child was with, why the child left and how the child left, etc. Appendix 2I Interview Guide for Runaway and Truant Children may be used as a guide.

2. If the child discloses possible human trafficking activities, ensure a report is made to the Kansas Protection Report Center (KPRC).

3. Request parents notify law enforcement immediately, after the child returns or is located.

4. If the family services is provided by a provider, the provider shall ensure DCF is aware of the child’s return via the regional intake email (above) no later than 24 hours from knowledge of the child’s return.

5. Request parents notify school of child’s return.
6. Re-assess the child’s placement with parents/caregiver and services and make changes as appropriate, to ensure the safety of the child.

7. Develop a written Safety Plan with the child and parents/caregivers, to reduce the risk of future incidents. Monitor Safety Plan to ensure all activities are being completed as required to ensure the child’s safety.

4105 Consultation with Supervisor

The purpose of the consultation with the supervisor is to critically analyze and evaluate case information to ensure the safety and well-being of the child, and the needs of the family are met. The PPS 4010 In-Home Family Services Supervisor Consultation Log or a similar form which addresses required documentation of the consultation shall be completed by the DCF CPS specialist/licensed case manager or supervisor. Preference for this consultation is to be in person.

A. Regular Monthly Consultations

Regular consultations between the DCF CPS specialist/licensed case manager and supervisor shall occur at least monthly. The consultation between the DCF CPS specialist/licensed case manager and supervisor may include, but is not limited to the following areas: referral/intake information, family history, safety/risk/needs assessments, caregiver protective capacities, family strengths/needs identified, and progress towards case plan goals.

Based on the evaluation of the case information, the DCF CPS Specialist/Licensed case manager and supervisor shall determine whether sufficient information has been gathered to inform case decisions. A subsequent consultation shall occur if additional information is determined to be needed.

B. Immediate Safety and Risk Consultation

When safety and/or high risk concerns are indicated at any time during case involvement, the DCF CPS specialist/licensed case manager shall immediately consult with his/her supervisor. Staff may refer to PPM 2300 Differentiating Safety and Risk, Appendix 2H Safety and Risk Assessment Guide and/or safety and risk assessment tools/instruments for assistance in identifying safety and/or high risk concerns. The DCF CPS specialist/licensed case manager and supervisor shall discuss the following, but not be limited to:
A. Safety concerns identified, including child vulnerability and caregiver protective factors to determine whether protective actions or controlling safety interventions are required to protect the child.

B. Risk concerns identified, including the family’s strengths, services and resources to determine whether additional services are needed to mitigate risk concerns.

C. Identify immediate next steps to address the safety and/or high risk concerns identified.

Supervisors shall monitor those cases which have been identified to have high risk and/or safety concerns. The supervisor shall provide documentation of the consultation to his/her administrator.

4110 Transfer of Case Records

Transfer of case records is essential to continuity of services to a family. When a family moves from one service region to another, requiring a change of CPS specialist, the case information shall be forwarded to the Assessment and Prevention Administrator or designee of the receiving region.

The sending worker shall record the family’s continuing need for services on the Social Service Case Activity Log, PPS 1010, or its equivalent.

The receiving worker shall re-assess the family situation including but not limited to needs, strengths, goals, and appropriateness of current plan. The service plan shall be updated with the family based on their current circumstances.

4115 Family Services Case Closure

Family Services case closure shall be documented on the Family Service Case Status, PPS 4005. The date of closure shall be documented in Section V.

The PPS 4005 shall be provided to the FACTS unit for data entry.

4800 FACTS Family Services Procedures

Complete screen navigation requirements for adding family services information are located in the Plan Management section of the FACTS User Manual Volume II, Section 400. Codes for applicable screens in FACTS are located in the USER Manual Volume I,
Section 800. Information on case planning activity shall be entered into FACTS within 5 working days from the date of occurrence, action, or agency decision regarding a child or family. Case information that is required in FACTS and which is received from outside agencies shall be entered within 5 business days of receipt of the information.

4810 Establishing a Family Services Case

The date case open field on the Family Service Case Status form PPS 4005 reflects when a family service case has been opened and shall be recorded in FACTS. The service remains open as long as the family or individual is being served under that case action decision or contract. A case is coded in FACTS as a family service case if the DCF is providing direct services as per PPS 4005 form or has contracted for services according to the Handbook of Services, and there is no active service being provided by a Child Welfare Case Management Provider.

4820 Entering A Family Service Case into FACTS

A. All Family Services Cases

To reflect a family services case action decision in FACTS, the following combination of codes is entered. On PLAN, enter an FP plan type for the Head of Household with goal type of maintaining the child in the family (MFM). On RESP, enter a service requested code from any protection, prevention or intervention code as applicable, PR10N service action code and service source as the Primary Social Worker (PSW). See section C for service action code on Family Service contract provider referrals. Enter the Service Status as IN to mark the case as open and indicate the effective date when service delivery began with that family as per Section III of the PPS 4005 form. If the family service referral is due to or involves a juvenile offender case as per the PPS 4005 form, enter on the RESP screen for the Head of Household the service action code of JO01N with the service source code of PSW. The start date is the date of the family services referral.

B. Family Services Cases Involving Child Custody

If DCF is providing family services for a child in custody who was either not referred to a Child Welfare Case Management Provider or for whom custody to the agency extends past the after-care responsibility period for the provider, the existing DCF custody only plan (SC) is maintained for the child. This child custody plan is maintained in addition to the above steps of recording the service action for the head of household.
C. Community Family Service Provider Referrals

To reflect a family service case referred to a community family service provider, enter a PR10N service action code on head of household with the service source code of HCB.

4850 Closure of Family Service Case

To record the closure of a family service case, use the date of closure from Family Service Case Status form PPS 4005 to end the PR10N service action code and any other open responsibilities. The date of closure will also be used for the plan end date on PLAN screen.

4900 Eligibility and Payment Procedures for Family Services

Family Service funds are used to maintain children in their homes and ensure safety. PPS may provide services directly or arrange for purchase of services, regardless of custody status. Family resources shall be used for payment of service prior to using Family Service funding (see PPM 4905). Inability to pay or ineligibility for other DCF program funding shall not exclude a family from receiving access to services using Family Service funding. The DCF seeks to make the definition of "family" as flexible as possible (see PPM 0160).

Family service funds may be used for:

A. Law Enforcement emergency placements;
B. Parental out-of-home placements (e.g. respite care) if the family and placement are not Medicaid eligible; and
C. Family Services case purchases for the purpose of relieving a situation that places a child or children at risk of removal from the home. Excluded are families, and services, which are the responsibility of a Child Welfare Case Management Provider.

The social service case shall remain open and the case plan shall be current the entire time services and goods are purchased.

The DCF may provide services directly or arrange for purchase of services, regardless of custody status. Some services eligible for payment through Family Service Funds are listed in the Child Welfare Handbook of Services (see PPM Appendix EP-E); The Handbook of Services is discussed further in Sections 4901 and 4902.
4901 Eligible Goods, Services, and Providers

See the Handbook for Client Purchases, located on PPS Intranet site, for details on possible goods and services the agency can purchase for a family services case.

4902 Payment Procedures for Family Services

See the Handbook for Client Purchases, located on PPS’ Intranet site, for details on purchasing procedures. The instructions for the PPS 2833 Client Purchase Agreement form contain details on needed information to process a payment.

4905 Rank Order of Funding Sources

Potential funding sources are presented in the order in which they must be considered.

A. Customer Pay

Customer payment for services is preferred. There are several forms of direct customer payment. They include but are not limited to:

1. Using Existing Income

Staff shall evaluate the family’s ability to pay for needed goods or services. To the extent of their financial ability, families are expected to pay for all or part of the cost of the services they require.

2. Subsidizing Family Income Through Development of Private Benefits and Entitlements

Before accessing public funding, staff are asked to assure the family has taken advantage of private income sources. These include:

a. Benefits from the Death of a Family Member. Children who have parents or other family members, recently deceased, may be beneficiary to a life insurance policy or other form of annuity. The individual or organization handling the estate of the deceased should be able to provide additional
information. If the deceased family member had a work history, the children may also be eligible for survivor benefits from the Social Security Administration.

b. Benefits from the Retirement of a Family Member. Children who have retired parents or other family members may be eligible for income from a retirement plan or annuity. The children may also be eligible for retirement benefits from the Social Security Administration, based on the work history of the retired parent.

c. Benefits from the Unemployment of a Wage Earner. Employers in Kansas are required to carry unemployment insurance. If a wage earner is unemployed, staff shall assess whether the family is eligible to receive unemployment benefits. Kansas Department of Human Resources will provide additional information.

d. Child Support Payments from an Absent Parent. If both parents are not contributing to the care of a child referred to DCF for services, PPS shall obtain financial assistance from the parent withholding support. For children in DCF custody and placed out of home, a referral, through KAECSES, to CSS is required.

e. Benefits from a Disability of a Primary Wage Earner. Some employers may carry disability insurance. If a primary wage earner is disabled, PPS staff shall refer the family for further eligibility determination. These could include payments from the Social Security Administration, based on the work history of the wage earner.

3. Private Health Insurance

If the child is eligible for private health insurance through the employment of a family member, it can be a useful funding source for a variety of health and mental health services. Explore if a family has private health insurance. Assure they have not exhausted their benefits prior to coming to DCF. This private funding source should always be examined before public (governmental) sources are used. Following the private health insurance claiming process to obtain payment is very important. Private insurance is always primary payer when Medicaid is available.

4. KanCare 21
KanCare 21 is a federally subsidized health insurance program for uninsured children up to age 19, who are members of income eligible families. Parents pay a monthly premium based on family income. The benefit level of KanCare 21 is the same as Medicaid in Kansas.

5. Government Income Subsidies

Government Income Subsidies may provide a portion of assistance to an eligible family. This may include, but is not limited to, agricultural or food distribution subsidies.

6. Food Assistance

Food Assistance are a federal income subsidy to help families with low income buy food.

7. Temporary Assistance to Needy Families (TANF)

TANF cash assistance provides monthly benefits for basic needs, such as clothing, housing, utilities, and transportation, to low-income families, including caretakers of needy children. In most circumstances children living with kin are eligible to receive TANF without regard to income. Eligibility determinations for TANF are completed by DCF Economic & Employment Service Specialists.

8. Social Security Act Benefits (SSA) and Supplemental Security Income (SSI)

There are two categories of benefits available to children through the Social Security Administration. The first is Retirement, Survivors, & Disability Insurance benefits (RSDI) and is generally referred to as Social Security Act (SSA) benefits and the second category is Supplemental Security Income (SSI).
a. Social Security Act Benefits (SSA):

Benefits may be awarded to children whose parents have made Social Security contributions through their employment and whose parents are disabled, deceased or retired. Eligibility determinations for and the amount of SSA benefits must be completed by the Social Security Administration.

A disabled child can receive both an SSA benefit generated from their parent’s SSA, and SSI for the child’s own disability. The amount of the child’s SSI may decrease when other income increases. Benefits children receive as a result of their parent’s disability or retirement may be used for parental support obligation on file with Child Support Services.

The child remains eligible for the benefit as long as one of the following criteria is met and the child remains unmarried:

i. Under age 18.

ii. Under age 19 and attending full-time school or vocational training.

iii. Age 18 or older and severely disabled (the disability must have started before age 22)

Additional Information Regarding SSA Benefits:

When a child reaches age 19, benefits can continue for a short period. If the child attends a school with enrollment once a year (most common), benefits can continue for 2 months after the month the child becomes 19. If a school requires enrollment each quarter or each semester, the benefit would continue until the end of that quarter or semester.

If a child, who is receiving benefits based on a disabled, deceased or retired parent, is disabled prior to age 22, the child can continue to receive benefits as long as the child remains unmarried and continues to be disabled. These types of benefits are called Disabled Adult or Childhood Disability Beneficiary.

For benefits based on a parent’s disability the child would lose their eligibility if the parent’s benefits ended, due to the parent being determined no longer disabled.

When a child is placed for adoption, even after finalization, the child could remain eligible for SSA benefits. Consult with a Social Security Administration representative for more information.
If a natural parent dies after parental rights have been terminated or relinquished, the child may still be eligible for survivors benefits based on the deceased parent.

In some situations a stepchild may be eligible for benefits. Check with the Social Security Administration for more information on eligibility criteria.

When a child is receiving benefits based on a retired parent and that parent dies the benefits are automatically switched to survivor’s benefits.

b. Supplemental Security Income (SSI)
SSI is a federal income support program for low-income aged, blind or disabled individuals. It is considered unearned income. This program is administered by the Social Security Administration and is uniform in every state. These benefits may be received by adults or children. Eligibility is based on an individual’s disability and not based on contributions from employment. A child is not eligible to receive SSI based on a parent’s eligibility for SSI. Financial eligibility for SSI is based on a family or individual’s income and resources. SSI for a child is based on that child’s disability and cannot be used to meet a child support obligation owed by the child’s parents.

To determine a child’s eligibility for SSI the child must be financially needy and blind or disabled. This includes behavioral or emotional disabilities. When a child is living with their parent(s), financial need is based on the family’s income and resources. When a child is placed in the custody of DCF and removed from the home, only the child’s income and resources are counted by the Social Security Administration. Therefore, it is likely that a disabled foster child will be eligible for the full monthly SSI amount. The amount of SSI a child can receive each month is also based on the type of out of home placement.

When an SSI eligible child is adopted and the adoption is finalized, the income and resources of the adoptive family are considered in determining the disabled child’s benefit amount.

All Kansas foster children with potential eligibility for SSI are referred for Social Security through Kansas Legal Services.

c. Payee for Benefits When Child Turns 18
SSA Benefits: When benefits are based on a disabled, deceased or retired parent, generally the child becomes their own payee at 18 years of age.

SSI Benefits: Social Security Administration will review the child’s situation prior to their 18th birthday. SSA will determine whether the child is able to handle his or her own funds.

If the Social Security Administration determines that the child shall be their own payee and the child is being served by a Child Welfare Contract Management Provider, the payee change shall be reviewed by DCF Regional PPS Contract Specialist. The Child Welfare Contract Management Provider remains responsible for the child’s foster care maintenance. SSI is used for food, clothing, shelter, education and daily supervision. DCF shall assure the youth does not lose their SSI eligibility due to excess accumulation of income. Maintenance payments by the Child Welfare Contract Management Provider will be considered an expense to the child.

9. Medicaid (Title XIX)

Medicaid (Title XIX) is a governmental health care assistance program for families who financially qualify. It is a useful funding source for a variety of health, mental health, and behavior management services Refer to the KanCare website http://www.kancare.ks.gov/apply.htm

Additionally, children who are removed from their homes and placed in the custody of DCF are considered to be a family of one and are eligible for Medicaid, unless their individual income and resources exceed established limits.

10. Family Service Funds

Family Service funds consist entirely of state funds—no federal assistance is provided. Therefore, staff should ensure that all other potential funding sources have been eliminated before using Family Service funds. See the Handbook for Client Purchases for details on purchasing procedures.

4907 Medicaid Mental Health Service Delivery
Medicaid mental health/substance abuse services are provided to Medicaid eligible recipients through a Managed Care Organization (MCO) and provided by a Community Mental Health Center (CMHC) or individual practitioner, who is enrolled as a KanCare provider.

These services are monitored by the Medicaid Fiscal Agent's System Utilization Review Section (SURS).

5000 Child Welfare Case Management

5000 Child Welfare Contracts

DCF contracts with licensed Child Placing Agencies for the provision of Family Preservation, Reintegration, Foster Care, Adoption and Adoption Recruitment Services.

In partnership with DCF, Child Welfare Case Management Providers are responsible to deliver appropriate services and supports to assist parents in maintaining children in their home. When maintaining the child in the home does not meet their safety needs, and out of home placement is required, the child shall be safely reintegrated as quickly as possible. When reintegration is not a viable option, another permanency option (i.e. adoption, guardianship/permanent custodianship, A.P.P.L.A.) shall be pursued in a timely manner.

The Child Welfare Case Management Providers (CWCMC) shall provide services to all family members, not just the referred child(ren). The family shall be actively involved in the development of the plan for the child, selection of service providers, and the ongoing assessment and review of the case plan. The family is viewed as the experts in knowing the resources and strengths of the family, as well as knowing those areas in which supports are needed.

The Contracts prescribe a set of standards and expectations of the Child Welfare Case Management Providers in carrying out the mission of DCF. Each Provider is legally bound to act on behalf of DCF in delivering services to Kansas children and families. Providers must adhere to the federal and state laws, statutes, and policies in their delivery of services.
5010 Requesting Clarification/Exceptions Regarding Contractual Issues

A. All questions and requests for clarification regarding the Child Welfare Case Management Provider Contracts shall come to PPS via the local DCF Office. The PPS Program Administrator or the designee shall contact the PPS Program Manager with contractual issues that have not been resolved by local DCF and Provider staff.

B. Exceptions to the Child Welfare Case Management Provider Contracts may only be made in rare circumstances by the PPS Program Administrators, or designee, in consultation with the appropriate PPS Program Administrator/Manager. In general, the contract requirements must stand as written; however, there are situations in the lives of children and families which may not fit into strict contract interpretation. Situations requiring modification to contract requirements may be made on a case by case basis only. The three criteria to be used in making a decision regarding the exception are as follows:

1. The best interest of the child;
2. Only one Provider agency working with the family is maintained;
3. DCF and Provider staff are in agreement regarding the exception.

5021 Reports to KPRC Regarding Families Being Served by a Child Welfare Case Management Provider

Reports received involving a child receiving services from a CWCMP receive an Initial Assessment by the Kansas Protection Report Center. If the initial assessment decision is to assign the report for a child abuse/neglect investigation, an investigative DCF CPS Specialist shall communicate with the DCF Liaison Worker and the CWCMP Case Manager regarding contact with the family while the investigation is on-going.

If the report is to not assign for further assessment, the report shall be forwarded to the DCF CPS Specialist with the open case. The DCF CPS Specialist shall forward the report to the CWCMP case manager assigned to the child/family. The CWCMP shall consider and incorporate the information into the work with the child/family as appropriate.

5030 Child Welfare Case Management Provider Screenings and Assessments
The Child Welfare Case Management Provider (CWCMP) shall assess the child and the family within 20 days of the referral. A part of the assessment shall include searching KIDS for prior history of family and current household members. If the child is in the custody of the Secretary of DCF, the assessment shall include background checks on the child’s caregivers, including the non-custodial parent if they are being considered for reintegration. (See section 0160, for a definition of a caregiver.) The background checks shall consist of the Child Abuse/Neglect Central Registry, Adult Protective Services Adult Abuse Registry, KASPER (Kansas Adult Supervised Population Electronic Repository) and the KBI Registered Offender website. The CWCMP may request access to a closed file in the possession of DCF. The history in KIDS shall also be explored in consultation with DCF. If there is a reason to believe there may be criminal charges related to child safety from another state, a fingerprint check shall be completed. Information from background checks shall be used in assessing risk and safety to the child. Clearance is not a requisite for biological parents to be considered as a possibility for reintegration.

The CWCMP is responsible to assess the needs of the referred child and other members of the family, ensure the appropriate services are provided to meet the identified needs, and ensure the family gains access to appropriate services in their community. Whenever possible, services shall be provided in the home and focus on the needs of the family rather than just being focused on the child.

A. To assess physical health needs, the CWCMP shall obtain information on each child's last assessment for dental, vision, hearing, and physical health needs, including current prescribed medications. This includes collecting the names and addresses of all medical providers.

B. The mental health screening process includes:
   1. The CWCMP shall use a research supported instrument to assess the mental health needs of the child. The Social/Emotional Screening Tool for each child age newborn through age 5 (Appendix 3L), or the Child Welfare Mental Health Referral Guide (Appendix 3J) for each child age 6 and older may be used. The CWCMP makes a referral, using the Appendix 3K, Universal Child Welfare and Juvenile Justice Referral Packet for Community Mental Health Services, to the CMHC or Infant/Toddler/tiny-k Services for those children age newborn through age 5 whose screening tool results indicate the need for mental health assessment.

   2. The CWCMP makes a referral, using the Appendix 3K, Universal Child Welfare and Juvenile Justice Referral Packet for Community Mental Health Services, to the CMHC for those children age 4 and older whose referral guide results indicate
the potential existence of a serious emotional disturbance and the need for specialized mental health services.

3. For children age 4 and older, the CMHC shall complete an evaluation to determine if the child has a serious emotional disturbance and needs specialized, community based mental health services (SED/CBS)

4. The determination of SED/CBS shall continue throughout the entire episode of service provision.

5. The CWCMP shall:
   a. submit notice of status changes to the CMHC or Infant/Toddler/tiny-k Services, for children served by them within 5 business days of the status change;
   b. submit to the CMHC or Infant/Toddler/tiny-k Services prior history and any psychosocial assessment available for children served by them within five business days prior to the child's appointment;
   c. provide the case plan to the CMHC, or Infant/Toddler/tiny-k Services if one has been completed prior to the referral for specialized services;
   d. invite appropriate CMHC or Infant/Toddler/tiny-k Services staff to all subsequent case planning conferences;
   e. provide a completed case plan to the CMHC or Infant/Toddler/tiny-k Services within ten business days of the completion of the subsequent case plans;
   f. participate in regular and ad hoc reviews of the system in order to determine if the needs of children and families are being met;
   g. encourage parents to be actively engaged in the assessment and treatment process;
   h. make a referral to Kansas Legal Services to assess if an application for SSI needs to be submitted.

For information about Medicaid waivers, see Section 0606.

C. The Developmental Disability screening process includes:

   1. The CWCMP screens for the child's level of functioning through the use of a research supported instrument. The Child Welfare Mental Retardation /
Developmental Disability Screening Tool (Appendix 3I) may be used for this screening.

2. The CWCMP makes a referral to the local Community Developmental Disability Organization (CDDO) or Infant/Toddler/tiny-k Services, for children whose tool results indicate the potential existence of a developmental disability and the need for specialized services.

3. The CDDO or Infant/Toddler/tiny-k Services shall complete an evaluation to determine if the child meets the criteria for developmental disability services.

4. If a disability is diagnosed, the CWCMP shall make a referral to Kansas Legal Services to assess if an application for SSI needs to be submitted.

D. A Substance Use Disorder screening is part of the family assessment process. Adults in the home and children age 13 and older shall be screened, if the child is verbal and developmentally able to participate, using the UNCOPE screening tool, PPS 2005 or a form which includes the same elements as the official UNCOPE screening tool.* Children under 13 shall be screened only if there is evidence identifying the child is at risk for substance abuse. If a family member answers “yes” to two or more questions, and if this is a current issue, on the UNCOPE screening tool, the family member shall be referred for further assessment.

1. If an adult in the home has previously been identified as being at risk for substance abuse, such as having been arrested for driving under the influence, presenting for substance abuse treatment, or being evaluated for any issue associated with substances, a screening is not necessary. For these individuals, a referral for more extensive diagnostic assessment, such as the Kansas Client Placement Criteria (KCPC), shall be completed.

2. If the provider determines that further assessment is warranted, a referral shall be made to the appropriate licensed Medicaid or private insurance service provider for an assessment to determine if treatment is recommended. If substance abuse treatment is recommended for a family member, as a result of the substance abuse assessment, a referral for treatment shall be made.
3. If a child is referred for out-of-home placement, a screening regarding Fetal Alcohol Spectrum Disorder shall be completed.


5040 Professional Judgment Resolution Process

Differences in professional judgment involving a service decision between the Child Welfare Case Management Provider (CWCMP) and DCF staff shall be resolved at the regional level, if possible. The resolution process is a management tool and shall be used to resolve issues quickly and appropriately. Only when the regional process does not resolve an issue, should the DCF PPS administrative process be initiated.

For in-home services, the DCF regional Assessment and Prevention Program Administrator is available to provide contract clarification and assist with problem-solving. For out-of-home services, the regional Foster Care Administrator is available to provide contract clarification and assist with problem-solving.

A. Regional Resolution Process

The regional process stresses immediate and ongoing communication:

1. If DCF and CWCMP staff are unable to resolve an issue, supervisory staff shall become involved.
2. If the DCF and CWCMP supervisors cannot reach agreement, the regional DCF Foster Care Administrator or regional Assessment and Prevention Program Administrator shall be included in discussions, as appropriate.
3. If the issue is not resolved, the regional DCF Assistant Regional Director and CWCMP Program Director shall be included in the discussions about the issues.
4. If agreement is not reached, the DCF Regional Director and the CWCMP Vice President or designee of the involved program shall be included to resolve the issue.

If consensus cannot be reached at the regional level, the issue shall be pursued through the DCF PPS administrative resolution process.

B. DCF PPS Administrative Resolution Process

The DCF PPS Administrative process may involve four levels of resolution and requires written reports of the specific issues needing resolution. At each level,
there is a maximum limit of three working days for written response. If the situation necessitates a shorter period of time in which to make a decision, the time period shall be adjusted accordingly.

1. If the issue is not resolved through the regional process, both DCF and CWMP supervisory staff shall compile the following written documentation and send one combined email to the involved PPS Administration Program Manager(s) or PPS Administration Program Administrator in the absence of the Program Manager:
   a. Pertinent case specific facts;
   b. Specific areas on which there is disagreement and the rationale regarding the reason for disagreement;
   c. Expected results.

2. If the issue is not resolved at the DCF PPS Administration PPS Program Manager’s level, the written documentation cited above will be forwarded to the involved PPS Administration Program Administrator(s) and the involved Child Welfare Case Management Provider Program Director for review and resolution.

3. If the issue is not resolved at the Program Administrator’s level, the written documentation cited above will be forwarded to the involved PPS Administration Deputy Director(s) and the involved Child Welfare Case Management Provider’s Program Vice President or designee for review and resolution.

4. If the issue is not resolved at the Deputy Director’s level, the written documentation cited above will be forwarded to the DCF Administration Director of Prevention and Protection Services (PPS) for review and resolution.

5100 In Home Services

A. Family Preservation Services are made available to the child/children and the family in the parental home. The goal is to provide services tailored to the family, in order to keep the child(ren) safe, mitigate the risk of maltreatment, improve family functioning, and prevent the unnecessary placement of the child(ren) into the state’s custody. The Family Preservation Services program builds upon a family’s strengths and abilities to resolve the crisis that places the child at risk, maintain the child safely in the family, and teach families new skills to prevent future maltreatment or crises.

B. The level of intensity needed for service delivery is defined primarily by the family, with input by DCF staff at the time of the referral, as well as the Family Preservation Services Case Management Provider. All parties should work from the expectation that the intensity level is established to reduce the risk of harm to the child(ren), as well as
the risk of removal. Families are given the time and services they need when they need them. Family Preservation Services includes the following tenets:

1. Services protect the child(ren) and strengthen the family;
2. Services are provided to address a current crisis situation that places the children at risk of removal from the home;
3. Services are delivered primarily in the family home or community;
4. Services are designed for families who require more frequent contact, and includes access to staff twenty-four hours a day, seven days a week;
5. Services are provided to reinforce the strengths of the family and individual members;
6. Services enable and empower the family to solve problems and become self-sufficient;
7. Services enhance parenting skills, family and individual self-sufficiency, and family functioning, and assist with reducing stress on families;
8. Services are tailored to meet the needs of the family, which may include therapeutic intervention and/or case management;
9. Services may help families locate and access community resources, including, but not limited to: the development and maintenance of community support systems, counseling and mental health services, substance abuse assessment and treatment, housing and utilities, child care, education, job training, state and federally funded public assistance, and other hard goods and basic support services.

5112 Recommendation for Continuation of Specific Services

When a family has specific, identified needs and is receiving services under a Client Purchase Agreement (PPS 2833) is referred for Family Preservation Services, the CPS Specialist may recommend the current Client Purchase Agreement be continued. If a recommendation to continue services under the existing Client Purchase Agreement is made, DCF is responsible for the costs associated with the Client Purchase Agreement.

The continuation of such services is to be authorized at the time of the referral and documented on the Family Preservation Services referral form (PPS 5000). For purchases under $1,000, the supervisor’s signature is required; for services between $1,000 and $4,999, the Regional Program Administrator or designee’s signature is required. Services for more than $5,000, require a state contract. (See PPS Handbook for Client Purchases) When a referral to Family Preservation Services has been made and the family has accepted services, no additional Client Purchase Agreements for services are to be approved by DCF.

5113 Request for Retraction
If the Family Preservation Services Case Management Provider believes a retraction is warranted, the Family Preservation Services Case Management Provider will complete and submit the "Request for Retraction of a Family Preservation Referral", PPS 5002, to the Support Services Program Consultant (SSPC) within three business days of referral. Once the Family Preservation Services Case Management Provider submits the request for retraction, timelines associated with the case will be suspended until the SSPC decides whether to grant the request for retraction. The SSPC shall consult with the CPS Specialist and Supervisor and make a final determination on the request for retraction. If the SSPC approves the request for retraction, the Family Preservation Services Case Management Provider receives no payment for the referral and the referral is not reflected in any of the outcomes.

Situations which may result in a request for retraction are:

A. the family has moved and their location is unknown by DCF;
B. another Child Welfare Case Management Provider has contractual responsibility to provide services to the family;
C. child(ren) no longer in the home due to a family decision with no established date for return of the child(ren), and the family is no longer interested in receiving Family Preservation Services
D. one child in the home has been moved into out of home placement prior to the initial case plan meeting (OOH referral is made to the reintegration provider)
E. parents/caregivers refuse to accept Family Preservation Services within the first three days after referral. (Also see Section 5140.)

5114 Requesting Social Services Child Care for Children Receiving Family Preservation Services

If a family referred for Family Preservation Services needs Social Services Child Care and meets the qualifications outlined in PPM 2741, an Economic Employment Services (EES) request form shall be completed by either the Child Protective Service Specialist or the Family Preservation Service provider, per the EES policies, and approved by the EES/Social Service Program Administrator or designee in the regional DCF Service Center.

If a family receives Social Services Child Care, this service shall be listed on the Case Plan as an activity and monitored by the Family Preservation Services Provider.

5121 DCF Responsibilities for Open Family Preservation Service Cases
Following the referral to Family Preservation Services, the CPS Specialist (unless otherwise noted) shall be responsible to:

A. Provide the family a copy of the Family Preservation Case Management Provider brochure (Providers will supply DCF with their current brochure as needed).

B. Provide current information for data entry into FACTS.

C. Assist the family preservation case management provider in the engagement process with the family.

D. Participate in the Initial Team Meeting.

E. Complete all child abuse/neglect assessments in accordance with PPM section 2000.

F. Inform the Family Preservation Case Management Provider of ongoing child abuse/neglect assessments.

G. Forward all reports not assigned for further assessment within 3 working days from the date of the email notification from KPRC to the Family Preservation Case Management Provider case manager and the CWCMP supervisor. If DCF has specific information to address, it shall be noted in the e-mail. DCF shall monitor per PPM 5122 (DD. 1-3).

H. Provide the Family Preservation Case Management Provider a copy of the PPS 2012. Inform the provider of the status of appeal, if applicable.

I. Notify the Family Preservation Case Management Provider when a child is placed in DCF custody and provide a copy of the journal entry/court order.

J. Participate in the initial case planning meeting. Participate in subsequent case planning meetings, as needed.

K. Review the case plan and case plan activities. If the plan and/or activities are not acceptable, due to not addressing the reason for referral or safety issues, notify the CWCMP in writing within 5 working days the case plan and/or activities are disapproved. The DCF CPS Specialist shall participate in the development of the new or updated case plan and activities.

L. Complete the PPS 3050A Family Service/Family Preservation Candidacy for Care per PPM 3239.
M. Authorize or deny requests for hard goods in excess of the $500.00 contract obligation, based on availability of resources and customer need.

N. Meet with the family and family preservation provider to discuss options if there is a refusal of services.

O. Assure the Family Preservation Case Management Provider completes the PPS 5001, Family Preservation Non-Completion of Case Plan (NCCP), if a case plan is not completed within the required timeframe or a child is referred out of home prior to completion of the case plan. The initial case plan should be completed approximately 20 days after referral and received by DCF within 5 calendar days following the date the case plan was held. When a referral ends as a non-completion, DCF should receive the PPS 5001, Family Preservation Non-Completion of Case Plan within 30 calendar days of referral. When appropriate, the timeframe for completion of the case plan may be extended by documented mutual decision.

P. Provide reports to the court as indicated.

Q. Review the PPS 5003, Lack of Contact Notification, submitted by the CWCMP case manager. Based on the information provided and progress made by the family, the DCF CPS Specialist shall determine if follow-up is needed. Follow-up may include, determining no action is required, attempting to re-engage the family with the CWCMP, or contacting the CA/DA and requesting a petition for DCF custody be filed.

R. The Support Services Program Consultant will reconcile names of referrals, and names of non-completion of case plans with the Family Preservation Case Management Provider. Additionally, the Support Services Program Consultant shall be consulted, in writing, on any case plans that will be completed beyond 20 days from referral.

S. The decision to move a family out of intensive services shall be made on the basis of identified child safety concerns being sufficiently addressed through direct remediation, on-going and monitored interventions, and/or referral to appropriate community resources with follow-up. Upon receipt of documentation from the CWCMP of the intent to move a family from the intensive service phase to a minimum of monthly in person contact with all family members, which may include case management and/or family support services, the CPS Specialist shall reply within 5 working days to the CWCMP with confirmation of receipt of the documentation.

5122 Family Preservation Case Management Provider Responsibilities
All documentation of case management activities shall be clearly documented in the case file, as described in PPM 0420. Following the referral to the Family Preservation Services (FPS) provider, the Family Preservation Case Management provider shall:

A. Provide direct services to the referred family for 365 days.

B. Acknowledge receipt of the Family Preservation Referral within 24 hours by submitting the Acknowledgment of Referral/Change form PPS-5000A.

C. Access, through the KIDS system, the Safety Assessment (PPS 2030B), Risk Assessment (PPS 2030D), CINC/NAN Summary (PPS 2030E) and Family Based Assessment Summary (PPS 2030F) for the referred event and for other events involving the referred family. Information obtained shall be used to complete the assessments of the family and individual family members, prior to developing the family case plan.

D. Access, through the FACTS system, any needed information.

E. Complete needs assessments on all applicable parents and all children in the family. Make concerted efforts to contact and assess the needs of children and parents, to identify the services necessary to achieve case goals and adequately address the safety issues relevant to the agency’s involvement with the family and provide the appropriate services.
   1. Concerted efforts to contact and assess the needs of children and parents include documentation of utilizing more than one strategy and more than one attempt per strategy, including after business hours if necessary. Gathering identifying information from the custodial parent, Child Support Services, or other collaterals regarding the non-custodial parent does not count as an attempt to contact. Additional attempts shall be made throughout the life of the case and shall be driven by the circumstances of the case.
   2. The assessment of needs may be through formal evaluation by the contracted provider or through a more informal case planning process involving intensive interviews with the child, family and service providers to achieve an in-depth understanding of the needs of the child. The assessment of needs shall include the child(ren)’s educational, physical health, mental/behavioral health, including substance abuse, as well as the social/emotional development of the child, which may include social competencies, attachment and caregiver relationships, social relationships and connections, social skills, self-esteem and coping skills.
   3. The parents to be assessed are typically defined as the parents/caregivers with whom the child(ren) was living when the agency became involved with the family and with whom the child(ren) will remain. If a biological parent does not fall into this category, determine whether that parent should be included based on the circumstances of the case. Consider the reason for the agency’s involvement and the identified perpetrators in the case, the status of the children’s relationship with the parent, the nature of the case (court involved or voluntary) and the length of the service period.
biological parent indicates a desire to be involved with the child, and it is in the child’s best interests, the parent’s needs shall be assessed. Parents who would not have to be assessed include:

a) Parental rights are terminated prior to the service period.
b) Parent’s whereabouts are unknown and remain unknown throughout the service period despite ongoing concerted efforts to locate.
c) Parent is deceased prior to the service period.
d) It is documented in the case file the basis for why it is not in the child’s best interests, with verification from another professional collateral, to involve the parent in case planning during the entire service period. The collateral shall have direct knowledge of the family and not be an employee of the CWCMP.
e) A parent who indicates verbally or through ongoing action they do not want to be involved in the child’s life, and this is clearly documented in the case file.

4. When a Plan of Safe Care is required, refer to PPM 2050. The needs of the infant and family shall be documented on the PPS 2007 Plan of Safe Care.

F. Contact the family within 24 hours to schedule the Initial Team Meeting. Hold the Initial Team meeting within two business days, unless DCF directs the Initial Meeting be held sooner.

G. In consultation with the family, schedule and hold the initial Family Case Plan conference within 20 calendar days of referral. The CPS Specialist shall be invited to the case planning meeting. Submit the original copy of the Family Case Plan documents to the CPS Specialist within 5 calendar days following case plan meeting. If the family requests the Family Case Plan meeting occur beyond 20 days of referral, the provider shall consult with the CPS Specialist. If DCF approves the family’s request, the provider shall notify the Support Services Program Consultant. If DCF does not approve the family’s request, the provider shall complete the PPS 5001, Family Preservation Non-Completion of Case Plan.

H. In consultation with the family, schedule and hold a Family Case Plan conference within 170 days of the most recent case plan, if the case remains open in the intensive phase. All case plans shall be written for a maximum of 180 days. The CPS Specialist shall be invited to the case planning meeting.

I. If the family needs additional intensive services during the 365-day service period, the Family Preservation Services Case Management Provider shall be responsible for providing these services without a new referral. In consultation with the family, schedule and hold a Family Case Plan conference within 20 days of resumption of intensive services, unless the family requests the conference to occur beyond 20 days. The CPS Specialist shall be invited to the case planning conference. Submit the original copy of the Family Case plan documents to the CPS Specialist within 5 calendar days following the date of the case planning conference.
J. Consider the case plan approved, if the CPS Specialist has not provided written notice of disapproval within 5 working days.

K. Submit the following case plan documents when the child is not in DCF custody:
   1. PPS 3050 Family Service/Preservation Case Plan
   2. PPS 3057 Family/Permanency Plan Services and Service Codes
   3. PPS 3055 Family/Permanency Plan

L. In addition to the above documents, submit the following case plan documents when the child is in DCF custody:
   1. PPS 3051 Permanency Plan for Child in Custody
   2. PPS 3052 Permanency Plan for Child in Custody Administrative Requirements
   3. PPS 3054 Visitation Schedule
   4. PPS 3055 Family/Permanency Plan Review
   5. PPS 3057 Family/Permanency Plan Services and Service Codes

M. Complete the PPS 5001, Family Preservation Non-Completion of Case Plan, if a child is removed from the home after the initial team meeting and DCF refers the child to the Reintegration/Foster Care services Child Welfare Contract Management Provider. The provider shall submit the PPS 5001 within 30 calendar days of referral.

N. Conduct quality in-person worker/child visits with each child in the family, at least once monthly. At least a portion of one monthly visit shall be with each child alone, for all children who are over 12 months of age and/or verbal. The purpose of the visit is to assess safety, permanency, and well-being. The visit shall include developing/reviewing case plan goals and activities or discussing progress in achieving case plan goals and addressing issues, as age appropriate.

   More frequent worker/child visits shall be based on the worker’s determination of the frequency necessary to ensure the child’s safety, permanency, and well-being. Additional visitation with each child in the family home shall be determined based on the circumstances of the case, such as any risk and safety concerns present during the service delivery period, the age and vulnerability of the children, and the reason for the agency’s involvement with the family.

O. If there is court involvement, provide the CPS Specialist a court report, a minimum of 10 days before it is due to the Court. Ensure that the case plan is updated and submitted to DCF and forwarded to the court at least every 170 days.

P. Notify the CPS Specialist of all court hearings involving the child(ren)/family.

Q. Provide documentation, including Case Activity Logs, to the CPS Specialist, when a child cannot safely remain in the home.
R. Attend court hearings.

S. Testify in court as requested.

T. Reconcile names of Referrals and names of Non-Completion of Case Plans with the DCF Support Services Program Consultant monthly.

U. Submit Encounter Data to PPS as required and respond to Error Reports timely.

V. Complete and maintain the Case Activity Log to document services provided. Documentation shall include all interaction with family members, addressing the safety, well-being and/or permanency of the children, and/or developing or completing tasks and goals of the case plan. Case Activity Logs must be available within 24 hours of request by DCF.

W. Provide every family engaged in services an application for KanCare, if family members do not have health insurance.

X. Assure all children with KanCare eligibility receive Kan-Be-Healthy (KBH) services timely and on schedule.

Y. Notify DCF within 24 hours of lack of initial contact with the family or refusal of services by the family after referral. Notify DCF, utilizing the PPS 5003, when there has been no contact with the family for two weeks during the intensive phase or for 30 days during the less intensive phase of services.

Z. For Pregnant Women using Substances (PWS) referrals, request substance abuse testing be completed within 24 hours of birth and report toxicology results to DCF on the PPS 5000A. The CWCMP shall request substance abuse testing which will consist of urinalysis of mother at the time of admission to the hospital for the birth of the baby or request for urinalysis of the baby within 24 hours of birth.

AA. Complete and submit to DCF, within 48 hours, the Acknowledgment of Referral/Change form (PPS 5000A) when appropriate.

BB. It is the expectation that initial service provision to the family will be intensive, until the safety concerns are mitigated, and then gradually decrease in intensity. The Family Preservation Services Case Management Provider shall provide written notice to the CPS Specialist of the intent to move a family from the intensive service phase to a minimum of monthly in person contact with all family members, which may include case management and/or family support services. Written notice shall include:

1. The reason for the referral to Family Preservation Services.

2. Documentation of the family’s plan for and/or progress in achieving the case plan goals/objectives and completing activities, mitigation of identified child safety concerns, and identification of the family’s strengths and continued barriers.
3. The proposed mutually agreed upon plan for ongoing services, identifying the expectations of the family and the provider, including the frequency, type of contact and level of services to be provided, to maintain the children’s safety, address ongoing risk concerns and complete specific outcomes of the case plan sufficiently, including a plan to see each child in person alone (see N above) at least monthly, during the less intensive phase of services, to monitor child safety.

4. The plan shall also identify the circumstances that may result in the resumption of intensive services.

5. Documentation that a staffing occurred between the current FPS workers and at least one FPS supervisor, with a focus on the safety of the child(ren), and includes supervisory approval of the case transition, pending DCF approval. A copy of the completed FPS Supervision Session Log for Newly Identified Risk/Safety Concern(s), PPS 5004, or a supervisory log that contains the same elements may be used for this documentation.

6. The decision to move a family out of intensive services shall be made on the basis of identified child safety concerns being sufficiently addressed through direct remediation, on-going and monitored interventions, and/or referral to appropriate community resources with follow-up.

CC. If, at the conclusion of the intensive services phase, the child(ren) remain in custody, the Child Welfare Case Management Provider shall continue to provide custody supervision services. This includes, but is not limited to, maintaining a current case plan, monthly face-to-face contact with the child, court appearances, assisting the family in following court orders, completing court reports as required, etc.

DD. Review all not-assigned reports and provide additional information to the CPS Specialist:

1. When the CPS Specialist forwards a not-assigned report, the CWCMP shall print the intake (PPS 1000, 1001, 1000A, and 1002) and file in Section 3 of the case file per PPM 0430. The CWCMP shall have 3 working days to acknowledge receipt of the report and to provide an initial summary of information they may have regarding the report. The CWCMP shall include all information addressing the event in Case Activity Logs with the event number identified.

2. If, after receiving the initial 3 working day summary, DCF determines more information is needed, the CPS Specialist will request follow-up information, and the provider will have 5 working days to provide
additional follow-up information. The intent of this request for information is for DCF to be advised of any currently available information as it might relate to the not-assigned report. A not-assigned report may or may not require that an in-person visit be made, but an informal assessment should be completed based on new and existing information. The results of this assessment are to be provided to the CPS Specialist within 5 working days and shall include current knowledge of the family functioning and any child risk or safety concerns.

3. If the request for additional information regarding the not-assigned report involves suspected abuse or neglect, the CWCMP shall make a new report to KPRC.

4. The CWCMP Supervisor shall ensure the information contained in the not-assigned report(s) are addressed in the open case, and follow-up with the CWCMP licensed case manager during regular supervisor consultations per GG. and PPS 5004. Prior to case closure the CWCMP Supervisor shall ensure all subsequent not-assigned reports have been addressed in the open case.

EE. When a family member requests immediate services regarding a risk or safety concern, the CWCMP shall respond to all family crises within one hour. In-person contact is required, when determined necessary to assure child safety, effect positive family change and prevent the removal of a child from the home.

FF. After consultation with DCF, considering the best interest of the child(ren) and family, the provider may complete the ongoing safety assessment with each alleged victim under the age of six, per PPM 2313.

GG. Staff each case with a supervisor at least monthly. An additional supervisory staffing will be held and documented in the case file, when risk and safety concerns are identified. Additional supervisory staffings shall utilize the FPS Supervision Session Log for Newly Identified Risk/Safety Concern(s), PPS 5004, as a guide. The PPS 5004 or a Supervisory Log that captures all of the common elements shall be utilized for documenting a summary of the discussion and next steps. Supervisors shall closely monitor those cases which have been identified as having high risk and/or safety concerns. The next level of management, above supervisors, shall ensure staffings are occurring as needed.

HH. Incorporate the needs related to the safety and risk concerns for the infant and family identified on the PPS 2007 Plan of Safe Care in the objectives and activities of the PPS 3050 Family Service/ Family Preservation Services Case Plan. Additional needs, services and referrals specific to the problem of opioid or other substance addiction and the effects of substance abuse on the infant,
children and family shall be documented and monitored on the PPS 2007 Plan of Safe Care, per PPM 2050.

II. If, initially, criteria for a Plan of Safe Care was not met, but, during the life of the case, additional information becomes available, which indicates criteria for a Plan of Safe Care may be met, the requirements per PPM 2050 shall be followed.

5123 Family Preservation Services Case Manager Responsibilities When Child Is Missing

When a child is missing from his/her residence, due to being a runaway, being abducted, or missing for an unknown reason, the Child Welfare Case Management Provider (CWCMP) shall follow the procedures for reporting a significant incident, as set out in PPM 0512 Significant Incident. In addition to these requirements, the CWCMP shall also take the following actions:

A. When the Child Is Missing

1. Request and facilitate the parents/caregiver filing a missing person report with the appropriate law enforcement agency in the area in which the child has been residing, immediately, and in no case later than 2 hours, after being notified of the child's whereabouts being unknown;

2. If the parent makes the missing person report to law enforcement, the CWCMP shall follow up with law enforcement, no later than 24 hours, to ensure the report was made.

3. Assist the parents/caregiver in providing law enforcement agency and NCMEC (see also #4 and #5) with the following information (as available) when making a report of a missing or abducted child:
   a. A current photo/physical description of the child, to include a description of the clothing worn at the time the child was last seen, hair and eye color, height, weight, complexion, eyeglasses or contact lenses, braces, body piercings, tattoos and/or other unique physical characteristics;
   b. Contact information of the child; including information about cell phone numbers, email addresses, social networking contacts, aliases and nicknames;
c. Information about suggested location, people, or direction where the child could be located, including parents and relatives;

d. Medical or mental health condition and medication information that may impact the child's decision-making process and health, including any past suicidal attempts and/or any other endangerments or risks, such as gang activity, online enticement, commercial/sexual exploitation;

e. Clothing child may be wearing and possessions the child may have with them.

4. Discuss with parents/caregiver the need to also have the child’s name and picture placed on the National Center for Missing and Exploited Children (NCMEC) web site, by entering information online or calling 1-800-THE-LOST, and assist the parent in completing this task if necessary.

5. If the parent(s) is unwilling or unable to report the missing child to law enforcement or enter the child’s information on the NCMEC website, discuss the importance of locating their child to ensure his/her safety and inform the parents/caregiver of the CWCMP’s responsibility to enter the missing child’s information on the NCMEC website, as well as to report the missing child to law enforcement, per federal law, Preventing Sex Trafficking and Strengthening Families Act.

6. If the parent(s)/caregiver refuses or is unable to report the child as missing to Law Enforcement, whether the child is in the custody of DCF or not, the Child Welfare Case Management Provider shall make a report to DCF and law enforcement, no later than 24 hours after receiving notification of the child being missing and ensure the child is entered in the National Crime Information Center (NCIC) data base, by following up with law enforcement, no later than 24 hours after reporting information on a missing or abducted child or youth.

7. If the missing child is in the custody of DCF, the CWCMP shall make a report to the DCF Youth Investigator in PPS Administration by sending an email to DCF.AWOLyouth@ks.gov.

8. If the parent(s)/caregiver refuses or is unable to place the child’s name or picture on the missing person’s website, the CWCMP shall ensure the child is entered on the National Center for Missing and Exploited Children (NCMEC) web site, by entering information online or calling 1-800-THE-LOST, no later than 24 hours after receiving information on a missing or abducted child or youth.

9. Notify all court involved personnel of the child's missing status, if applicable.

10. Request and assist the parents/caregiver in contacting the child's school to make them aware of the child's missing status and ask for their assistance in locating the child;

11. Request and assist the parents/caregiver in contacting friends, other relatives of the child and others who may have information (teachers, counselors, coaches, CASA, etc.), through all available means, including social media, to obtain information from them and also gain their assistance in locating the child; if
assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems;

12. Provide emotional support to the birth parents/primary caregivers and siblings, in dealing with the child’s missing status;

B. Ongoing Efforts

1. Missing 1-5 days
At least daily efforts shall be made to complete the following actions to obtain updated information:
   a. contacts parents/primary caregivers and siblings;
   b. assists the family with following up with law enforcement to check on the status of the investigation;
   c. checks social media (age appropriate) for any updates;
   d. assists the family with contacting friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems;
   e. assists the family with contacting the child’s school to check attendance, and determines if any staff have information or knowledge of the child’s whereabouts;
   f. attempts to contact the missing child via mobile devices.

2. Missing over 5 days
At least weekly efforts shall be made to complete the following actions to obtain updated information:
   a. contacts parents/primary caregivers and siblings;
   b. assists the family with following up with law enforcement to check on the status of the investigation;
   c. checks social media (age appropriate), to include post(s) with the National Center for Missing and Exploited Children, for any updates for any updates;
   d. assists the family with contacting friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems.
   e. assists the family with contacting the child’s school to check attendance and determines if any staff have information or knowledge of the child’s whereabouts.
   f. attempts to contact the missing child via mobile devices.
C. When the Child Returns

1. Coordinate with the DCF worker to ensure the child's safety, placement, and treatment/services are re-assessed for possible Human Trafficking activities by interviewing the child to gather details about where the child was, who the child was with, why the child left and how the child left, etc. Appendix 2I may be used as a guide in interviewing the child and/or parent.

2. If the child discloses possible Human Trafficking activities, coordinate with the DCF worker to ensure a report is made to the Kansas Protection Report Center (KPRC).

3. The CWCMP shall notify law enforcement and the DCF Youth Investigator in PPS Administration if applicable no later than 24 hours after receiving notification of the child’s whereabouts or return to the home.

4. Notify DCF, including the assigned CPS Specialist and Supervisor, and the court, if applicable, by the next working day of receiving notification of the child’s whereabouts or return to the home.

5. Request parents notify school of child’s return.

6. Re-assess the child’s placement with parents/caregiver and services and make changes as appropriate, to ensure the safety of the child.

7. Develop a written Safety Plan with the child and parents/caregivers, to reduce the risk of future incidents. Monitor Safety Plan to ensure all activities are being completed as required to ensure the child’s safety.

5124 Family Preservation Services Risk and Safety Assessments

An assessment of safety is made to determine whether a child is in a safe environment. A safe environment is one in which there are no threats that pose a danger or, if there are threats, there is a responsible adult in a caregiving role, who demonstrates sufficient capacity to protect the child.

Risk is defined as the likelihood that a child will be maltreated in the future.

A. Initial Assessment

1. Initial risk and safety assessments shall be completed by the Child Welfare Case Management Provider (CWCMP) for Family Preservation Services, upon referral and prior to the completion of the family case plan.

2. The CWCMP shall make concerted efforts to accurately assess and address the risk and safety concerns relating to all of the children residing in the home.

B. Ongoing Assessments
1. In addition to the initial risk and safety assessment, ongoing risk and safety assessments, formal or informal, shall be completed at critical times in the case. Refer to PPM 3110 for more information regarding when ongoing assessments shall be completed.

C. Safety Plan

1. A written Safety Plan may need to be developed and signed, to address an immediate safety threat that is identified during the assessment, following PPM 2462, using the Safety Plan form PPS 2003 or a written plan with common elements, including:
   a. Date and time completed
   b. Risk and safety factors considered
   c. Beginning and ending date
   d. Goal of Safety Plan
   e. Action steps needed to meet the goal
   f. Consequences of not following the Safety Plan
   g. Signatures of responsible caregivers, children, if age appropriate and involved in the plan, CWCMP and any other participants

2. A copy of the Safety Plan shall be left with a responsible caregiver and a copy shall be filed in the CWCMP’s case file.

5130 Initial Family Meeting for Family Preservation Services (FPS)

The Initial Family Meeting (IFM) with the family initiates building the relationship between the family, DCF staff and service providers who will share the responsibility for ensuring the child and family receive the services and supports required to maintain the child(ren) safely in the home and prevent future maltreatment. The purpose of the IFM is to share the reasons for the referral to Family Preservation Services and identify the safety and/or risk concerns that need to be addressed during the family’s participation. The role of the CPS Specialist and the FPS providers shall be clarified with the family.

A. Initial Family Meeting Participants

1. Persons required to attend the Initial Team Meeting are as follows:
   a. CPS Specialist
   b. Family Preservation Services assigned Specialist or Case Manager
   c. The parent(s)
   d. Other family members, as deemed appropriate
   e. Community Family Service Provider, if applicable.

2. The family should be encouraged to invite other persons who are a part of the family’s support network. The assigned CPS Specialist and the assigned Family Preservation Services case manager shall attend the
Initial Family Meeting, however, if either or both are unable to attend, each agency is responsible to designate other staff members. The preferred designee is a staff member who has been or will be involved with the family. The case file shall document the designee’s involvement with the family and all participants in the IFM.

3. Parents shall sign release of information forms to authorize the sharing of information with all meeting participants.

B. Initial Family Meeting Timeframe and Location

1. The Family Preservation Services Provider shall contact the family within 24 hours of the referral to introduce themselves and to schedule the Initial Family Meeting. The family’s availability shall be considered a priority, when selecting the time and location for the meeting. The CPS Specialist’s availability will also be considered in scheduling the IFM.

2. The Initial Family Meeting shall occur in person, within two business days following the time of the referral, unless DCF directs the Initial Family Meeting be held sooner.

3. Only the family may request to exceed the two-business day requirement, and family requests should be limited to accommodation of schedules or allowance for a support person to attend. If not held within the two business days, the Initial Family Meeting shall be held as soon as possible, preferably within the next 24 hours. The case file shall reflect the reason for the extension of the Initial Family Meeting time.

4. The decision whether to request the Initial Family Meeting be held sooner than 2 working days following the referral shall be made by the CPS Specialist, in consultation with the DCF Supervisor or PPS Program Administrator. Factors to be considered are age and vulnerability of the children in the home, safety and risk factors, and weekends and holidays.

C. Purpose of Initial Family Meeting

1. The purposes of the Initial Family Meeting are as follows:
   a. Families are provided the opportunity to describe their experiences, identify their strengths, resources, and skills, and play a lead role in the development of the initial case plan;
   b. When the meeting is over, families should feel their perspectives have been heard and are valued and there is a commitment to helping them achieve success;
   c. Supports for the family shall be discussed and identified;
d. Roles and responsibilities of all team members shall be clarified, including all family members, child(ren), FPS Provider, DCF CPS Specialist, other community service providers, and other team members.

e. Full disclosure of the reasons for the referral, DCF expectations for the safety and risk concerns that need to be addressed, consequences of the family's choices and actions, and timelines for decisions about child permanence and case closure;

f. A plan is made for the continued gathering of assessment information that supports the development of the initial case plan, including the family signing releases to allow FPS providers to review information already collected or to contact individuals or other providers to obtain needed information.

5140 Refusal of Family Preservation Services

A. When a referral retraction has been approved or when the client continues to refuse Family Preservation Services, then, prior to case closure, the CPS Specialist will meet with the DCF Supervisor to review the current risk and safety assessment to determine if there are any safety issues. Additional steps could include referral to other community services, a request to the County/District Attorney for removal, or case closure. This discussion and decision shall be clearly documented in the case file.

B. If the family refuses services, prior to signing the case plan but after the three day referral retraction period, both DCF and Family Preservation Services Provider should work with the family, i.e. meet with the family to discuss refusal and other available options/services and possible consequences. If the family continues to refuse services after meeting with them, the Family Preservation Service Provider shall complete and send to the DCF Support Services Program Consultant the Non-completion of Case Plan form within 30 days after referral. This information shall be provided by the DCF Support Services Program Consultant to the appropriate DCF staff for entry into the FACTS system.

5150 Transfer of Family Preservation Cases and Change of Venue

If there is an open Family Preservation Services case, at the time the family moves to a different location served by a different DCF region, the DCF case shall transfer to the receiving DCF office. The DCF case file, including the Family Preservation Transfer Case-Initial Transfer form (Appendix 5B) and the Case Transfer Summary (PPS 3005), shall be forwarded to the PPS Regional Program Administrator or designee responsible for the receiving DCF office.

(Refer to PPM 2746 G.1. when a child moves to another parent’s home.)

A. Child(ren) not in the Custody of the Secretary
If the family moves to another contract region during the Family Preservation Service period, and the child is not placed in custody of the Secretary, the original Family Preservation Services Case Management Provider shall:

1. Continue responsibility for 365 days after referral.
2. Choose to serve the family in their new location, subcontract for services with the Family Preservation Services Case Management Provider in the region in which the family resides or with another provider of their choice.
3. Remain responsible for all contractual obligations and reporting for these cases.

B. Child(ren) in the Custody of the Secretary

If the family moves to another contract region during the Family Preservation Service period, and the child is placed in the custody of the Secretary but remains at home, a new referral to the Family Preservation Services Case Management Provider will be made, if court jurisdiction is changed.

5160 Responsibilities following Intensive Services

A. The Family Preservation Services Case Management Provider is responsible for providing services and supports for 365 days following the date of referral. It is the expectation that initial service provision to the family will be intensive and then gradually decrease in intensity. At the conclusion of the delivery of intensive services, and with the expectation the Family Case plan goals have been met, the family, Family Preservation Services Case Management Provider, and any other pertinent parties shall develop a mutually agreed upon plan addressing the expectations of the family and Provider, for the remaining months of service. These plans will be reviewed and revised throughout the remaining months of service as needed.

B. If the family is in need of additional intensive services during the 12 month period, the Family Preservation Services Case Management Provider shall be responsible for providing these services without a new referral.

5161 Resumption of Intensive Services

The family or DCF may request, during the 365 days following referral, resumption of intensive services. This request may be based upon any of the following:

1. A new report alleging abuse or neglect;
2. New non-abuse/neglect concerns;
3. The opening of a new case involving allegations of abuse, neglect or non-abuse/neglect; or
4. The family believes they need intensive services and requests intensive services resume.

A. DCF Responsibilities:

If DCF requests the resumption of intensive services, DCF shall submit to the Family Preservation Services (FPS) Child Welfare Case Management Provider (CWCMP) the following:

1. Initial PPS 5000 with the box for "Resumption of Intensive Services" checked at the top of the page. Enter the date of the resumption of intensive services.
2. PPS 1000, if updates are made;
3. PPS 2003 Family Based Safety Plan, if applicable.

B. Family Preservation Services CWCMP Responsibilities:

1. Provide information as requested by DCF staff on a new report regarding a family.
2. Any contact with the family by the Child Welfare Case Management Provider regarding a new report shall be coordinated with DCF.
3. Make face-to-face contact with the family to ascertain if additional intensive services are indicated, when DCF staff notifies the CWCMP of receipt of a report which was closed with no further PPS action needed.
4. Coordinate with the CPS Specialist prior to any contact with the family if DCF determines an investigation and/or further assessment is indicated.
5. If intensive services resume during the 365 days of service delivery, complete and e-mail to DCF, within 48 hours, an Acknowledgment of Referral/Change form (PPS 5000A), with "Reinstatement" marked.
6. In consultation with the family, schedule and hold a Family Case Plan conference within 20 days of resumption of intensive services. Submit the original copy of the Family Case Plan to the CPS Specialist within 5 calendar days following the date the case plan was held.

5200 Out of Home Services

The mission of the Division of Prevention and Protection Services is to protect children, promote permanent, nurturing families, and strengthen community partnerships to serve families. Safety, permanency, and well-being for children cannot be accomplished by DCF alone. Child Welfare Case Management Providers (CWCMPs) are responsible for reintegration/foster care/adoption services including case planning, placement, service
delivery, reporting to court, and collaboration with community resources to ensure appropriate services are available in close proximity to the child's home.

DCF, through the CWCMPS, is the state agency responsible for care and treatment of children removed from their parents or other caregivers. When the court determines the child is in need of care or protection and cannot remain safely in the home, custody of the child may be granted to the Secretary of DCF. DCF is responsible to provide care and treatment for that child and the child's family until the child is removed from the custody of the Secretary by the court.

Out of home services are planned, goal-directed services delivered to children and their families when the children are in need of protection from abuse and/or neglect by parents or caregivers or because of the action of the children themselves to ensure safety. Out of home services are designed to respond to the needs of children and families by building on their strengths and offering the support of agency and community based services through a family centered systems of care approach.

5201 Child Welfare Case Management Providers of Out of Home Services

Child Welfare Case Management Providers (CWCMP) of Out of Home Services shall join with other community partners to develop a wide range of services to children and families. The goal of these services is to achieve permanency for the child and to assist the family in accessing services from local community providers in a short amount of time. CWCMPs shall teach and empower families to access resources in their community in addition to utilizing their natural support system. CWCMPs are not required to pay for services required by other members of the family, but may assist with the cost of these services if the family is unable to meet these expenses, no other sources of funding are available, and services will help facilitate an earlier reunification or other permanency for the child.

5203 Referrals to Reintegration/Foster Care/Adoption Provider

A. A referral is made by DCF to the Reintegration/Foster Care/Adoption Provider when:

1. The Secretary has custody of the child by the court, and a determination has been made that the child is in need of out-of-home placement. or
2. A child is living with relatives at the time the child is placed in the Secretary’s custody and reunification plans with a parent have been ordered.
B. Excluded from Referral:

1. Children in the custody of DCF who remain in their own home;
2. Child living with a relative who is the child's care giver at the time of a new intake and is considered to be the child's permanent home;
3. Children on runaway status or CINC children in court ordered detention;
   a. children will be referred when the child returns from runaway status or
   b. released from detention
4. Children who are hospitalized in a medical hospital or acute psychiatric care at the time they are placed in the custody of the Secretary;
   a. Children shall be referred when ready for discharge.
   b. If there is a need for Provider involvement prior to the date of discharge, a client services agreement for purchase of service may be developed.
5. Children in state hospitals for developmentally disabled;
6. Children, not in Secretary's custody, placed by law enforcement in police protective custody.

For DCF Responsibilities at the time of referral, see Section 2750.

5206 Responsibilities Regarding Financial Support

A. When a child is placed in the custody of the Secretary for out of home placement, parents are not relieved of their financial responsibility to support the child. DCF is responsible to complete an assessment of the ability of both parents to provide financial support for the child who resides in out of home placement. Within two days of a referral to the Case Management Provider, DCF staff shall complete a referral to Child Support Services regarding the financial obligation of the parents.

1. Complete and explain an "Acknowledgment of Parental Obligation" form, PPS 5135, with participation from the obligated parent(s) after a child is removed from the home.

2. If one or both of the parents are not readily available, a PPS 5135 with the DCF staff statement portion filled in shall be mailed to the unavailable parents at their last known address. This form shall only be sent to parents with established legal paternity.
B. DCF is responsible for determining eligibility for foster care funding. The foster care program is financed with state funds and federal Title IV-E funds. Eligibility for Title IV-E funding shall be determined by DCF staff on each child placed in the custody of the Secretary for out of home placement. This determination is necessary to assess whether state or federal funds will be accessed for each foster child's care.

1. Initial eligibility for Title IV-E funding is determined on the PPS 5410A, which is completed by the DCF CPS Specialist.

2. The PPS 5425A, which is completed by the Child Welfare Case Manager, is used for re-determination for Title IV-E eligibility. (See Section 5900 for further information.)

C. DCF is responsible for determining eligibility for Medicaid.

1. Initial eligibility for Medicaid is determined on the PPS 5410A, which is completed by the DCF CPS Specialist.

2. The PPS 5425A, which is completed by the Child Welfare Case Manager, is used for re-determination for Medicaid eligibility. (See Section 5900 for further information.)

5208 Case Management Provider Referral Responsibilities

The Case Management Provider shall:

A. Accept all referrals from DCF of children in the custody of the Secretary and in need of out of home services;

B. Accept physical custody of the child and the placement packet within four hours of the referral from DCF;

C. Make transportation arrangements for the child;

1. The Child Welfare Case Management Provider may request DCF staff assist in transportation of the child.

2. Staff picking up the child shall have proper identification available indicating he or she is a Child Welfare Case Management Provider agency employee and has authority to transport the child.
D. Make a placement that meets the needs of the child and meets licensing requirements;

   1. If the placement resource is employed by the Child Welfare Case Management Provider, the Child Welfare Case Management Provider shall complete an internal review to assure there is not a conflict of interest. The appropriate DCF PPS Administrator or designee for the region where the child’s DCF case is located shall be informed of the placement and the outcome of the internal review.

E. Provide the foster family a copy of the PPS 5110 Initial Referral for Out of Home Placement Services at the time of placement;

F. Schedule the Initial Team Meeting that shall occur within 2 business days of referral;

G. Notify the parent(s) within 24 hours of the location of their child, including the address and phone number;

   1. The parent shall not be notified if they present a safety threat to the child and/or placement provider;
   2. If a parent is not notified, document the compelling reason for no notification and inform DCF the parents were not notified.

H. Provide the parent(s) the name(s) and phone number(s) of Provider staff for contact;

I. Contact the HCBS Waiver Case Manager, if applicable, to provide information about the child's new location. (For information about the waivers, refer to Section 0614.)

J. If the child is a foreign national from a mandatory notification country, contact the foreign consul of that country. See Appendix 5E for additional information.

K. Access the DCF FACTS and KIDS data systems to obtain assessment information completed by DCF (safety, risk, family based assessment summary, NAN (FINA) summary) as well as case finding information;
L. Complete the "Acknowledgment of Referral/Notification of Move/Placement/Change" form (PPS 5120) and e-mail to DCF and the court within 48 hours of referral

5211 DCF Roles and Responsibilities

A. DCF is ultimately responsible for children in the Secretary's custody and is accountable to the court. DCF is responsible for reviewing Child Welfare Case Management Provider (CWCMP) service delivery following a referral to the CWCMP. Also refer to Section 2750 for DCF responsibilities at the time of referral.

B. DCF shall also:
   1. ensure DCF CPS Specialist participation in initial team meeting and initial case planning conference;
   2. review and approve subsequent custody case plans- this task must be completed by a DCF Foster Care Liaison;
   3. notify CWCMP of Infant/Toddler/Tiny-K contact information for those children under age 3 for whom a referral has been made for these services;
   4. notify Provider staff of changes in after-hours contact telephone numbers;
   5. notify Provider staff of any critical changes in the family's situation within 12 hours verbally and 24 hours in writing after the information becomes known to DCF (For example, new allegation of abuse/neglect; child placed in detention by law enforcement, etc.);
   6. assure necessary staff receive notification of any placement changes via a copy of the Acknowledgment of Referral/Notification of Move/Placement/Change;
   7. Notify Child Welfare Case Management provider staff of child support enforcement orders;
   8. ensure current information is available for data entry into FACTS;
   9. inform the CWCMP of the status of any abuse/neglect assessments;
   10. forward all reports not assigned for further assessment within 3 working days from the date of the email notification from KPRC to the CWCMP case manager and CWCMP supervisor to address any issues noted. If DCF has specific information to address, it shall be noted in the e-mail. DCF shall monitor per PPM 5212 B. (44). If NAN (FINA) report not assigned is determined to contain concerns regarding children the CWCMP is not responsible to provide services per PPM 1431, the DCF foster care supervisor shall request the report be assigned for assessment via the KPRC Supervisors email mailbox (PRCsups). If feedback from the CWCMP is necessary, inform the CWCMP to provide follow up information to DCF;
11. inform the CWCMP about relatives being considered for placements and review the history of the relative in FACTS/KIDS (See Section 5230 Placement Services, for additional information);
12. approval of Best Interest Staffing teams;
13. notify the Child Welfare Case Management Provider when a child in after care requires a new out of home placement;
14. provide technical assistance to Child Welfare Case Management Provider staff regarding expected outcomes;
15. prepare for case reads and audits.

5212 Child Welfare Case Management Provider Roles and Responsibilities

A. Upon referral, the Child Welfare Case Management Provider (CWCMP) is responsible for direct service delivery to the child and family, recognizing the child and family’s culture, with input by DCF. This responsibility extends until the child achieves the case plan goal or the child is released from the Secretary’s custody for another reason, and the aftercare period expires. (Refer to the Permanency Flow Chart Appendix 3O.) If there is a change in case manager during the life of the case, the Child Welfare Case Management Provider within 30 days, shall notify all appropriate parties, including, but not limited to the parents, DCF, and the court.

B. Per the Reintegration/Foster Care/Adoption Contract, the Child Welfare Case Management Provider shall:

1. Provide ongoing formal and informal assessments of safety, permanency and well-being of referred children and their families to address safety concerns through aftercare. Refer to PPM 3110.
2. Provide services that are culturally responsive to cultural differences and special needs.
3. Respect the privacy of the child and family.
4. Support children in the custody of the Secretary in participating in normal activities, such as extra-curricular activities.
5. Maintain confidentiality as required by law and DCF policy.
6. Share Information with the family and other professionals, as needed, to meet the needs of the child.
7. Collaborate with the Family Preservation Provider when initiating services to a family who has a child removed during Family Preservation program involvement.
8. Maintain license as a Child Placing Agency and notify DCF within 5 working days of the initiation of any DCF Foster Care and Residential Facility Licensing investigations.

9. Maintain caseload sizes consistent with accreditation.

10. Provide accessible staff to the child, family and DCF 24 hours per day and provide this contact information to the family and DCF.

11. Respond to family crisis situations after reintegration within one hour and document this response in the child’s case file.

12. Report critical incidents and significant events to DCF, per policy.

13. Report No Reasonable Efforts Findings the same business day to DCF Regional Directors, PPS Program Administrators and Regional Attorney per policy.


15. Initiate a Lifebook at the time out-of-home placement begins and maintain the Lifebook throughout the child’s out-of-home placement. For additional information on Lifebooks, see Section 5259.

16. Develop an individualized recruitment plan for all children who have the goal of adoption and one termination of parental rights. The recruitment plan will be included in the Best Interest Staffing and referral for adoption assistance.

17. All children shall be registered on the Adoption Exchange within 5 days of both parents’ rights termination/relinquishment if there is not a person who has a relationship with the child and is interested in adopting him/her,

18. Develop individualized transition plans for all youth 14 and older, regardless of case plan goal.

19. Cooperate with collection and submission of data elements and surveys of youth receiving Independent Living Services, pursuant to federal requirements.

20. Maintain foster care records per DCF policy.

21. Release client records/progress reports to DCF within 24 hours of request.

22. Maintain case file with historical and current assessment information, services provided, and the progress toward meeting goals and outcomes.

23. Organize the case file per policy.


25. Cooperate with the Child Support Services (CSS) in locating absent parent and determining parental payment obligation.

26. Consult with DCF APS (PPM 10630) about making a referral to Kansas Guardianship Program for appointment of a guardian/conservator, when youth are not likely to be mentally capable of governing their own financial or medical welfare as an adult.
27. Maintain contact with and submit all reports to the court pursuant to local court rules, and liaison with court, guardian ad litem and County/District Attorney.

28. Assure that all eligible children are referred for the appointment of an educational advocate.

29. Obtain necessary release of information forms and transcripts for educational records transfers.

30. Ensure child’s educational stability is addressed by participating in a best interest determination, corresponding with the school of origin (or sending school, if applicable) and new school, providing a current Educational Enrollment Information for School Placement Form and if applicable a child’s IEP/504 Plan is provided to the school. Reference PPM 5254 – Ensuring Educational Stability.

31. Assure seamless transition for the child and family, when the court case is transferred from one jurisdiction or venue to another.

32. Provide care for the dependent children of teen mother in the Secretary’s custody.

33. Provide aftercare services to the family for 12 months following permanency of reunification, adoption or custodianship, unless the case meets the definition for an exception.

34. Participate in DCF pre-service training for all direct care and administrative staff.

35. Participate in any mandated trainings and provide training required due to new policy or statutory changes, and/or PPS initiatives.

36. Assure family involvement at a policy-making level for the organization and hold at least one stakeholder feedback meeting per year to solicit input and feedback from families and youth concerning agency policy. A report shall be submitted to DCF.

37. Participate in stakeholder, policy, program improvement, and other regional and statewide events to support and promote child welfare issues; for example, youth advisory councils, computer camps, and national foster care and adoption months.

38. Integrate the Strengthening Families Program and Permanency Roundtables into service models.

39. Implement the Kansas Intensive Permanency Project on the first day of the contract.

40. Participate in Quality Assurance activities.

41. Submit quarterly management reports.

42. Maintain a public image that is cooperative towards the public/private partnership.

43. Practice full disclosure, open and direct communication and transparency with DCF in all matters.
44. When the DCF CPS Specialist forwards a not assigned report for follow-up, the CWCMP shall have three working days to acknowledge receipt of the report and to provide an initial summary of information they may have regarding the report. If after receiving the initial 3 working day report, DCF determines more information is needed, they will let the provider know and the provider will have 5 working days to provide additional information. The CWCMP shall include all information addressing the event in Case Activity Logs with the event number identified.

The CWCMP Supervisor shall ensure the information contained in the not-assigned report(s) are addressed in the open case, and follow-up with the CWCMP licensed case manager during regular supervisor consultations. See Appendix 5D. Prior to case closure the CWCMP Supervisor shall ensure all subsequent not-assigned reports have been addressed in the open case.

45. Staff each case with a supervisor at least monthly to critically review and evaluate activities and information gathered over the course of the case and collectively reach informed decisions. The CWCMP Supervision Consultation Guide (Appendix 5D) is to be used as a resource, and a summary of the discussion and next steps shall be documented on a supervisory log placed in the case file. An additional supervisory consultation shall be held when risk and safety concerns are identified. Supervisors shall closely monitor those cases which have been identified as having high risk and/or safety concerns. The next level of management, above supervisors, shall ensure consultations are occurring as needed.

5220 Initial Team Meeting for Out of Home Services

The Case Management Provider (CWCMP) shall contact the family the same day as the referral to introduce themselves and to plan for the initial team meeting. The initial team meeting shall occur within 2 business days from the time of the referral. The only time it is acceptable to exceed this timeframe is when the family makes a request for this to accommodate their schedules or to allow for participation by a support person who cannot meet the 2 business days timeframe. If not held within the 2 business days, the reason shall be documented, and the meeting needs to be held as soon as possible-preferably within the next day.

If the parent(s) or primary care giver from whom the child was removed are unwilling or unable (i.e. whereabouts unknown) to participate in the initial team meeting, this shall be documented in the child's case file. In these instances, the initial team meeting will not occur.
During the initial contact with the family, the CWCMP shall consult with the family to determine date, time, and location for the initial team meeting. Consideration shall also be given to staff and child safety when determining the location of these meetings (i.e. meth lab in the home, removal reason relates to physical condition of the home, etc.)

5221 Initial Team Meeting Participants

The persons required to attend the initial team meeting are:

A. DCF CPS Specialist
B. Child Welfare Case Management Provider (CWCMP) case manager
C. The parent(s) or primary care giver from whom the child was removed
D. The child (age 7 and older)
E. Community Family Service Provider, if applicable.

In addition to these persons, the family shall be encouraged to invite other persons who are a part of the family's support network. The placement resource shall be strongly encouraged to participate. If the foster family is unknown to the child or parents, the meeting provides an opportunity for the family to meet the foster family and to understand each other's roles and responsibilities in achieving permanency for the child. The CWCMP shall provide support to the placement resource to enable them to participate in this meeting. A tribal representative shall be invited to attend the initial team meeting when ICWA applies. The name of the tribe, and name and address of tribal representative invited shall be documented in the child's case file.

The assigned DCF CPS Specialist and the assigned Reintegration/Foster Care case manager shall attend the initial team meeting. However, if either or both are unable to attend, each agency is responsible to designate other staff members. The preferred designee is a staff member who has had or will have some involvement with the family. The case file shall document the designee's involvement with the family.

If it is determined that it would be detrimental for the child to participate in the initial team meeting, the child may be excused. This shall be the exception rather than the rule. The child is an important member of this team, and their input is desired.
5223 Purpose of Initial Team Meeting

The purpose of the initial team meeting is:

A. Families are provided the opportunity to identify their needs and play a lead role in the development of the initial service plan
B. Families feel their perspectives are valued and there is a commitment to helping them achieve success
C. Supports for the family have been identified
D. Roles and responsibilities of all team members, including parents, child, Case Management Provider, DCF, placement resource, other service providers, tribe (if applicable), and other team members are clear
E. Full disclosure occurs including expectations of DCF, consequences of actions, and timelines for decisions about child permanence
F. A plan is made for the continued gathering of assessment information to support the initial case plan. This includes the signing of releases to review information already available, or to contact individuals to obtain new information
G. If the child's placement is not with relatives or other kin, more information shall be gathered about possible relative or non-related kin placement resources
H. A plan for parent child interaction, worker/child and worker/parent visitation is developed

5230 Placement Services

While the child is in out of home placement, their connection to family members remains of crucial importance. Intensive efforts shall be made to assist families in resolving the issues which led to the child's removal, place children with relatives or non-related kin whenever possible, and place siblings together. To assist in this effort, the placement resources shall work in partnership with the parents as a mentor and role model. All placements shall be related, licensed, or approved. Adoptive home studies are considered approved when their Adoptive Home Assessment is completed and signed by a supervisor, and visits can occur prior to the adoptive placement. Assessments regarding placements shall be completed by a licensed professional.

DCF requires foster parents and designated officials at child care institutions to apply the reasonable and prudent parenting standard. The standard is characterized by careful and sensible parental decisions that maintain a child's health, safety, and best interests while at the same time encouraging the child's emotional and developmental growth that a caregiver must use when determining whether to allow a child in foster care to participate in extracurricular, enrichment, cultural and social activities. These are documented on the PPS 3051 Permanency Plan for Child in DCF Custody. See
also the Foster Home Licensing Regulations KAR 28-4-311, and 28-4-800 through 28-4-825.

Placements are subject to DCF approval, at DCF discretion. See PPM 5234 for relative placement policy, 5235 for foster home placement policy, and 5330 for adoptive home placement policy.

5231 The Multi-Ethnic Placement Act (MEPA)/Interethnic Adoption Provisions (IEPA) and The Indian Child Welfare Act

All placement decisions for non-Native American children shall conform to the Multi-Ethnic Placement Act (MEPA)/Interethnic Adoption Provisions (IEPA). These Acts are intended to:

A. reduce the length of time that children wait to be adopt
B. facilitate the diligent recruitment and retention of foster families and
C. eliminate discrimination on the basis of the race, color, or national origin of either the foster family or the child.

The placement of a child shall not be delayed while searching for a family of the same racial or ethnic background when there are families of other racial or ethnic backgrounds available who otherwise would be appropriate for the child and would meet the child's social, emotional, and physical needs.

Diligent recruitment of foster families who reflect the ethnic and racial diversity of children needing out of home placement is required. Non-compliance with these acts constitutes a violation of the Civil Rights Act.

The Indian Child Welfare Act supersedes the Multi-Ethnic Placement Act/Inter Ethnic Adoption Provisions. For information about compliance with the Indian Child Welfare Act in regard to out of home placements, refer to Section 0700.

5232 Least Restrictive Placement

Child Welfare Case Management Provider (CWCMP) staff shall use the placement screening tool approved by their agency to determine the most appropriate, least restrictive, out of home placement setting for each child referred.

Provider staff shall consider placement with maternal and paternal relatives as well as non-related kin at the time of initial placement and throughout the out of home episode. This consideration shall be documented in the child's case file. If a relative/kin
placement is not selected, documentation of reason shall be included in the child's file for each relative/kin explored.

When the child's needs require placement in a setting which provides more structure and supervision than is provided in a family foster home, the need for continued placement in that setting should be periodically re-assessed.

5234 Relative Home/Placement

A. Definition: For purposes of notification of DCF custody and placement, DCF defines a relative as follows

1. A person who can trace a blood tie to a child. Persons related by blood may include a parent, grandparent, sibling, great-grandparent, uncle or aunt, nephew or niece, great-great grandparent, great uncle or aunt, first cousin, great-great-great grandparent, great-great uncle or aunt, or a first cousin once removed (the child of a first cousin). Termination of parental rights does not alter or eliminate the blood relationship to other relatives.

2. A person who is or was related to the child through marriage or previous marriage (terminated by death or divorce). This includes, but is not limited to, step parents, step grandparents, step aunts and step uncles to the first degree.

3. Legally adoptive parents and other relatives of adoptive parents as designated in groups (1) and (2).


5. Adoptive parents of siblings or half-siblings.

6. A court-appointed guardian or permanent custodian of a sibling or half-sibling.
For placement purposes, parents of the child are not considered an out of home placement. If the child is residing with either parent, the child is considered to be "in the home". When attempting to locate relatives of the child for whom the parents do not have current information, there are a number of websites available to assist in the search effort. A listing of some of these websites is found in Appendix 3N--Family Finding Search Websites. If relatives live out of state, an Interstate Compact for the Placement of Children (ICPC) shall be requested as soon as possible so that placement with the relatives can be considered if the parents are not making progress on case plan activities.

B. If, at the time of the referral, DCF will not approve certain relatives for placement, DCF will note in Section II of the PPS 5110A Initial Referral to Out of Home Placement Provider. If DCF denies placement with a relative, DCF shall respond to any concerns expressed by the relative regarding reasons for the denial.

If the prospective initial placement is with a relative who does not have a foster home license, the Child Welfare Case Management Provider (CWCMP) shall complete the PPS 5144 Proposed Placement with Relative and request a FACTS/KIDS check by DCF. DCF staff shall be available for 4 hours following the referral to assist in providing additional information needed. The 4-hour availability may be negotiated. If the CWCMP is requesting verbal approval, findings from the PPS 5144 and PPS 5143 Declaration of No Criminal Offenses shall be shared with DCF staff and the paperwork shall be submitted to DCF the next business day. The PPS 5145 Relative Home Study shall be sent to DCF within 20 days of placement. If a relative is already a licensed foster home, permission to place and the relative forms are not required.

C. Prior to placement, relatives shall be informed:
1. Relatives have a choice between TANF or payment from the CWCMP. Relatives may be eligible for TANF assistance from DCF. Eligibility is determined by EES using their definition of relative. Birth/adoptive parents of siblings may receive TANF if they are income eligible as determined by EES. Relatives shall be informed by the CWCMP of the approximate amount of TANF they may receive. Other options are financial support of $10 a day per child from the CWCMP, or requesting to become the payee for benefits the child receives such as SSI, SSA, etc. The Social Security Administration makes the final determination about who will be the payee. For information on child care benefits for relatives, see PPM 5258.
2. Relatives have an option to become a licensed relative home. - Relatives choosing to become licensed, shall meet the same standards as other licensed foster homes. See PPM 5235 for policies on foster home placements.

3. Relatives may provide care to the child as a non-licensed relative home if approved by DCF using forms PPS 5144 (Proposed Placement with Relative) and PPS 5145 (Relative Home Study) which is completed by the CWCMP. The relatives shall be assessed by the CWCMP to determine whether their home is environmentally and psychologically safe for children. Relatives and all members of the household age 10 and older in the home, excluding children in the custody of the Secretary in out-of-home placement, shall complete KBI criminal background checks, and Child Abuse/ Neglect Central Registry checks. Household members 14 and older shall be finger printed. Child Abuse/ Neglect Central Registry checks must then be completed annually. If the adults in the household lived out of state at any time within the immediate past 5 years and the permanency plan may become adoption, the CWCMP shall complete out-of-state child abuse checks. If background checks reveal information about the family that may affect the safety and well-being of the child, DCF shall be informed. The assessment of the relative family shall include pertinent social information regarding the family. Completion of Caring for Our Own (COO) or TIPS-MAPP curriculum is at the CWCMP's discretion, but is encouraged.

D. Payments made to relative homes are not Title IV-E reimbursable unless they become licensed by DCF Foster Care and Residential Facility Licensing.

E. If the CWCMP plans a move to a relative, the CWCMP shall send the PPS 5144 Proposed Placement with Relative, with attachments, to the DCF liaison 14 days prior to the placement. The DCF liaison shall review the history of the relative in FACTS/KIDS to determine if the CWCMP needs to complete a further assessment of the family related to the safety of the child. If DCF does not send notice to the Provider prohibiting the placement within 7 days of the receipt of the PPS 5144, the placement may be made.

If the move to a relative placement is due to a disruption, the CWCMP shall request in writing an expedited approval of the placement through submission of the PPS 5144 Proposed Placement with Relative. The request shall state the reason for the expedited request. DCF shall respond to the request by the next business day. The PPS 5145 Relative Home Study shall be submitted within 20 days after placement.
5235 Licensed/Approved Home for Non-Relative Placements

A. All Licensed Foster Homes.
   1. Any person caring for a child under the age of 16 years who is in the
custody of the Secretary and is not related to the child by blood, marriage
or adoption shall meet all requirements to be licensed by DCF Foster Care
and Residential Facility Licensing and shall be sponsored by a licensed
Child Placing Agency in Kansas.
   2. Foster parents shall, along with any household members 14 years of age
or older (who are not children in foster care/ custody of the Secretary of
DCF), complete the national fingerprint background check. Foster parents
and household members age 10 and older complete the KBI criminal
history check and Child Abuse/Neglect Central Registry check.
   3. Foster parents and any adult living in their households who have lived in
Kansas less than five years shall clear a child abuse/neglect registry
check in every state where they have resided in the past five years. The
Kansas Child Abuse/Neglect Central Registry checks will be completed
annually by DCF Foster Care and Residential Facility Licensing.
   4. DCF PPS policy requires all licensed foster parents to complete the
Trauma Informed Partnering for Safety and Permanence/Model Approach
to Partnerships in Parenting (TIPS-MAPP) or Deciding Together (DT)
training curriculum before accepting placements of children in the custody
of the Secretary.

B. Non-Related Kin Placement Process

   1. Kinship care is placement of a child in the home of another adult with
whom the child or the child's parent already has a close emotional
attachment or ties. DCF strongly advocates care for children by their kin
as the first choice for placement when the child's family/relative cannot
provide adequate care.

   a. Non-Related kin placements shall be required to be in compliance
with licensing statutes and regulations and licensed by DCF Foster
Care and Residential Facility Licensing as described in paragraph
A. above in order to provide out of home services.

   b. To expedite placement of children with non-related kin, the
requirement for the completion of TIPS-MAPP (the group process
or TIPS Deciding Together) is waived prior to a child being placed
in the home, the non-related kin shall be required to complete the
TIPS-MAPP curriculum and other pre-service training prior to
licensure.
c. Prior to the child's placement with non-related kin, the Child Welfare Case Management Providers (CWCMP) shall request from the local DCF Service Center a Child Abuse/Neglect Central Registry and history check on all members of the non-related kin home who are age 10 and older. Information on the relationship between the child/child's family and the non-related kin shall be shared with DCF prior to placement, and verbal/written permission to place obtained.

d. Prior to placement with non-related kin, the CWCMP shall send fingerprints and waivers on all members of the household age 14 and older to DCF Foster Care and Residential Facility Licensing for processing. Placement can be made prior to results being received.

e. The CWCMP shall also require the members of the family who are age 10 and over sign a statement, Declaration of No Criminal Offenses (PPS 5143). Signing this form acknowledges a check of the criminal history database required by DCF Foster Care and Residential Facility Licensing will be completed and will not reveal conviction for any offenses which would prohibit DCF licensure.

f. DCF Foster Care and Residential Facility Licensing shall complete a KBI criminal history background check, and Child Abuse/Neglect Central Registry checks for anyone age 10 and older in the home. Fingerprint checks shall be completed for anyone age 14 and older in the home. Results of all background checks must be received prior to full licensure. The Child Abuse/Neglect Central Registry checks will be completed annually.

2. Immediately following placement, the CWCMP shall complete the family assessment and licensing packet.

a. The packet shall be sent completed to DCF Foster Care and Residential Facility Licensing no later than 2 weeks after the child's placement.

b. DCF shall review the packet and, if all requirements are met, issue a temporary permit within 30 days after the child's placement. The temporary permit remains in effect for 90 days from the date of issuance.

c. This temporary license may be extended for one additional period not to exceed 90 days, to allow the kin time to complete TIPS-MAPP. No further extensions shall be granted. Non-related kin shall comply with all licensing requirements of DCF Foster Care and Residential Facility Licensing prior to a full foster home license being issued.
d. CWCMP shall negotiate a daily payment with the non-related kin providers to cover the cost of the child's room and board, pending licensure. They shall also provide the same level of supports and services which are provided to other foster families to ensure the child's needs are met and the placement remains stable.

C. Approved homes

Any person caring for a child(ren) in the custody of the Secretary age 16 or older and living with an unrelated caregiver(s) must reside in a placement which is either licensed by DCF Foster Care and Residential Facility Licensing or approved by CWCMP and DCF PPS. This includes KBI criminal history background check, Child Abuse/Neglect Central Registry and PPS history checks for anyone age 10 and older in the home. Fingerprint checks shall be completed for anyone age 14 and older in the home who is not in DCF custody. Forms to be completed and approved by DCF are PPS 5144, PPS 5145 and PPS 5143. The CWCMP will discuss payment options with the caregivers, if applicable.

5236 Foster Family

A foster family provides temporary out of home care for the child.

A. Selection of Foster Family

The goal for selecting a foster family is having the child's first placement be their only placement. Child Welfare Case Management Provider (CWCMP) staff shall ensure the child and child's family are fully involved in making this decision to the extent that they are willing and able to participate. Selection of a foster family which can best meet the needs of the child takes into consideration:

1. Proximity to the child's family in order to facilitate parent/child interaction and reintegration;

2. Preservation of the child's racial, cultural, ethnic, and religious background;
3. Proximity to the school the child was attending when they entered out of home placement, so the child can continue to attend this same school;

4. Interests, strengths, and abilities which enable the family to relate to the child's needs including individual needs, age, interests, intelligence, moral and ethical development, family relationships, educational status, social adjustment, and plans for the future;

5. Ability to serve as a mentor to the parents to facilitate a more timely reintegration and continue to be a source of support following reintegration;

6. Placing siblings together;

7. Ability to support and encourage the child's relationship with his family and can actively participate in permanency planning for the child;

8. Proximity of the foster family to specialized services or facilities which the child may need.

B. Information Shared with the Foster Family

To assist the foster family in making an informed decision regarding their acceptance of a particular child, the Provider agency shall provide in full the following information as it becomes available:

1. Strengths, needs, and behavior of the child;

2. Circumstances which necessitated placement;

3. Information about the child's family and the child's relationship to the family which may affect the placement;

4. Important life experiences and relationships which may affect the child's feelings, behavior, attitudes, or adjustment;

5. Medical history of the child, including third-party coverage which may be available to the child;

6. Education history, to include present grade placement, special strengths, and needs;
7. Case plan goals for the child;

8. Role of the foster family in helping maintain the parent/child interaction schedule and contact with significant others;

9. Role of the foster family in mentoring and serving as a role model for the parents.

C. Maintaining the Foster Family Placement

CWCMP staff shall work with foster families to achieve stability of care for children in out-of-home placement.

Stability of care is best achieved when:

1. Children are carefully matched with families who can meet their individual needs;

2. Foster families are adequately prepared and supported to provide services to the child and the family;

3. Foster families partner with parents to obtain the resources necessary to meet the child's needs;

4. Foster families are active members of the planning team for the child and family.

D. Termination of the Foster Family Placement

Except in emergency situations, termination of a placement shall be anticipated as part of the service plan for the child and his/her family, and preparation for this event shall begin well in advance of the expected date of termination. When there is a threatened disruption in the placement, Provider staff shall offer services needed to prevent the disruption and maintain placement stability.

5237 Sibling Placements and Connections
A. Sibling Connections in Out of Home Placement

1. The CWCMP shall make reasonable efforts to keep siblings removed from the home placed together in the same foster home, relative placement, adoptive home, or custodianship placement unless placement together is contrary to the safety or well-being of any of the siblings. The potential impact of separating siblings in placement or in permanency shall be considered and documented at multiple points in the progression of a case. See Appendix 5X.

2. Siblings shall be placed with the same placement resource whenever possible. If siblings are not placed together when they enter out of home placement, a plan shall be made to move them into the same placement as soon as possible. If after 90 days the siblings are still not in the same placement, a staffing which includes the children (if appropriate), parents, relatives/kin and other significant people, shall be held to review the actions taken to reunite siblings and plan further actions needed to accomplish this goal. The Sibling Separation Staffing form, PPS 5146, shall document each 90 day staffing and the efforts to place the siblings together, or explain why they should not be placed together. The PPS 5146 shall be sent to the DCF Liaison within 5 days of the staffing. The staffings shall occur every 90 days until the siblings are placed together unless a Sibling Split Request has been approved.

B. Sibling Connections in Permanency

The Child Welfare Case Management Provider shall:

1. Make every effort to place siblings together when possible. Review Appendix 5I. Requests for a sibling split for siblings to achieve permanency separately will be thoroughly assessed and approved in only the most extreme situations and after all possible efforts have been made (and documented) to place siblings together. Sibling splits shall not be requested prior to parental rights being terminated or a relinquishment for at least one of the children in custody.

2. Convene a Review Team to determine if it is in the children’s best interest to be split if it is anticipated siblings will not be placed in permanency together. The recommendations of the Review Team shall be documented on the Sibling Split Staffing form, PPS 5147, and when appropriate a request shall be submitted within 5 working days to DCF for approval or denial. The Review Team shall consist of at minimum the CWCMP Case Manager, CWCMP Supervisor and the DCF Foster Care Program Administrator or designee.

3. Seek to secure a commitment from the adoptive, permanent custodianship, or foster/relative/kin families to maintain connections between siblings when a request to split siblings is granted.
5238 Teen Parents/Infants

The Child Welfare Case Management Provider (CWCMP) shall arrange placements for teen parents with their infants when infants are not in DCF custody.

A. The CWCMP shall provide necessary child care expenses for children and for the infants of teen parents when funds for child care are not available from other sources.

B. Teen Parents/Infants (infants not in custody)

1. Teen parents in the custody of the Secretary and their infants shall be placed together. The teen parents shall be given every opportunity to parent the infant with support from the care provider.
2. The teen parent's case plan shall reflect a need for services, goals, and objectives which will allow the infant to remain in placement with their parent.

C. Teen Parents/Infants (in custody)

1. When both the teen parent and the infant are placed in the custody of the Secretary, a referral of the infant shall be made to the CWCMP.
2. The CWCMP shall place the teen parent and infant in the same placement setting as long as there are no issues involving the safety of the infant that would preclude the placement together. The CWCMP shall provide services to the teen parent to facilitate the parent's ability to provide on-going care for the infant.
3. The infant shall be considered reintegrated when the teen parent is released from the custody of the Secretary, except when the teen parent is in an independent living situation, the infant shall be considered to be reintegrated as of the date the teen parent enters the independent living situation. The court shall be informed the teen parent will have the responsibility of the care of the infant when they are both moving to an independent living arrangement. If the teen parent is leaving care at age 18 and therefore has
no aftercare the 12 months of aftercare for the infant shall continue until completed.

5239 Paternity or Putative Father

A. Paternity is the relationship between a father and his child. Establishing paternity is the process of making this a legal relationship. Paternity is established through marriage, signing the Acknowledgment of Paternity or Court Order. An acknowledgment of paternity creates presumption of paternity.

B. Establishing paternity is the process of determining a legal relationship and until this occurs; putative family are not defined as a relative and would be recognized as non-related kin placement.

C. A Presumed Father is the individual the law presumes, until shown otherwise, to be the legal father of a child. This may not be the actual biological father of the child. It is possible to have multiple presumed fathers. Kansas Law presumes a man is the father of a child if:

1. The child was born during the marriage or within 300 days after the filing of a divorce decree/annulment;
2. He attempts to marry and voidable marriages still count to create a presumption. A void marriage also creates a presumption as long as the child was born within 300 days from the end of cohabitation;
3. He notoriously or in writing recognizes paternity of the child;
4. Genetic tests show probably greater than 97% that he is the father; and/or
5. He is obligated to support the child by court order; K.S.A. 23-2208

D. The Kansas Putative Father Registry was established pursuant to K.S.A. 23-36,201(a)(7) in 1994. This statute directs that the Registry shall be kept by the Secretary of the Department for Children and Families. The statute does not require that the Registry be searched prior to proceeding with an adoption (although anyone may make an inquiry to see if someone is registered). It also does not require DCF to take any action other than to maintain the Registry. DCF is not responsible for ensuring information is accurate or current. DCF is under no obligation to notify a registrant if an inquiry is made. Finally, registering with the Putative Father Registry subjects a putative father to the jurisdiction of the state if he is a non-resident. To add a father to the registry please contact Child Services Support and they will direct you.

5240 Informal Care

DCF Foster Care and Residential Facility Licensing has provisions in regulations which allow for unlicensed informal care. Informal care is defined as 24 hour care to be
provided for not more than one calendar month, on a one time basis, for a specific child or children in the temporary absence of the person with whom the child lives.

DCF shall permit the use of informal care for those instances when the most appropriate placement for the child is non-related kin who are not already licensed as a foster parent. Refer to PPM 5235 for Non-related kin placement procedures

5241 Slumber Parties and Sleepovers

Children in the custody of the Secretary are allowed to attend slumber parties or sleepovers with age mates in homes that are not licensed foster homes, as long as these are not prohibited in the child's case plan. Foster families and Child Welfare Case Management Providers shall exercise good judgment in granting permission for a child to attend a slumber party or sleepover. The child, birth parents, and foster family shall be aware of and in agreement with the child participating in such activities prior to their occurrence.

5243 Visit versus Change in Living Arrangement

A visit can be described as a temporary stay of a social or therapeutic nature with definite beginning and ending points with a friend or relative who has not assumed the legal responsibility of providing ongoing care of the child. Visits shall not interfere with the child's school schedule. A transfer to another school during a visit would indicate the situation is not a visit, but a change in the living arrangement of the child.

A visit which is for the purpose of providing respite for the care giver shall not exceed 7 calendar days, unless approval is granted by the DCF Regional PPS Program Administrator or designee.

If the stay, from the outset, does not have an expressed termination date, or if a termination date is not clear from the circumstances, the situation shall be considered a placement or proposed placement and not a visit. Reimbursement to a placement other than the home where the visit occurs shall continue and encounter data submitted to PPS.

5244 Consents

Persons authorized to give consent for matters involving a child depends on the purpose of the consent and the legal status of the child. Consents for children who are or may be in need of care are controlled primarily by K.S.A. 38-2217 for health care and K.S.A. 38-2218 for educational decisions.
A. Medical Care Consents

1. If parental rights are terminated or relinquished, the parent has no authority to consent.

2. Courts may consent to medical care overruling parental objections.

3. When custody (ex parte, temporary or adjudication) has been awarded to a person other than a parent, the custodian or agent of the custodian may consent to medical care over the objection of the parent.

4. Prior to adjudication the authority of the custodian or agent of the custodian is limited to dental treatment by a licensed dentist, diagnostic examinations, releases and inspection of medical history records, immunizations, administration of prescribed drugs.

5. At or after adjudication, unless limited by the court, the custodian or agent of the custodian has full authority to consent to medical care. However, absent termination of parental rights, the parent's consent shall always be sought first.

6. K.S.A. 59-3075 (e) 4,5,6 state specific procedures the custodian or the agent of the custodian do not have the authority to provide consent:

   a. to any psychosurgery, removal of any bodily organ, or amputation of any limb, unless such surgery, removal or amputation has been approved in advance by the court, except in an emergency and when necessary to preserve the life of the ward or to prevent serious and irreparable impairment to the physical health of the ward;

   b. the sterilization, unless approved by the court following a due process hearing held for the purposes of determining whether to approve such, and during which hearing the child is represented by an attorney appointed by the court;
c. the performance of any experimental biomedical or behavioral procedure on the child or for the child to be a participant in any biomedical or behavioral experiment, without the prior review and approval of such by either an institutional review board as provided for in title 45, part 46 of the code of federal regulations, or if such regulations do not apply, then by a review committee established by the agency, institution or treatment facility at which the procedure or experiment is proposed to occur, composed of members selected for the purposes of determining whether the proposed procedure or experiment

d. The Secretary or the agent of the Secretary is prohibited from consenting to inpatient care in a state psychiatric hospital.

B. Non-Medical Consents

1. General Educational Decisions - When consent is needed for General Educational Decisions and parental rights are not terminated, permission shall first be sought from the parent(s). If, after diligent efforts, it is not possible to get consent from the parent(s), contract agency staff shall sign needed consents. As a last resort, and only when parent(s) and contract agency staff are not available shall DCF staff sign general educational consents. If parental rights are terminated, then contract agency staff shall sign for general educations decisions. If contract agency staff are unavailable, DCF staff shall sign general educational consents.

2. Special Education - When consent is needed for special education situations and parental rights have not been terminated, permission shall first be sought from the parent(s). If, after diligent efforts, it is not possible to get consent from the parent(s), consent shall be given by an educational advocate. If parental rights are terminated, consent shall be given by the educational advocate.

3. Other Non-Medical Consents - Unless otherwise specified in a court order, the parents are the primary source for all other non-medical consents and their consent should be sought whenever possible. When obtaining a parent's consent is not possible, the provider or the child's caregiver may consent for special events, such as a field trip sponsored by a school, church or community organization.
C. Physical/Dental Health Records

Hospital, Medical, Surgical, or Dental Treatment or Procedures; Release or Inspection of Medical and Hospital Records (see 5244A for restrictions) - When a child in the custody of the Secretary is in need of Medical care, to include; hospital stays, surgery, medical care, dental treatment or procedures or has records that need to be released and his/her parental rights have not been terminated, the parent(s) permission shall be sought. If, after diligent efforts, it is not possible for the parent(s) to give consent, staff from the contract agency shall sign necessary and appropriate releases and consents. If contract agency staff are not readily available, designated DCF staff shall sign necessary and appropriate releases and consents. If parental rights are terminated, contract agency staff shall sign necessary and appropriate releases and consents. If contract agency staff are not readily available, designated DCF staff shall sign necessary and appropriate releases and consents.

D. Alcohol/Drug Evaluation - When a child in the custody of the Secretary is in need of an Alcohol or Drug Evaluation and his/her parental rights are not terminated, parental permission shall be sought. If, after diligent efforts, it is not possible to obtain parental permission, contract agency staff shall sign necessary consents. If contract agency staff are not readily available, designated DCF staff shall sign necessary consents. If parental rights are terminated, contract agency staff shall sign necessary releases. If contract agency staff are not readily available, designated DCF staff shall sign necessary consents.

E. Abortion, Experimental Drugs, Do Not Resuscitate Orders - When a child in the custody of the Secretary desires an abortion, requires a Do Not Resuscitate Order or is appropriate for an experimental drug trial and parental rights are not terminated, the parent(s) consent shall be sought. If, after diligent efforts, it is not possible to obtain parental permission, Court consent shall be sought, unless an emergency exists in which case the Secretary or the Secretary's designee's consent shall be obtained. If parental rights are terminated, Court consent shall be sought, unless an emergency exists in which case the Secretary or by the Secretary's designee’s consent shall be obtained.

F. Mental Health
1. Care and Treatment Other Than State Psychiatric Hospital (see 5244A for restrictions) - If a child in the custody of the Secretary is in need of mental health services with the exclusion of admission into a state psychiatric hospital and his/her parental rights have not been terminated, parental permission shall be sought. If, after diligent efforts, it is not possible to obtain parent(s) permission, contract agency staff shall give consent to mental health treatment. If contract agency staff are not readily available, designated DCF staff shall sign consents. If parental rights are terminated, consent shall be given by contract agency staff. If contract agency staff are not readily available, designated DCF staff shall sign consents.

2. Admission to State Psychiatric Hospital - If a child in the custody of the Secretary is in need of admission to a State Psychiatric Hospital and his/her parental rights are not terminated, parents’ permission shall be sought. If, after diligent efforts, it is not possible to obtain parent(s) permission, a court order for placement shall be sought. This will require coordination between the contract agency, DCF and the County/District Attorney. If parental rights are terminated, a court order shall be sought. K.S.A. 38-2217(4) specifically prohibits placement by the Secretary of children in the Secretary's custody in a state psychiatric hospital and authorizes commitment proceedings or voluntary admission.

G. Out of State Placements/Travel

1. Interstate and international travel shall be planned in coordination with the parents, if parental rights are intact. If parents refuse to give permission for out of state/international travel, the DCF Regional Attorney shall be consulted. The court, GAL, county or district attorney and DCF shall be notified a minimum of 10 days prior to departure of all interstate and international travel. Foster families shall take the child's placement agreement, medical consent form, and medical card. See Section 5920 for information on utilizing an out of state medical provider.

2. Written permission for international travel shall be obtained from the Regional Director prior to making travel arrangements. The written request to the Regional Director for international travel shall indicate the Case Management Provider possesses contact information for the child while abroad, and a current photo of
the child is in the case file. Approvals for passports shall be obtained from parents or guardians, or if they are not available, the Regional Director.

5245 Responsibilities When Child Is Missing from Placement

When a child in the custody of the Secretary is missing from an out of home placement due to being a runaway, being abducted, or missing for an unknown reason, the Case Management Provider shall follow the procedures for reporting a significant incident as set out in PPM 0512 Significant Incident. In addition to these requirements, the Provider shall also take the following actions:

A. When the Child is Missing

1. Due to federal law (Preventing Sex Trafficking and Strengthening Families Act), DCF staff/licensed provider shall report immediately, and in no case later than 2 hours, after receiving information on missing or abducted children or youth, to law enforcement authorities (for law enforcement to enter into the National Crime Information Center-NCIC database of the Federal Bureau of Investigation).
2. immediately, and in no case later than 24 hours after receiving information on the missing or abducted child report to the National Center for Missing and Exploited Children, by entering information online or calling 1-800-THE-LOST.
3. provide the law enforcement agency and NCMEC with the following information (as available):
   a. a current photo/physical description of the child, to include a description of the clothing worn at the time the child was last seen, hair and eye color, height, weight, complexion, eyeglasses or contact lenses, braces, body piercings, tattoos and/or other unique physical characteristics;
   b. contact information of the child; including information about cell phone numbers, email addresses, social networking contacts, aliases and nicknames;
   c. suggested location, people, or direction where the child could be located, including parents and relatives;
   d. medical/physical/emotional/mental health condition/diagnosis/disabilities and medication information that may impact the child’s decision making process and health, including any past suicidal attempts and/or any other endangerments or risks, such as gang activity, online enticement, commercial/sexual exploitation;
   e. possessions the child may have with them.
4. contact the child's parent(s)/primary caregiver(s), if applicable, to make them aware of the child missing from placement, elicit their assistance in locating the
child, provide frequent updates on search efforts, and consult regarding whether to issue a press release;

5. notify the court of the child's missing status;

6. contact the child's school to make them aware of the child's missing status and ask for their assistance in locating the child;

7. contact friends, other relatives of the child and others who may have information (teachers, counselors, coaches, CASA, etc.), through all available means including social media, to obtain information from them and also gain their assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems;

8. provide emotional support to the parents/primary caregivers, siblings, and placement provider in dealing with the child's missing status;

B. Ongoing Efforts

1. Missing 1-5 days
   At least daily efforts shall be made to complete the following actions to obtain updated information:
   a. contact parents/primary caregivers, siblings and placement provider;
   b. follow up with law enforcement to check on the status of the investigation;
   c. check social media (age appropriate) for any updates;
   d. contact friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems;
   e. contact the child’s school to check attendance, and determine if any staff have information or knowledge of the child’s whereabouts;
   f. attempt to contact the missing child via mobile devices.

2. Missing over 5 days
   At least weekly efforts shall be made to complete the following actions to obtain updated information:
   a. contact parents/primary caregivers, siblings and placement provider;
   b. follow up with law enforcement to check on the status of the investigation;
   c. check social media (age appropriate), to include post(s) with the National Center for Missing and Exploited Children, for any updates;
   d. contact friends and other relatives of the child, through all available means including social media (age appropriate), to obtain updated information and
assistance in locating the child; if assistance is needed in locating the child’s relatives, contact DCF to request a search of all systems.

e. contact the child’s school to check attendance, and determine if any staff have information or knowledge of the child’s whereabouts.

f. attempt to contact the missing child via mobile devices.

C. When the Child Returns

1. re-assess the child's safety, permanency, and well-being, including whether they were a victim of sex trafficking and whether they engaged in any other self-harming behaviors; (refer to Appendix 2I – Interview Guide for Runaway and Truant Children)

2. notify law enforcement immediately, no later than 2 hours after the child returns or is located;

3. notify parents, placement school, courts, DCF Foster Care Liaison, and the DCF AWOL Youth Investigator in PPS Administration, of child’s return as soon as possible, but no later than 24 hours from knowledge of child’s return;

4. interview the child to gather details about where they were, who was with them, why they left, how they left, etc.;

5. re-assess the placement, treatment, and permanency plans and make changes as appropriate;

6. develop and monitor a safety plan with the placement provider, child, and birth parents to reduce the risk of future incidents.

5253 Inpatient Psychiatric Treatment

Children and youth under age 21 who are in the custody of the Secretary and require inpatient psychiatric treatment shall receive a screening prior to placement in an acute, sub-acute or inpatient psychiatric treatment facility.

The Community Mental Health Center (CMHC) completes the CMHC Screening Assessment. The assessment is located at www.kansashealthsolutions.org/providers/index/resources_forms. KHS shall be notified at 1-800-466-2222. KHS is responsible to contact the local CMHC who assigns qualified staff to complete the screening.

See Appendix 3M for additional information.

If the CMHC Screener determines there is a medical necessity for treatment in an inpatient psychiatric treatment facility, the child shall be placed according to the outcome of the screening.
5254 Ensuring Educational Stability

Child Welfare Case Management Provider (CWCMP) staff shall work with the school system to ensure children in the custody of the Secretary receive educational resources according to individual need. The coordination shall include a discussion of how to ensure the child’s stable placement in school, and if needed, how transportation will be provided to assure that the child can stay in the same school.

A. All school-age children in foster care shall attend school as required by state law. The school shall be accredited by the Kansas State Department of Education. The CWCMP, the child's parents, and the child's foster, adoptive, or relative placement shall help children in care achieve the highest level of formal education the child is capable of completing.

B. When placed in foster care, initially or subsequent foster care placement changes, school-age children shall be maintained in their own school whenever possible. Placement in foster care shall take into consideration the child’s proximity to their school of origin (sending school), the appropriateness of the educational placement, and whether transportation to the school of origin (sending school) is necessary to achieve educational stability for the child.

C. When the CWCMP is informed of a child’s placement change, which may involve moving from the school of origin (sending school), the CWCMP shall reference the Educational Stability Process Map (Appendix 5P). The CWCMP shall immediately contact the Point of Contact (POC) for the school district (also referred to as the Local Education Authority) for the school of origin (sending school) to inform them of the child’s move and potential change in school location. The school district POC will then designate an individual with knowledge of the child’s educational background and needs to participate in the Best Interest Determination (BID) staffing. Once the potential new placement and school district is identified, the CWCMP must contact the school of origin (sending school) and promptly schedule the BID staffing to determine if the child should stay at the school of origin or transfer to the new school.

D. A Best Interest Determination (BID) staffing, as defined in the Every Student Succeeds Act (ESSA), shall occur with the school of origin (sending school) prior to
each move to ensure educational stability and decide whether it is in the best interest of a child to remain in their school of origin (sending school).

1. The staffing, at a minimum, should include the CWCMP and the school district point of contact, or designee for the school district to discuss what is needed to ensure educational stability based on the needs and the best interest of the child. In an emergent or time limited situation, a BID may be held in the form of a phone call.

2. Additional persons with knowledge pertinent to the child’s case may be invited to participate in the BID staffing in person or by providing written input to be considered. The additional persons may include:
   a. Biological Parents, if parental rights are still intact
   b. Foster Parents
   c. Guardian Ad Litem
   d. Educational Advocate
   e. DCF Staff
   f. Court Appointed Special Advocate (CASA)

Participants in the BID staffing should consider:
1. Length of Time Enrolled in School of Origin
2. Learning Behaviors/Disabilities
3. Safety Factors
4. Participation in Extra-Curricular Activities
5. Distance of New Placement from School of Origin
6. IEP and 504 Plan Services
7. Child Preference
8. Parent Preference, if parental rights are still intact
9. Child’s Attachment to School of Origin
10. Placement of Siblings
11. Influence of School Climate
12. Availability and Quality of Services
The staffing decision and participants shall be documented on Part A of the Educational Enrollment Information for School Placement Form (PPS 5254).

E. Potential BID Outcomes:

1. If it is determined to be in the best interest of the child to stay at their school of origin (sending school), then the school district and CWCMP must develop plans for providing cost-effective transportation for the student to remain in the same school. The CWCMP must negotiate the transportation as needed by the child with the school district. Considerations when negotiating the necessary transportation include:
   a. Age of child
   b. Type of transportation available
   c. Flexibility in school schedule
   d. Impact of extracurricular activities on transportation options
   e. Maturity and behavioral capacity of the child
   f. Traffic patterns
   g. Additional needs of the child (i.e. presence of paraprofessional, car lifts, etc)

If there are additional costs incurred in providing transportation to the school of origin, the school district will provide the transportation if 1) CWCMP agrees to reimburse for additional costs 2) district agrees to pay for additional costs or 3) the school district and CWCMP agree to share costs.

2. If it is determined to be in the best interest of the child to leave their school of origin (sending school), then the CWCMP must inform the receiving school of the decision and shall forward the PPS 5254 to the receiving school. The PPS 5254 shall include the following:
   a. child’s name
   b. new school of enrollment and placement information
   c. prior last two schools and placement information
   d. educational advocate (name, address, phone number), if applicable
   e. assigned CWCMP case manager (name, address, phone number)
   f. CWCMP supervisor (name, address, phone number)
   g. DCF FC Liaison/ DCF Administrator (name, address, phone number)
The CWCMP will ensure once the move occurs the child’s Individual Education Plan (IEP) or 504 Plan is transferred to the receiving school and refer appropriate children for Education Advocates.

The CWCMP will update the PPS 5254 and PPS 5120 each time a child experiences a change in school, even within the same district. This includes placements where the school is on-site, such as correctional facilities, detention centers, state hospitals, and some residential facilities. This update is not required when the child is moved back to the parent, as the child is no longer in out of home placement.

F. Children who are in the custody of the Secretary with parental rights terminated may be approved to be home schooled when they are in a home that has signed an Adoptive Placement Agreement, and based on approval from the Case Planning Team and the court.

1. Two separate releases of information shall be signed before a child's information may be added to this database:
   a. The Appendix 5Q- Authorization to Disclose Information Including Children’s Individually Identifiable Health Information, and the
   b. Appendix 5H KSDE Consent for Release of Information form (this form authorizes the school to release information to DCF and other agencies involved with the child’s care).
   1) DCF staff shall attempt to obtain the parent's signature on these two releases prior to the time the child is referred to the CWCMP. It is always preferred that the parent sign these forms, but if DCF staff are unable to obtain the parent's signature, Child Welfare Case Management Provider staff or DCF are authorized to sign the Appendix 5Q and the Appendix 5H KSDE Consent for Release of Information form for those children who do not have an IEP.
   2) For children with an IEP, only the parent, a relative caregiver, or Education Advocate is authorized to sign the Appendix 5H KSDE Consent for Release of Information form. State statute and KSDE allow relatives to act as parents in educational decision making. Therefore, children receiving Special Education services who are placed with a relative will not need an Education Advocate appointed when parental rights have been terminated or the parents have been determined to be unavailable per Section 5257. The relative can sign the Appendix 5H KSDE Consent for Release of Information form.

G. Graduation Requirements – Kansas statute requires the board of education of a school district to award a high school diploma to any person requesting a diploma if the person is at least 17 years of age, is enrolled or resides in such school district, is or has been a child in the custody of the Secretary of DCF at any time after turning 14 years of
age, and has achieved the minimum high school graduation requirements adopted by the State Board of Education.

**5257 Education Advocates**

K.S.A. 38-2218 defines when a parent may be considered unavailable for the purpose of appointing someone to advocate for the child when decisions must be made regarding their plan for special education known as an individual education plan or IEP. When a child does not have an available parent, the Child Welfare Case Management Provider (CWCMP) shall make a referral for an Education Advocate. Documentation shall be provided to demonstrate a parent is unavailable or unable to fulfill the role of education advocate for their child.

A. Eligibility

1. Education Advocates shall be appointed for a child receiving Special Education Services or in need of an evaluation to determine eligibility for Special Education Services and their parents are unavailable. This also includes gifted children.

2. Parents are considered to be unavailable when:

   a. The identity of a parent(s) is unknown
   
   b. The parental rights of both parents have been terminated
   
   c. The whereabouts of the parent(s) is unknown
   
   d. The parent(s) has abandoned the child
   
   e. A no-contact court order exists or the statutory criteria has been met.

3. The Kansas State Department of Education (KSDE) currently contracts with Families Together, Inc. to provide training for and assistance in finding Education Advocates for eligible children.

4. Children in the Secretary's custody placed with relatives (persons related to them by blood, marriage or adoption) are not eligible for appointment of an Education Advocate. State statute and the KSDE allow relatives to act as parents in educational decision making. Therefore, these children will not need Education Advocates appointed. If there are questions about eligibility, these may be directed to Families Together, Inc.
B. Due Diligence Effort to Locate Parents

1. Parents shall be involved in the educational process unless they are unavailable. If both parents are determined to be unavailable to make educational decisions for their child, a referral may be made for an Education Advocate.

2. Before making a decision to refer a child for an Education Advocate, the CWCMP staff must exercise due diligence/reasonable efforts to find the parents. The CWCMP staff must also make reasonable efforts to assist a parent to participate in the educational planning for the child.

3. There is a difference between a parent who is unavailable and a parent who is unwilling to participate in the education decisions that affect their child(ren). A parent who is uncooperative in participating in the educational planning for the child, but who can be located by mail, personal visits (if the home is located within the state of Kansas), or phone is not considered unavailable. If they fail to respond to the school's attempts to involve them in the student's educational process, they may meet the statutory definition at K.S.A. 38-2218(a), and in this instance the Judge may determine the child is eligible for the appointment of an education advocate.

4. No referral for Education Advocate services may be made unless due diligence/reasonable efforts have been made and documented in the child's case file.

C. Referral

1. The CWCMP staff shall refer any eligible child by completing the PPS 5140, Education Advocate Referral Form. The PPS 5140 and any other correspondence regarding the referral shall be sent to Families Together at the address provided on the PPS 5140.

2. All persons desiring to become an Education Advocate shall attend training and be appointed by KSDE.

D. CWCMP Responsibilities
1. CWCMP staff shall update Families Together when:
   a. the child moves
   b. the child is adopted
   c. the child's name changes due to adoption
   d. a new Provider case manager is assigned to the case, including their contact information
   e. the child is no longer receiving Special Education Services

2. The CWCMP staff shall monitor and document in the case file the following:
   a. The assignment of an Education Advocate before the next Individual Education Plan (IEP) meeting following the referral
   b. Any delay in the assignment of an Education Advocate
   c. Continued efforts made on the part of CWCMP staff to secure the appointment of an Education Advocate
   d. Adequate receipt of Education Advocate service by the child and efforts to notify Families Together, Inc. of the need to correct inadequate service for the child in such a case.

5258 Child Care for Children in the Secretary's Custody

Children in the custody of the Secretary shall receive child care services that meet state regulations. The Kansas Department of Health and Environment (KDHE) provides the guidelines regulating child care in Kansas. Individuals providing care for children in the custody of the Secretary shall meet the guidelines established by KDHE for licensed care, and have a DCF Agreement to accept subsidy payments.

There may be situations when foster families wish to use babysitters while they occasionally attend social functions, meetings, etc. for a few hours. In these instances, DCF allows the foster family to utilize a sitter as a substitute care giver. Licensing regulations shall be followed regarding substitute care givers. Foster families and agencies should exercise good judgment in choosing substitute care givers for children.
Child care assistance is available through Economic and Employment Services (EES) for foster children who are placed with a relative. It does not require the relative be receiving TANF or a foster care payment and income is not considered. The assistance is provided based on the hours the relative works and the child is not in school. To initiate payments, an application and referral form (ES-1627b) shall be submitted to EES by DCF or the CWCMP staff. The ES-1627b is also used to close the child care case if the child leaves the placement. The DCF child care rate will apply, and if the child care provider charges more than the rate allows, the CWCMP will pay the difference.

**5259 Lifebooks**

A. The Child Welfare Case Management Provider (CWCMP) is responsible to for completing and providing a Lifebook to each child in out of home placement and for ensuring the Lifebook is initiated upon child entering out of home care. The Lifebook shall be updated no less than every 180 days, or upon major changes in the child’s life circumstances (i.e., placement change, end of school year, major court decision, etc.) during the entire episode of out of home placement. Parents, placement resources, teachers, therapists, and others involved in the child’s life may assist in keeping the information in the Lifebook current.

B. A Lifebook is an organized collection of pictures, narratives, documents, records, and memories for a child. Lifebooks span the life of the child, before and during their foster care experience, and can be referenced or added to after foster care. Lifebooks remind the child from where they come, their lifelong connections and relationships, their heritage and culture, and their experiences. A Lifebook is a record of the life of a child who is in out of home placement. It is a therapeutic tool for working with children in care to help them understand why they entered care, to understand their experience before and since entering care, to explore their feelings about these experiences, and to help them emotionally attach to a new family should that become necessary. It is essential that the child participate in the development and maintenance of their own Lifebook. The book belongs to the child, and they determine with whom this book is shared. Copies of important documents shall also be copied and placed in the child’s file.

C. DCF does not have a set Lifebook format. Case Management Providers may devise their own format. Each Lifebook may include the following as applicable:
   1. Pictures of the child, from birth forward
   2. Pictures of birth family, to include parents, grandparents, siblings, and extended family as available.
3. Genogram/family tree of birth family

4. Letters from birth family members

5. Pictures of pets, special toys or security items

6. Interviews with the child for “About Me” pages – likes/dislikes, hobbies & interests, feelings and important memories, wishes & dreams, fears, etc.

7. Narrative of the child’s birth history (date, height, weight, hospital, city, etc.) and any known medical information for child and child’s parents & grandparents

8. Reason for removal and placement into foster care

9. Case Manager/Family Support Worker history: complete list of assigned case worker names and agencies, with pictures – may include names of important placement staff members and other supportive adults in the child’s life

10. Placement history, with dates, reasons for moving, and pictures of placement care providers – home, persons, pets, friends, extracurricular teams and activities, etc. – may include letters from caregivers

11. Medical History: complete records of immunization records, height/weight tracking charts, known allergies, childhood diseases, injuries, surgeries/procedures, developmental milestone dates, doctors, dentists and optometrists seen for healthcare, etc.

12. Educational history: complete records of names and address of schools attended for each grade, class photos, photos of teachers and other important adults at the schools, copies of school grade reports and transcripts, homework samples, art projects, ribbons, awards, certificates earned, pictures from important school activities (sports games, performances, dances, ceremonies, graduation, etc.)

13. Independent Living information: mementos and photos from teen groups, classes, camps, copies of certificates and achievements earned, letters from mentors, social workers, care providers, IL leaders, driver’s education information, dates of accomplishments for IL related goals
14. Adoption information: date of finalization, adoption day pictures and mementos, copy of the adoption decree and new birth certificate

5260 Transition to Alternate Permanency Options

A. When reintegration is no longer a viable option, an alternate permanency goal shall be established, or the concurrent goal shall become the primary goal. The change in Case Plan goal shall be documented and recommended to the court prior to the permanency hearing. The Child Welfare Case Management Provider shall review and update the needs assessment and social history of the child at this time. Issues to consider when planning for an alternate permanency:

1. safety of the child(ren)
2. well-being of the child(ren)
3. maintaining meaningful relationships with; relatives, kin, culture and community i.e. keeping siblings together, keeping children within their extended family whenever appropriate, or kinship
(See Permanency Staffing Guide Appendix 3S)

If reintegration is no longer viable, the permanency goals, in order of preference, are adoption and then permanent custodianship.

B. Adoption (see PPM 5300)

Adoption is a legal and social contract establishing the relationship of parent and child between persons who are not so related.

The Kansas Department for Children and Families (DCF) is legally responsible for the care of children in the custody and guardianship of the Secretary of DCF whose parental rights have been terminated and/or relinquished. The focus of the program is on the child and selecting families who are most likely to meet the needs of the child.

C. Permanent Custodianship (see PPM 5400)

A recommendation for Permanent custodianship shall be limited to a child where a determination has been made that:
   1. the child cannot be reintegrated with the parent(s); and
   2. a compelling reason exists not to terminate parental rights; or
3. adoption is not a viable option for the child and is clearly documented on the case plan.
(See Appendix 5L for examples of commitment agreements.)

D. Another Planned Permanency Living Arrangement (APPLA) (See PPM 3231)

1. A planned permanent living arrangement is a specific permanent placement for the child, not long term foster care. A planned permanent living arrangement is subject to ongoing review at later permanency hearings. Other permanency options for the child shall continue to be explored throughout the time the child is placed out of the home. At no time shall the permanency option of APPLA rule out other more permanent options.

2. The permanency goal of Another Planned Permanency Living Arrangement is appropriate only when a child is at least 16 years of age and documentation has been provided to the court of compelling reasons which make all other permanency options unacceptable. The compelling reasons may include:
   a. An older teen requests emancipation;
   b. A parent with a disability cannot care for a child, a significant bond exists between them and the placement resource is willing to sign a commitment agreement for the child to remain in their home, but is not willing to adopt or be a permanent custodian for the child;
   c. A tribe has identified a planned permanency living arrangement for a Native American child.

3. When the child is in Another Planned Permanent Living Arrangement, the plan for the child to stay in the placement resource until achieving permanency shall be documented. The youth and the placement resource will sign an agreement indicating their understanding of this plan. (See Appendix 5K for examples of commitment agreements.)

5261 Child Welfare Case Management Provider Responsibilities for Alternate Permanency Options

The Child Welfare Case Management Provider shall document on the Case Plan and provide to DCF and the court a report which contains the following:

A. basis for the decision to pursue the recommended alternate permanency;
B. reasons why reunification or adoption (if adoption is not recommended) are not the preferred permanency options for the child;
C. significant relationships to be maintained;
D. visitation plans with extended family; if any,
E. communication structures needed to maintain significant relationships; and
F. services needed for the child's continued stability.
If the alternative permanency is regarding a youth who will be leaving care at age 18, see Section 3214 regarding Transition Plans for Successful Adulthood.

### 5262 Special Considerations for Undocumented Youth

Legal counsel competent to address immigration options for undocumented youth should be sought at the earliest opportunity.

**A. Permanent Option**

To achieve permanency and facilitate self-sufficiency, children and youth may petition for lawful permanent resident status in the United States through Special Immigrant Juvenile Status (SIJS). If granted special immigrant juvenile status and their petition for adjustment of status is approved, then the child/youth becomes a lawful permanent resident alien of the United States with the ability to live and work within the U.S. without fear of deportation. After five years, lawful permanent resident aliens may apply for citizenship, but must meet all requirements including but not limited to, status, good moral character, and length of residence in the United States. The link to the complete SIJS manual can be found at [http://www.ilrc.org](http://www.ilrc.org)

Undocumented youth in care with a case plan goal other than reunification with one or both parents shall be given the option to apply for SIJS. Adoption does not automatically naturalize a youth who is undocumented and immigration status will still need to be addressed. SIJS is still possible in certain circumstances, even if the child is no longer under court jurisdiction and even if the youth turns 21, provided that the application for SIJS was filed before turning 21.

SIJS does not alter the youth’s status as a child in need of care. All requirements of the state and federal law as well as agency policy continue to apply throughout the process of seeking SIJS until the Secretary is relieved of custody.

1. **Eligibility Standards for SIJS**

   Unmarried children who are under age 21 and meet the following three standards may apply for SIJS:
   a. A youth must be under the jurisdiction of a court in a child in need of care or juvenile offender proceeding.
   b. The court must find that reunification is not a viable option even when termination of parental rights is not in the child's best interest. The case plan goal shall be a permanency option other than reunification with one or both parents.
   c. SIJS is still possible in certain circumstances even if the child is no longer under court jurisdiction and even if the youth turns 21 years,
provided that the application for SIJS was filed before turning 21. The court must be clear that the proceeding did not arise to secure SIJS but because the child was abused, neglected, or abandoned or due to any other basis in state law.

2. Risks and Benefits
If an application is submitted for SIJS, there is risk of denial of their petition and a decision to send them back to their country of origin. However, if a youth is already in deportation proceedings for his or her removal, the youth has nothing to lose by filing an application for SIJS.

There is also risk for youth who do not apply. Youth can apply for SIJS up until they turn 21 years of age. If the juvenile court and foster care case is closed, youth have no option to apply for SIJS. If a youth is emancipated without legal documentation, he or she may not have another chance to apply for legal status in the United States.

How to Apply for SIJS:

a. Evaluate the minor's case to make sure that it fits within each of the three eligibility criteria.
b. Discuss the option fully with the youth, explaining in plain language what SIJS is, what it could do for the youth and the risk involved. It is important to emphasize the risk of deportation and the impact SIJS has on the youth's rights toward birth parents and siblings.
c. If the youth decides to proceed with application for SIJS an experienced immigration attorney is advised. Cases with a mitigating factor (i.e. arrests, convictions, drug abuse, testing positive for HIV), are not impossible but they are more difficult and require a more intricate knowledge of the process. Even without mitigating factors, immigration law is a challenging specialized practice and success is unlikely without expert assistance.
d. The court must hear evidence on the three criteria.
e. The court's findings must be recorded in an "Order Regarding Minor's Eligibility for Special Immigrant Juvenile Status" or similar format that includes the required factual findings. Although not conclusive, this order must be included in the child's application for SIJS. An example of the proposed order on the three criteria using specific language can be found at http://www.ilrc.org of the SIJS manual in appendix E.
f. Both an SIJS and a change in legal status form must be completed and filed with to the closest Citizen and Immigration Services or CIS (formerly INS) office.
g. The applicant minor should request employment authorization while the case is pending and the case manager should schedule an appointment for the youth to be fingerprinted for an FBI criminal activity check.
h. Next, the CIS will schedule an interview, which a number of people (case manager, lawyer, etc) may also attend. The CIS might make a
decision on the application at the interview, or may ask for further information or time.
i. This process can take as long as 3 years and shall be initiated early enough that the juvenile court can maintain Jurisdiction until it is complete.

B. Temporary Option-Deferred Action for Childhood Arrivals (DACA)


5270 Aftercare Responsibilities of the Child Welfare Case Management Provider

A. Aftercare Services for Children who are Reintegrated

The Child Welfare Case Management Provider shall provide services and supports for 12 months following the achievement of reintegration. Services are provided to assure safety and stability of the child and to assist all family members in connecting with community providers to improve family functioning.

1. For children who remain in DCF custody, the Child’s Permanency Plan with the case plan goal of maintenance at home shall be submitted to the DCF region, the court and other required parties within 30 calendar days of a child’s reintegration. (See Section 3000 for additional information on case planning.)

2. The Child Welfare Case Management Provider shall continue to complete monthly child/worker visits and submit encounter data.

3. If the child is not released from the custody of the Secretary before the end of the aftercare period, the Child Welfare Case Management Provider shall provide information to the Regional DCF office at least 30 days prior to the end of aftercare so continued services can be provided. Appendix 5M may be used for this purpose. If the case plan is due within 30 days of the end of aftercare, the Provider shall update the case plan.

4. Once custody is released, an Aftercare Contact Agreement (PPS 3070) shall be developed with the family to outline the services and supports needed to maintain the placement and meet the needs of the child. The CWCMP shall be actively engaged to meet with the child and family in person in the home on a monthly basis as outlined in the aftercare plan.

5. If the court releases custody prior to the end of the aftercare period, the Child Welfare Case Management Provider shall submit the After Care Contact Agreement (PPS 3070) within 5 working days and submit Aftercare Monthly Reports to DCF by the 15th of the following month.
B. Aftercare Services for Children who are Adopted or Achieve Permanency Through Permanent Custodianship

1. The CWCMP shall provide services and supports for 12 months following the achievement of adoption legalization or permanent custodianship. These services are provided to assure safety and stability of the placement for the child and to assist all family members in obtaining resources through the network of community providers to improve family functioning.

2. An Aftercare Contact Agreement (PPS 3070) shall be developed with the family to outline the services and supports needed to maintain the placement and meet the needs of the child.

For adoption cases, the Agreement is signed at the meeting to complete the Adoptive Placement Agreement (APA). If there are questions or concerns about the Aftercare Plan the CWCMP shall confer with DCF to resolve them prior to APA. Aftercare reports are required for 12 months following finalization of adoption, and if services or out of home placement is required during the life of the contract, the CWCMP is responsible.

3. Once the aftercare plan is developed, the CWCMP shall be actively engaged to meet with the child and family in person in the home on a monthly basis as outlined in the aftercare plan. Whether or not a meeting occurs, a monthly report, PPS 3071, shall be submitted to DCF Region by the 15th of the following month describing any activity on the case. For cases where permanency is achieved through finalization of adoption, the monthly reports shall be sent for 12 months following finalization. If the adoptive family indicates a need for services at any time during the life of the contract, the CWCMP shall assist in accessing services through Kansas Post Adoption Resource Center (K-PARC).

C. Assisting Families with Obtaining Medical Coverage in Aftercare

The Child Welfare Case Management Provider shall assist the family in accessing medical coverage and services for which they are eligible. This includes:

1. Assuring the child’s Medicaid card is given to the permanency resource; and,
2. Assisting the parent/caregiver in adding the child to private insurance; or,
3. Submitting an application on-line at KanCare or paper application to the Clearinghouse for KanCare If submitting a paper application include "returning from foster care" at the top of the form; or,
4. Submitting an application to KanCare for an income eligible or SSI Medicaid; or,
5. Requesting Medicaid from DCF through an adoption assistance agreement.
6. Submitting an application on-line at KanCare or by paper application to the Clearinghouse for KanCare for children approved for permanent custodianship. If submitting a paper application include "returning from foster care" at the top of the form.

See Section 5900 for additional information.

D. Cases When Aftercare Disrupts

If the child achieved permanency through reintegration or permanent custodianship and re-enters out of home placement during this 12 month aftercare period, the Child Welfare Case Management Provider shall be responsible for serving the child and family. The original aftercare period is terminated. When the out of home episode has ended for reasons of reintegration permanent custodianship or finalization of adoption, a new 12 month aftercare period begins.

If the child achieved permanency through adoption, the CWCMP is responsible to serve the child and family through the life of the contract.

5271 Exceptions to Aftercare Responsibility of Case Management Providers

The aftercare period does not apply to:

A. Youth who are released from custody at age 18 or older. Regional DCF staff shall provide Independent Living services to this age group of young adults, at their request.
B. Youth who are transferred to Kansas Department of Corrections - Juvenile Services (KDOC-JS) or to the Tribal Court.
C. Children released from the Secretary’s custody and placed with an individual who is not the child’s parent, adoptive parent or legal guardian.

D. Youth with no open ICPC case who are no longer in custody and are living out of state. An ICPC case remains open as long as the court maintains jurisdiction.

5300 Adoption Services

A. Adoption services shall begin when the primary case plan goal changes to adoption.

B. Adoption services involve:

1. Matching children in need of adoptive homes with parents who wish to adopt them,
2. Recruiting and training appropriate prospective adoptive families
3. Preparing the child(ren) for adoption
4. Preparing prospective adoptive families for the process of adoption of child(ren) from foster care
5. Matching child(ren)’s needs to the family’s ability to meet those needs
6. Supporting child(ren) and families through the transition from foster care to adoption and beyond
7. Helping formalize the relationship through finalization of adoption.

5301 Adoption Roles and Responsibilities

When parental rights are terminated or relinquished, the following responsibilities apply:

A. DCF Responsibilities

1. Forward the PRT Journal Entry or Voluntary Relinquishment of Parental Rights immediately to the regional attorney for review of legal sufficiency.
2. Assess whether parental relinquishments should be accepted.
3. Send the Child Welfare Case Management Provider the approved Journal Entries terminating parental rights or accepted relinquishments on both parents within three (3) working days of receipt of documents.
5. Attend and participate in Best Interest Staffings.
6. Determine child’s eligibility for Adoption Assistance.
7. Negotiate and execute the Adoption Assistance Agreement.
8. Sign the Adoption Placement Agreement.
9. Review and approve Aftercare Contact Agreement.
10. Issue the Consent to Adopt.

B. Child Welfare Case Management Provider Responsibilities for Adoption Case Plan

Goal

1. Explain to the family the difference between temporary foster care and the permanence of adoption, and the changes in parenting including financial responsibility and fully meeting all of the needs of the child.

2. Complete a thorough adoptive home assessment by a DCF recognized licensed child welfare professional using the Family Assessment and Preparation Study PPS 5318, if appropriate, including the family’s ability to make a lifetime commitment to the child.

3. Complete Child Abuse and Criminal Background checks (see Section 5233 and 5330) and update annually prior to finalization of adoption.

4. Place siblings together, if and when possible, or request a sibling split be considered. Seek to secure a commitment from adoptive families to maintain connection between siblings.

5. Continue to assess relatives, who may be an appropriate resource, until adoption is finalized. Appropriate relatives may be a support to the child and family post-finalization.

6. Prepare the child and the family for a life-long commitment and the stability and resilience of an adoptive family.

7. Send the referral for adoption assistance to the DCF Adoption Specialist (if appropriate).

8. Coordinate signing the Adoptive Placement Agreement and the Adoption Assistance Agreement (if appropriate) with the family and DCF Adoption Specialist.

9. Supervise the adoptive placement and provide services necessary to maintain the child in the adoptive home including monthly in-person contact and reports.

10. Prepare and gather paperwork for the finalization of the adoption.

11. Follow up to determine if the Decree of Adoption was filed in the court of jurisdiction.

12. If a child may be placed out of state, refer to Section 9000.

13. Develop an Individual Recruitment Plan (IRP) and send to DCF to review.

14. Develop a Child Social History and Assessment. See PPM 311142 and PPS 3114.

15. Obtain documentation of Annual Health Assessments for everyone in the family. See PPM 5340.

16. Provide services to prevent disruption.
C. Child Welfare Case Management Provider Responsibilities Post-Finalization

1. Provide one year of aftercare with monthly contacts and reports to DCF. Refer to PPM 5270.
2. Provide services to prevent dissolution for the life of the contract. Refer families to the Kansas Post Adoption Resource Center (K-PARC).

D. When a family has not been identified for a child the Child Welfare Case Management Provider shall:

1. Send the Adoption Exchange Provider the completed PPS 5320, Adoption Exchange Family Website Registration form.
2. Send the Adoption Exchange Provider the PPS 5325, Adoption Exchange Family Update Status Form, when there is a change in the adoptive family’s circumstances.

5311 Preparation of the Child

Preparation of the child for placement with an adoptive family is the responsibility of the Child Welfare Case Management Provider (CWCMC). It helps the child understand past experiences and engage in future planning. All children moving into an adoptive placement require preparation for adoption, even those who are currently residing with relatives or foster parents who want to adopt them.

A. Participants in the preparation process include:
   1. the Child Welfare Case Management Provider;
   2. the current placement;
   3. other individuals who know the child well, e.g. DCF foster care liaison, teachers, therapist, meaningful relative connections.

B. Preparation Tasks

The Child Welfare Case Management Provider is responsible for preparing and supporting the child to be adopted, which begins at the point when the decision is made that reunification is no longer viable, and continues through placement and finalization of an adoption.
The CWCMP shall incorporate sound casework practices that minimize harm by placing children initially with resource families, supporting children to understand and cope with traumatic experiences, and minimizing the extent of losses they must endure by stabilizing placements, requiring Lifebook work, and facilitating the level of openness in the child’s best interest.

1. Child Welfare Case Management Provider shall take into consideration the following:
   a. a review of the child’s social history and assessment, including trauma and placement history, to determine the child’s developmental level, personality, and understanding of adoption;
   b. the relationship of the child to the prospective adoptive parent(s) and the length of time they have been living with them;
   c. the degree to which the child has accepted the fact they will not be returning to their parent(s), recognizing they may need time and support to cope with the facts and consequences of their parents acts and decisions;
   d. the child’s expressed interest and willingness to accept the adoption;
   e. the child’s preferences regarding adoptive placement;
   f. assessment of the child’s claiming behaviors and the family’s ownership of parenting children not born to them;
   g. assessment of the child’s needs and what the parents will need to provide for him or her;
   h. referrals made or still needed for healthcare, including a qualified mental health professional, to process the adoption with the child and family;
   i. maintaining meaningful relative connections with the child;

2. Children go through several stages as they adjust to living with a new family. Their adjustment shall be documented when requesting the consent to adopt. Some stages may occur prior to the Adoptive Placement Agreement being signed, and there may be regression to earlier stages as the child adapts to the plan for adoption. Prospective adoptive parents and CWCMP case managers shall discuss the child’s readiness for adoption in terms of their:
   a. getting acquainted
   b. honeymoon
   c. ambivalence
   d. reciprocal interaction
   e. bond solidification.

See Appendix 5Z for additional information.
3. Children of different developmental stages and diagnosis will require unique adjustment periods. Staff should assess the child’s progress at least monthly and more often if needed. The CWCMP shall facilitate the development of a plan that provides for a mutually agreed upon adjustment period. If the child has lived with the family for less than six months, the adjustment period shall be at least six weeks.

4. For a child to be ready for permanency/adoption, the CWCMP shall assist the child to:
   a. Explore feelings about their biological family and the separation from them;
   b. Deal with feelings about various moves that may have occurred while in placement;
   c. Express feelings of sadness, anger, and rejection about the moves;
   d. Understand adoption and their entitlement to a permanent family.
   e. Explore attachment, trauma and loss of siblings, extended family, kin and previous caregivers.

The Child Welfare Case Management Provider shall update the child’s social history/assessment at least semiannually, or more often if there have been major changes in the child’s life, to address the child’s needs for safety, permanency and well-being. The document facilitates timely decision making, planning and placement with a permanent family. For a Social History outline, see PPS 3114. For more information on preparing the child for adoption, see Appendix 5W. The documentation needed for requesting the consent to adopt is in PPM 5363.

5312 Individualized Recruitment Plans

A. An Individualized Recruitment Plan (IRP), shall be completed by the Child Welfare Case Management Provider for all children who do not have an identified adoptive resource documented on the PPS 5316. (See PPS 5305 Individualized Recruitment Plan, and PPM 0160 for definition of an identified resource.)

B. The goal of the IRP is to widen the circle of adults who may be a potential adoptive resource. Child specific recruitment involves the following tasks, culminating in a written individualized recruitment and search plan for the child, which shall be incorporated in the case plan for the child.

   1. Complete a thorough review of the child’s complete file to identify all previously known or considered relatives, resources, and formal or informal connections for possible current interest in adoption.
2. Complete a diligent search for previously unknown or unexplored relatives, resources, and formal or informal connections to the child for possible interest in adoption.
3. Ensure the child’s social history is accurate and up to date, fully exploring the child’s physical, social, emotional, intellectual and behavioral well-being, using the PPS 5305, including a complete assessment of the child’s trauma history and impact of the trauma on the child.
4. Identify the child’s strengths, needs, areas of particular challenge, interests, likes, dislikes, and the child’s stated desired characteristics of the adoptive family.
5. Develop an individualized and detailed written plan that is strengths based and community focused, documenting each of the above mentioned areas. The written IRP shall include recommendations for adoptive family characteristics that may be the best match for the child.
6. Update the IRP annually.

5313 Specialized Recruitment Activities

When there is not an identified adoptive resource for the child, the child shall be registered on the Kansas Adoption Exchange. The Child Welfare Case Management Provider sends the Adoption Exchange Information form (PPS 5310) to the Adoption Exchange Provider within 5 working days of the end of the Parental Rights Termination (PRT) appeal period on both parents or DCF acceptance of relinquishment.

Writing a child’s narrative is an important part of creating a profile that will inform families and compel them to learn more. While each child’s profile is unique to him or her, there are important principles that should guide your efforts to write effective profiles for the children on your caseload. Additional information on writing children’s narratives is located at: http://www.adoptuskids.org/for-professionals/writing-childrens-narratives

The Adoption Exchange Provider:

A. Receives the Adoption Exchange Information form and registers the profile of the child on the exchange. The profile shall describe the child’s strengths
and areas of challenge in order to promote a successful adoption of the child.

B. The Child Welfare Case Management Provider and the Adoption Exchange Provider determine which specialized recruitment activities which may be appropriate for the child. Activities may include, but are not limited to, a professional photograph, posting on the state and national adoption websites, T.V., radio and print media profiles, church bulletins, and Public Service Announcements.

C. The Adoption Exchange Provider is responsible for the general and targeted recruitment services for the children listed on the exchange. The Adoption Exchange Provider is responsible to:

1. maintain a statewide Adoption Resource Exchange;
2. provide a statewide system of intake for families interested in adopting;
3. implement strategies and outreach statewide to raise public awareness of the need for families willing to adopt children in the custody of the Secretary of DCF who are without an adoptive resource.

All recruitment initiatives shall respect the dignity and confidentiality of the child.

5320 Legal Risk Adoption Situations

A. The Child Welfare Case Management Provider may consider placement with a potential adoptive family prior to the time all legal issues pertaining to the termination of parental rights have been addressed.

B. A legal risk placement may be considered when legal issues exist which delay DCF from being able to issue the Consent to Adopt, such as:

1. technical problems with legal document (i.e. Journal Entry has incorrect or missing information);
2. an appeal is filed but the court's decision is expected to be upheld.
C. A legal risk adoption shall not be considered in cases involving the Indian Child Welfare Act and when pre-adoptive parents are not relatives or currently licensed.

D. The Case Management Provider shall document the legal risk placement on the PPS 3051, Section VI.

5330 Assessing the Adoptive Family

A comprehensive assessment of a family interested in adopting a child in the custody of the Secretary of DCF shall be completed using the Family Assessment and Preparation Study, PPS 5318. Unlicensed staff may assist with gathering and compiling information for the assessment, but a licensed professional must review, approve, and sign the assessment. A PPS 5318 shall be updated annually and anytime there is a significant change, such as death in the family, divorce of the parents, move, etc. The Child Placing Agency shall include the items listed in KSA 59-2132 and KSA 59-2130. An adoptive family assessment shall address the adopting family's capacity to incorporate the child into their household in relation to their lifestyle, standard of living and future plans, as well as their overall capacity to meet the immediate and future needs of the child, to include, but not limited to: social, emotional/mental health, physical, educational.

All families considering adoption from foster care shall receive the Appendix 5T Adoption from Foster Care brochure.

In addition to evaluating the safety and suitability of prospective parents and the type of child(ren) they are prepared to parent, the family assessment process provides an opportunity for the adoptive parents to learn about caring for a child with special needs and to explore their own concerns and needs. The process of completing an assessment with a potential adoptive family is a mutual selection process, wherein the assessor is responsible to continue to inform the family about adoption related issues, assess the family’s capacity for successful adoption, and guide the family in determining the appropriateness of adoption for their family. The assessor is also responsible for determining the appropriateness for the family to adopt a specific child from foster care, which shall be documented in an updated family assessment prior to consideration in a Best Interest Staffing.

A. A quality adoption preparation and assessment process usually includes at least two in person contacts. The total number of contacts is based on the family and circumstances of the case, and adoptive home assessors shall make as many contacts
as necessary to complete a thorough and comprehensive assessment. A face-to-face in-home interview with each member of the household is required, including the parents together, the parents individually, and the children individually. The written assessment (PPS 5318) of the adoptive family shall include:

1. Motivation to adopt a child from foster care;
2. Family's attitude toward accepting an adopted child, and plan for discussing adoption with the child;
3. Emotional stability, physical health, compatibility and quality of relationship between adoptive parents;
4. Strategies to cope with problems, stress, frustrations, crises, and loss;
5. A statement from the potential adoptive parents' primary care physician regarding any medical or health conditions which would affect the applicant's ability to parent a child;
6. Record of convictions other than minor traffic violations;
7. Ability to provide for child's physical, educational and emotional needs;
8. Adjustment of own children, if any, including school reports;
9. Insights about parenting a child adopted from foster care;
10. Description of how caregiver gives and receives affection;
11. Physical, social, emotional, intellectual, developmental, and disabilities in children the family is willing/able to accept;
12. Physical, social, emotional, intellectual, developmental, and disabilities in children who would not be appropriate for the placement with this family;
13. Description of the home and physical space for the child;
14. References, to include a minimum of three, only one of whom may be a relative;
15. Interview with all children, excluding foster children, of the adoptive family, who reside both inside and outside of the home;
16. The current capacity of the adoptive resource to serve in terms of the number, age, sex, characteristics, and special needs of the children;
17. Ability to access community resources to meet the child’s specific needs;
18. Ability to incorporate the child into the family.
19. The current/on-going role as foster parents shall be addressed and noted in the Additional Assessor section of the Family Assessment and Preparation Study (PPS 5318).
B. All adoptive parents/caregivers, except relatives, shall earn a certificate of completion of the TIPS-Model Approach to Partnerships in Parenting (TIPS-MAPP) family preparation program or TIPS-Deciding Together prior to child's placement. If a family completed a different family preparation program, the Child Welfare Case Management Provider shall request a waiver of TIPS-MAPP participation for the family from the DCF Foster Care Program Manager. Other preparation programs shall meet the training equivalency criteria specified by DCF.

C. All prospective adoptive parents considered shall have:
   1. a written adoptive family assessment completed on PPS 5318, by a licensed child placing agency which is updated at least annually;
   2. annual medical or health information on all family members which assess the adoptive parent(s)' ability to parent a child; and
   3. clearance through KBI updated at least annually and a national criminal history finger print check.
      a. if a national criminal history check has been completed on a foster parent who has been continuously licensed, a second check does not need to be done.
      b. if the national criminal fingerprint check has been sent to the FBI two times and the fingerprints are not legible, a name check is acceptable.
      c. clearance through KBI for all family members 10 years and older.
      d. fingerprints for additional household members, 14 years and older shall be submitted to DCF
   4. all family members 10 years and older residing in the home cleared through the Kansas Child Abuse and Neglect Central Registry. If the family resided out of state for the last five years, child abuse registry checks in all the state(s) where they resided shall be completed for all adults.

See Section 5340 for additional information. For out-of-state adoptive parents adopting children from Kansas, see Section 9000 regarding the Interstate Compact for the Placement of Children.

5331 Considering Relatives as an Adoption Resource

Case file reviews and searches for extended relatives may also be necessary to assist the child in achieving permanency through adoption. Adoption by a relative that is unknown to the child requires more planning and preparation.
A. Relative placements shall be given preference to provide the following benefits:

1. adoption by a person the child knows and trusts;
2. reduction of trauma the child experienced when the child is placed out of the home;
3. reinforcement of a child's sense of identity and self-esteem by maintaining the family history and culture;
4. promoting and encouraging the family's reliance upon their own family members for support and resources;
5. reducing the number of moves experienced by the child;
6. promoting timely permanency planning.

B. Determination of a relative as an adoptive placement shall consider:

1. inter-generational conduct, co-dependency, anti-social behaviors, physical and/or sexual abuse which would make placement of any child ill advised;
2. willingness to assure the child will be protected from those who perpetrated the abuse or neglect;
3. understanding and objectivity regarding the reasons the child was removed from the parental home;
4. results of the fingerprint based criminal history and child abuse/neglect registry checks;
5. ability to help the child understand the strengths and needs of their birth parents;
6. services the family might need to assure stability of the placement;
7. willingness to be a placement resource for siblings.

5332 Foster Families and Licensed Non-related Kin as an Adoptive Placement

When adoptive placement with a relative is not possible, adoption by foster parents or licensed non-related kin who already know and are connected to children may be in their best interest.

A. When considering a foster family as the adoptive family, the following shall be considered:

1. factors listed in 5341;
2. the family's understanding of the difference between fostering and adoption;
3. the family's understanding of the impact this adoption has on this child and their family;
4. the family's willingness to delay fostering additional children until finalization of the adoption or to discontinue fostering altogether if necessary for the child's adjustment.

5333 Adoption By a Family Unknown to the Child

Adoption by a family that is unknown to the child often requires more planning and preparation.

If a child does not have an identified adoptive resource, a family listed on the Kansas Adoption Exchange shall be considered as a possible match for the child. When there is not an appropriate match on the Kansas Adoption Exchange the Child Welfare Case Management Provider shall explore families listed on the national adoption exchange, AdoptUSKids.

Family Assessment and Preparation Study (PPS 5318) and Large Family Assessment (PPS 5319), if appropriate, shall be updated to include information on a specific child prior to being considered in a Best Interest Staffing.

5339 Best Interest Staffing

Adoption from foster care is a service for the child, and a Best Interest Staffing (BIS) is held to select an adoptive family that can best meet the needs of the child. BIS team members shall consider and discuss all information presented about the child and prospective adoptive families in accordance with what is in the best interest of the child. A Best Interest Staffing (BIS) shall be convened and facilitated by the Child Welfare Case Management Provider (CWCMP) unless waived by the BIS team members. (See PPM 5340.) Once an adoptive family is identified and deemed a viable option, a BIS shall be held without delay.

A. Prior to a BIS Team Meeting

1. If siblings are not being adopted together and have a permanency goal of adoption, the CWCMP shall document the reasons and complete a Sibling Split request, PPS 5147. (See also Appendix 5I) The request shall be approved by Sibling Split Request Review Team, which shall include the Regional DCF Foster Care Program Administrator, or designee.

2. For children with no potential identified adoptive resource, the CWCMP shall seek to identify approved prospective adoptive families from the Kansas
Adoption Exchange and AdoptUSKids to be considered in a BIS for a specific child. When selecting families to be considered in the BIS, the CWCMP shall exclude families who do not have the capacity to meet the child's emotional and social needs, but they shall not exclude families based solely on their race, color or national origin. (See the Multi-Ethnic Placement Act in Section 5231).

3. The CWCMP shall be responsible to schedule and provide notification to all participants. Persons who shall be invited/notified to participate in the BIS meeting and/or to provide input include:
   a. Child’s Guardian ad litem (GAL);
   b. Child’s current Case Manager/Support Worker;
   c. Child’s former Case Manager/Support Worker if still employed by the child’s CWCMP;
   d. Court Appointed Special Advocate (CASA), if applicable;
   e. Assigned supervisors;
   f. Court Services Officer, if applicable;
   g. Child’s therapist;
   h. Teacher or other adult (coach, scout leader, youth pastor etc.);
   i. Current placement resource, unless there is a conflict of interest, e.g. they are one of the families being considered;
   j. Indian Child Welfare Act (ICWA) tribal representative for the affiliated tribe, if applicable;
   k. Any other relevant service providers;
   l. Worker for each family being considered (not eligible to vote).

Others may be invited as appropriate. If the youth is age 14 or older, he/she shall be encouraged to attend and/or provide input. If the child does not participate, the reason shall be documented and the Child Welfare Case Management Provider shall be responsible to communicate the youth’s perspective and input.

Any additional BIS Team members shall be chosen by the Child Welfare Case Management Provider and DCF Foster Care Liaison/Adoption Specialist prior to the BIS. If it is anticipated there will be an even number of members, the Team shall include a DCF Foster Care Liaison or Adoption Specialist not already attending or another individual who knows the child well in 5339 A.3.

All participants shall receive the Appendix 5S, Best Interest Staffing Brochure. If BIS Team members are not able to attend in person, participants shall be included by conference call or video conference upon request. Input can also be submitted in writing prior to the staffing.

4. Prior to a BIS, the CWCMP shall submit to all members of the BIS Team a packet including the following:
   a. Family Assessment and Preparation Study (PPS 5318), for each family being considered in the BIS;
   b. Child’s current social history (PPS 3114);
c. Approved Sibling Split Request (PPS 5147), if applicable. The BIS team members shall review the packet and let the CWCMP know in advance of the meeting if there are concerns or questions about a prospective family’s capacity to meet the needs of the child.

B. BIS Meeting

1. The BIS Team shall include at least three individuals, which at a minimum shall include:
   a. A DCF Foster Care Liaison or Adoption Specialist
   b. The assigned Child Welfare Case Management Provider;
   c. An individual(s) who knows the child well, from the list of invited participants in 5339A.3., unless there is a conflict of interest.

Participants who are in attendance may vote so long as there is an odd number of members. Agencies with more than one participant in attendance shall have one vote. BIS Team members shall be present for the entire BIS either in person, or via telephone or videoconference.

2. The CWCMP shall convene and facilitate the BIS meeting. Participants shall:
   a. Review the child's packet and prospective family’s/families’ information prior to the date of the BIS; and
   b. Be prepared to discuss the family’s/families' strengths and needs related to the strengths and needs of the child for whom an adoptive family is being sought.

3. The meeting process shall include the following:
   a. The CWCMP shall first present information about the child which includes the reason the child came into care, completed child social history, the strengths and needs of the child, and the child's/youth’s input.
   b. The worker for each family shall present an overview of the family information including their strengths, limitations, and needs. See PPS 5320, Family Match Form.
   c. All factors shall be considered in identifying which family(ies) can best meet the needs of the child. The BIS team shall consider and document each family’s ability to:
      i. meet the needs and temperament of the child currently and over time;
      ii. understand the current and future impact on their family of adopting this child;
      iii. recognize and advocate for the needs/interests of the child;
      iv. understand and support the child through loss and grieving issues;
      v. recognize adoption is a life-long commitment with many unknown challenges;
      vi. provide the child with a safe and secure environment;
vii. provide unconditional love and acceptance of the child;
viii. accept and incorporate the child's emotional, physical, social, educational, and developmental needs into the family;
ix. demonstrate application of knowledge of the effects of deprivation, abuse and neglect on a child and the potential impact on the child's behavior;
x. encourage the child(ren) to develop at his/her own rate to reach his/her maximum potential;
xi. accept and support the child's background, culture, ethnicity, heritage, race, medical and mental health needs, and genetic and social history;
xii. help the child to learn and accept his/her background;
xiii. understand the importance of planning and facilitating child/children's future contact with siblings and/or other family members as deemed appropriate;
xiv. manage their financial resources.

d. Discussion shall include the impact of separation, loss, attachment, and subsequent reattachments for the child.
e. Discussion shall include the impact of the child on the prospective adoptive family and their children.
f. When more than one prospective adoptive family is presented, the families shall be ranked first, second and third etc. BIS team members shall verbally state their ranking of families.
g. The CWCMP shall document the record of the meeting and the BIS team decision. Refer to PPM 5341.
h. If additional information is needed for the Team to make a decision, the BIS may be reconvened by phone within 5 working days. The new information gathered shall be documented on the PPS 5341 Best Interest Staffing Reports and Authorization.

4. Documentation of the BIS Team’s Decision:
a. The Child Welfare Case Management Provider shall document the decision of the BIS Team on the PPS 5341 Best Interest Staffing Report and Authorization and clearly state the rationale for the ranking of the prospective adoptive families.
b. Within 3 working days of the BIS, the CWCMP shall send the child’s complete packet as noted in PPM 5339.A.4., the PPS 5341 and the chosen prospective Adoptive Family Assessment to the DCF Regional Director, or designee.

5340 Exceptions to the Best Interest Staffing Meeting
A. When the following criteria are met in a case situation, a formal Best Interest Staffing (BIS) Meeting may be waived:
   1. The child is legally free for adoption, and;
   2. There is one potential identified adoptive resource who is a relative, non-related kin or foster family, and;
   3. If the child is not placed with a relative, concerted efforts to identify, locate and evaluate maternal and paternal relatives as adoptive resources have been documented, and all are ruled out;
   4. The child has been placed with the one identified resource for a minimum of 6 consecutive months with no disruptions.

If the identified adoptive resource has been listed as an alleged perpetrator on a DCF intake assigned for an investigation, DCF will consider the nature of the report(s) in making the decision to waive the BIS.

B. If all of the above criteria are met, the following process shall be followed:
   1. The Child Welfare Case Management Provider (CWCMP) shall provide notification to all participants (see PPM 5339A.3.), and;
   2. All documentation in the packet identified in 5339B.4.b., and;
   3. The following message shall be sent with each notification and packet:
      Enclosed please find all documentation related to a Best Interest Staffing (BIS) for ________________________ (child’s name and DOB). There is one potential identified adoptive resource who is a relative, non-related kin or foster parent, __________ (name), and the child has been placed with them for 6 consecutive months. If you have any objections to the selection of the identified adoptive resource, please email_____________ within 10 days of the date of this letter. If one or more persons to whom the notifications have been sent emails an objection, a BIS meeting will immediately be scheduled. If there are no objections, you need do nothing further and it will be understood you approve the adoptive resource and agree to a waiver of a formal BIS meeting. If all of the persons who received the BIS notifications in a case unanimously approve the potential identified adoptive resource (no invitee emails with objections) a formal BIS meeting will be waived and the adoption will proceed.

C. Documentation of the BIS Team’s Decision:
   1. The CWCMP shall document the waiver of the formal BIS meeting and the decision of the BIS Team on the PPS 5341 Best Interest Staffing Reports and Authorization.
   2. Within 3 working days of the BIS, the CWCMP shall send the child’s complete packet and the completed PPS 5341 to the DCF Regional Director or designee.

5341 Authorization of Best Interest Staffing Team Decision

A. DCF Regional Director or designee Review
1. The DCF Regional Director or designee shall, within 5 working days, review the documentation provided by the Child Welfare Case Management Provider (CWCMP) and considered by the BIS Team and authorize or not authorize the selected family to adopt the child.

2. If the DCF Regional Director or designee does not authorize the family selected in the BIS, the DCF Regional Director or designee shall provide the rationale in writing to the CWCMP. The CWCMP, in consultation with DCF, shall choose the next family ranked in the BIS. If there are no additional families ranked, other families that are able to meet the needs of the child should be identified and the BIS Team shall reconvene to review those prospective families.

B. Informing Selected Prospective Adoptive Family

1. Once the DCF Regional Director or designee authorizes the prospective adoptive family for the child, the Child Welfare Case Management Provider shall, within 1 working day, contact the family’s adoption worker to inform them of the family’s selection as the adoptive family. The CWCMP shall coordinate with the family’s adoption worker to establish a time for the family to review the child’s file. The review shall occur within 7 working days of the family being notified of their selection to determine the family’s willingness to proceed with adoption of the child.

2. The family shall have a staff person with them to assist and answer questions during the file review.

3. If the child does not have an existing relationship with the prospective adoptive family, the family shall review the file with the assigned CWCMP before visits can begin. Refer to PPM 5350 on preparing a family for adoption and visitation.

C. Informing Non-Selected Prospective Adoptive Families

Within 1 working day of the authorization by the Regional Director or designee, the CWCMP shall contact the adoptive family’s worker for the families who were considered and not chosen during the BIS. The worker for the family shall promptly inform the family of the authorization made by the DCF Regional Director, or designee. The CWCMP sends a letter the next working day to the families who were not chosen, using the format in Appendix 5Y Notice to Parents Considered at a BIS.
D. Review of Adoptive Placement Decision

1. If families not chosen at a BIS or not authorized by the DCF Regional Director or designee want a review of the decision, the request must be sent in writing within 5 days of the notification of the non-selection. When the CWCMP receives a request for review of the decision, within 5 working days the request shall be submitted to the Adoption Program Manager. The Adoption Program Manager shall immediately forward the request to the DCF PPS Administration.

2. The internal review shall be conducted by a minimum of three of the following DCF PPS Administration, or their designee:
   a. PPS Director
   b. PPS Deputy Director for Permanency
   c. PPS Permanency Program Administrator
   d. PPS Adoption Program Manager, and
   e. PPS Legal,

The DCF Regional Foster Care Program Administrator, Regional Director or designee, and CWCMP may be contacted if there are questions. The review shall be held within 10 working days after the request is received by the DCF PPS BIS Review Team. The team shall review and consider all information submitted by the BIS Team and provide the final adoptive placement decision.

5349 Preparation for Adoption by a Family Known to the Child

When the adoption of the child will be by a family with whom they currently live, or by a family with whom they are familiar and comfortable, preparation for adoption shall address issues to ensure the placement is permanent. Plans shall be developed to address any remaining concerns on the part of the adoptive family and/or the child, and services shall be in place to address their needs. If the adoptive family is not the current placement provider, assessing when the child will move to their new home, whether pre-placement visits are needed, and what contacts the child will maintain once they have changed placements shall be addressed. Other tasks listed in section 5350 may also be appropriate.

5350 Preparation for Adoption by a Family Unknown to the Child

A. When a family has been selected for a child and the child has been prepared for placement, the case manager and family shall develop and implement an individualized plan for how and when the child will move into the family’s home. The plan carefully considers the needs of the child and family in order to:

   1. Provide continuity of care giving
Printed Documentation

2. Ease the child's adjustment

3. Enhance the child's understanding of the event

4. Allow an opportunity for important people in the child's life to help the child transition

5. Facilitate new attachments

6. Plan for post-adoption contacts

7. Help the family and child cope with changes and stress

8. Reduce trauma experienced by the child as a result of the move.

When the adoptive family is sponsored by a Child Placing Agency (CPA) that is not the Reintegration/Foster Care/Adoption Provider, services to the family shall be coordinated. The Child Welfare Case Management Provider is responsible for assuring children and families receive needed adoption services.

B. Information about the Child to be Shared with the Family

If the child(ren) is moving to a different family, the family will need to know as much information about the child as possible. The prospective adoptive family shall be given a blank copy of PPS 5342 and it shall be discussed with the case manager and placement resource.

C. Pre-placement Visits

The selected adoptive family shall have read the file and made a commitment to adopting this child prior to any visits occurring. Video tapes and other tools can be used to help the family become more familiar with the child so concerns and questions are addressed. All children shall have the opportunity to visit with their selected adoptive parents prior to the actual placement.
The Child Welfare Case Management Provider shall plan the details of the pre-placement visits.

The purpose of pre-placement visits is to:

1. reduce the trauma and anxiety a child experiences with a move to a new family;
2. help the child begin to make new attachments;
3. help the child process changes taking place in his/her life.

D. The Child Welfare Case Management Provider shall:

1. process the visits with the child, answer the child's questions about the family and gauge the child's emotional readiness to move permanently into the adoptive placement;
2. give the family written information regarding the child's background, life history, genetic, psychological, and medical history, etc. Any information prepared by DCF or provider staff shall be shared with the family. See Section 0315 for further information.
3. inform the family of the confidential nature of any information released to them;
4. plan all pre-placement visits with prospective adoptive family, current placement resource and prospective adoptive family's social worker;
5. accompany the family to the child's place of residence for the first pre-placement visit;
6. arrange for the family to meet with the child's doctor, therapist, teacher, foster family, etc. as appropriate;
7. inform the family of the legal status of the child. (The family may request that DCF forward all documents pertaining to the termination process to an attorney of their choice. The cost of this consultation is met by the family. This may be reimbursed through non-recurring adoption expenses. See Section 6200 for more information);
8. monitor the pre-placement visits, answer the child's and family's questions as the placement process progresses;

9. provide the DCF Foster Care Liaison/Adoption Specialist with information needed to determine the child's eligibility for adoption assistance (See PPM section 6200).

5360 Procedures Related to Signing the Adoption Placement Agreement

When the Child Welfare Case Management Provider, the adoptive family and the child, if appropriate, agree they are ready to proceed with the adoption, the Child Welfare Case Management Provider shall schedule a meeting to sign the Adoption Placement Agreement, PPS 5343.

The Adoption Placement Agreement shall be signed before the Adoption Assistance Agreement is signed. Although both agreements may be executed during the same meeting with the family, the details of the subsidy amount shall be negotiated prior to the signing of the placement agreement(s). (See Section 6220 for additional information on the Adoption Assistance Agreement.)

A. The Agreement to Place a Child in an Adoptive Home shall be signed in the presence of the Child Welfare Case Management Provider and the DCF Foster Care Liaison/Adoption Specialist.

DCF staff shall:

1. assure the family has been provided with all available information concerning the child, including an opportunity to review the child’s file and ask questions;

2. explain to the family that adoption is a life time commitment to the child;

3. review the entire agreement with the family prior to signing;

4. sign the placement agreement;

5. inform the family of their right to request adoption assistance;

6. negotiate the amount of adoption subsidy with the family;

B. The child's case shall remain open until the final decree of adoption is received that states the adoption has been finalized and the child has been released from DCF custody on the CINC case (see PPM section 5370).

5361 Roles and Responsibilities for Post-Placement Services
A. Child Welfare Case Management Provider Responsibilities

The Child Welfare Case Management Provider assumes the leadership role in planning and service delivery to child and/or adoptive family and is the primary provider of services for the child.

This includes responsibility to:

1. schedule a new case planning conference with the adoptive family, coordinating with the sponsoring CPA if involved; (see PPM section 3200 for information on holding and scheduling case planning conferences)
2. develop an Achievement Plan with the adoptive family;
3. provide a full array of services to meet the needs of the child placed in an adoptive family to assure the child's safety and well-being and promote permanency through adoption;
4. help the family resolve problems that arise as a result of the adoption, working in partnership with the sponsoring CPA, if involved. Services may include:
   a. in home family services
   b. referral to parent support groups
   c. individual or family therapy
   d. mediation
   e. parenting classes
   f. respite
5. respond to a crisis in the family within one hour and document the incident/response in the child's case record.
6. convene a staffing to assess the situation and arrive at possible solutions if problems arise which may jeopardize the placement.
7. conduct Case Planning Conferences every 170 days until the adoption is finalized;
8. meet face to face with the child and family at least monthly;
9. meet with the child alone, if the child has the verbal and cognitive ability to communicate with the case manager;
10. meet with the entire family so other children in the family are able to process to include their feelings, ideas and observations regarding the placement of the new child into the family unit;
11. assist the child in understanding the adoption process;
12. help the child understand the dynamics of the relationships in the new family;
13. assist the family in accessing services of other community agencies as needed;
14. maintain the confidentiality of the family and child as required by statutes and DCF policy. (see PPM section 0300);
15. document all contacts with family and child

B. DCF Responsibilities:

1. Review and approve case plans
2. Monitor services provided by the Child Welfare Case Management Provider

5362 Adoptive Placement Disruptions

The disruption of an adoptive placement shall be considered only after all efforts to preserve the placement have failed. When it appears the adoptive placement cannot be saved, a best interest staffing shall be held.

A. If it is in the best interest of the child to disrupt the placement the Child Welfare Case Management Provider shall:

1. support the child and family through the disruption;
2. locate a suitable placement for the child;
3. conduct a case planning conference to assess the current needs of the child and review the permanency plan;
4. prepare a disruption report to share with the court, therapist and DCF detailing the factors contributing to the disruption, services provided to prevent disruption, current placement and an updated plan;
5. notify the DCF Foster Care Liaison/Adoption Specialist of the move in writing, forty-eight (48) hours advance notice if it is a planned move, or within twelve (12) hours verbally if it is an emergency move, followed by written notification within forty-eight (48) hours (Follow Notification of Moves requirements).

B. The decision to disrupt an adoption is based on a staffing team consensus. The adoptive family shall be a part of this team and the disruption shall be planned in such a manner to minimize the trauma to the child. It should be a planned move and the child shall be informed and mentally and emotionally prepared for the move. It is the
responsibility of the case manager to help the adoptive family tell the child about the move and provide the child with honest answers in a non-blaming manner.

5363 Services to Finalize the Adoption

The Child Welfare Case Management Provider, the sponsoring CPA, if involved, and family shall decide together when it is time to finalize the adoption.

A. The Child Welfare Case Management Provider shall submit a current written comprehensive report to DCF.

This report shall include:
1. the child and family's adjustment to each other;
2. copies of medical or psychological reports not previously made available;
3. the child's progress in the adoptive placement;
4. the child's preparation for finalization and understanding of the process if the child has the cognitive ability to comprehend it;
5. the identification of services needed after finalization.

See PPM 5311 and Appendix 5Z.

B. The Child Welfare Case Management Provider is responsible for providing the DCF Foster Care Liaison/Adoption Specialist with a current adoptive family assessment and report on the child and family's adjustment since placement. The sponsoring agency, if involved, should be consulted regarding the contents of the report.

This report and assessment shall include:
1. an updated social assessment of the family including their ability to parent this specific child;
2. the family's strength and needs;
3. a summary of the family's financial situation;
4. medical reports on parents and the adoptive child;
5. significant changes in the family's life;
6. KBI and Kansas Child Abuse and Neglect Central Registry clearances done within the past year;
7. document the family has completed MAPP or PS-MAPP, or an approved equivalent program.
This report shall be sent to DCF with a request for the Consent to Adopt.

C. DCF is responsible to:
   1. review the material submitted by the Child Welfare Case Management Provider to assure it justifies issuing the Consent to Adopt and meets court requirements including completed PPS 5340, Medical and Genetic Information for Child on both parents, and all information needed to file the petition to adopt as per KSA 59-2278;
   2. request in writing any additional information needed within five (5) working days from the receipt of the report;
   3. confirm with the court of jurisdiction there are no appeals or other legal issues which would prevent the issuing of consent.

See Appendix 5R Checklist for Request for Consent to Adopt.

D. The DCF Regional Director or designee shall sign the Consent to Adopt within 30 days of receipt of the request, or receipt of the requested additional information.

E. The Child Welfare Case Management Provider shall:
   1. deliver the Consent to Adopt to the family;
   2. assure the family has the information needed to file the petition to adopt as per Kansas Rules and Regulations 59-2130, (See Appendix 5O for complete list);
   3. coordinate with DCF if information needed for filing the petition is not available to the Case Management Provider

F. The file stamped date on the Journal Entry (Decree of Adoption) is the official date of finalization. When the adoption decree has been filed with the CINC Court the Secretary’s custody ends and the court’s jurisdiction over the child ends.

When the Child Welfare Case Management Provider receives the final decree of adoption from the adoption court, a certified copy of that decree shall be sent to the prosecutor for filing and to DCF.

5370 Post Finalization Services to the Adoptive Family
It is the responsibility of the Child Welfare Case Manager Provider to assist the family in accessing services or provide/purchase a full array of post placement services to assure the success of the adoption for the life of the contract. Services are provided to assure the stability of the adoption and are to be available to the family on an on-going, as needed, basis. The Case Management Provider and family shall develop a mutually agreed upon plan that details expectations following adoption finalization. If the child is placed in the custody of the Secretary and re-enters out of home placement during the life of the contract, the Case Management Provider shall be responsible for serving the child and family.

5371 Dissolving an Adoption

When a dissolution appears likely the Child Welfare Case Management provider shall take the lead in coordinating staffing and planning for the child. All efforts shall be made to maintain the adoption, however, if it is determined that it is in the best interest of the child to dissolve the adoption, DCF shall be involved in the decisions made.

A. Before deciding to dissolve an adoption the team shall consider:

1. what services might salvage the adoption;
2. what services the child needs after removal;
3. how best to prepare the child for the adoption dissolution;
4. what support services the adoptive family may need;
5. if relinquishment of the child directly to DCF would be appropriate.

B. If there are abuse or neglect issues, a child protective service report shall be made.

C. To dissolve a finalized adoption, DCF may accept a voluntary relinquishment from the adoptive parents after a CINC petition has been filed and the Secretary has been given custody. If the staffing team determines that it is in the best interest of the child, DCF shall request that the county or district attorney file a petition with the court to terminate parental rights. Reasonable efforts to maintain the child at home must be documented.

D. If it is within the life of the contract, the Child Welfare Case Management remains responsible for the case and no new referrals are required. The team shall work closely
together to plan for terminating the placement in the least damaging way for the child and family.

The Child Welfare Case Management Provider shall:

1. plan for another placement for the child
2. hold a new case plan and provide services to the child
3. document all efforts to maintain the placement;
4. provide a full account of the services provided to the family and child;
5. provide documentation as to why parental rights should be terminated;
6. seek a new adoptive resource and notify the Adoption Exchange Provider of the need to place the child on the adoption exchange to recruit an adoptive resource, if there is no identified resource

E. Relinquishment of parental rights to DCF by an adoptive family shall require approval by the Regional Director or designee.

5400 Guardianship/Custodianship

The Child Welfare Case Management Provider shall assess if permanent custodianship or guardianship best meets the child's needs. The Case Management Provider shall also prepare the family for the responsibility associated with custodianship or guardianship including an assessment of the family's capabilities of parenting a specific child. Factors to be considered in the case planning conference when determining if an individual family might be suitable for the custodianship or guardianship of a child in DCF custody are similar to those considered when considering a relative or resource family for adoption. (See Appendix 3S).

A. The Child Welfare Case Management Provider shall:

1. complete a written family assessment,
2. complete Kansas Child Abuse and Central Registry and KBI clearances,
3. provide follow up services to the family as per the contract expectations,
4. provide any reports the court requests

B. A full array of services shall be provided to the family on an as needed basis to assure the success of the placement. Custodians or guardians, as well as other families or individuals who enter into a plan to provide care for the child until the child is 18 or graduates from high school, may need help in understanding the effects of separation,
abuse and neglect. Families may need added services such as transportation, respite care, mediation, etc. in order to assure the success of the placement.

Children age 15 and older who have been receiving Children's Residential Services through the I/DD waiver while in foster care are eligible to continue to receive these services when a guardianship is granted by the court.

C. The Child Welfare Case Management Provider may request the family participate in PS-MAPP, if it is deemed that such participation would be valuable to the family. Custodians/Guardians need to be aware that such a plan means full commitment to the child and should not be agreed to without full consideration of the ramifications of such a placement to the entire family consultation.

D. The Child Welfare Case Management provider shall supply the court with all the necessary information and court reports recommending and supporting the applicants request for guardianship or custodianship.

5411 Permanent Custodianship under the Children in Need of Care

Permanent Custodianship provides the custodian and the child with the assurance the placement will not be disrupted, enables the custodian to exercise all the rights and responsibilities of a parent. All custodians are expected to provide for the child's education, support, medical care and maintenance. Changes in both state and federal statues recognize guardianship as a means of achieving permanency for a child when re-integration with the birth family or adoption is not possible.

The Kansas Code for the Care of Children (K.S.A. 38, Article 22) authorizes the juvenile court to appoint a permanent custodian. This is a judicially created relationship between the child and the caretaker, and is self-sustaining without on-going oversight or intervention. The permanent guardian stands in loco parentis and exercises all the rights and responsibilities of a parent.

If after finding the parent unfit, the court subsequently determines a compelling reason exists why it is not in the best interest of the child to terminate parental rights, the court may award permanent custodianship to an individual. For certain children with parental rights terminated the Case Management Provider may request that custodianship be awarded to a specific individual when adoption does not appear to be an option for the child.

A. Advantages of Permanent Custodianship:

1. When adoption is not the plan, custodianship provides the caretaker and the child greater assurance that the placement will not be disrupted.
2. The custodian stands in loco parentis and exercises all the rights and responsibilities of a parent without state oversight or intervention.
3. It is not necessary for parental rights to be terminated in order to achieve permanent custodianship.
4. If parental rights are not terminated, parents may remain financially responsible for the support of the child.

The child may be eligible for some post-secondary education and training benefits funded through the Education and Training Voucher Program and the Permanent Custodianship Subsidy.

B. Disadvantages of Permanent Custodianship:

1. Foster care payments and other services are lost.
2. It denies the child the rights of an adopted child.
3. If placement dissolves, a child in need of care hearing is required.
4. If the family moves to another state, the KS medical card will end. The family would need to apply on their own in the new state and meet that new state’s eligibility to receive the medical card.
5. Permanent Custodianship subsidy is generally less than Adoption subsidy.

5412 Probate Guardianship

K.S.A. 59-3050 et seq. authorizes the probate court to appoint a guardian for a child. Any person may file to become a guardian of a minor child in probate court. The guardian may use the child's own resources to meet the needs of the child, including, but not limited to insurance benefits, social security, annuities, and inheritances.

Under probate guardianship the guardian is required to file an annual report to the court concerning the condition and estate of the child. The court may request other information or reports. The guardianship may be terminated upon order of the court when there is no further need for the guardianship. The court may not appoint a guardian or continue the guardianship over the objection of either parent.

A. Advantages of Probate Guardianship

1. Birth parents are not found unfit and continue to have rights and responsibilities related to their child.
2. Family relationships are not legally affected.
3. It is a good alternative for birth parents that cannot care for their child for a period of time, but may be able to do so at a later date.
4. It provides for the return of child to the birth parents through probate proceedings.
5. There is continued court oversight and guardian responsibility for annual reports to the court regarding the child and the child's estate.
B. Disadvantages of Probate Guardianship

1. The child is left vulnerable to custody challenges and changes.
2. Foster care payment, the possibility of Permanent Custodianship Subsidy, and supportive services are lost.
3. It may be viewed as a lack of commitment to permanence.
4. There is continued court and/or state oversight.

5800 FACTS Child Welfare Case Management Provider Procedures

Complete screen navigation requirements for adding Child Welfare Case Management Provider information are located in the Plan Management section of the FACTS User Manual Volume II, Section 400. Codes for applicable screens in FACTS are located in the USER Manual Volume I, Section 800. The PROM screen is the only screen providers add or update. If the case plan involves a referral to a Child Welfare Case Management Provider, then information regarding that referral service action on INIT, PLAN, and RESP (as applicable to plan type) must be complete and added on the same day of referral to the provider. Otherwise, information shall be entered on INIT, PLAN and RESP (as applicable to plan type) within 5 business days from the date of occurrence, action, or agency decision regarding a child or family. Case information that is required in FACTS and which is received from outside agencies shall be entered within 5 business days of receipt of the information.

5810 Establishing Family Preservation Services for In Home as a Case Action Type

A case is coded in FACTS as a family preservation service case if DCF makes a referral to the family preservation case management. A case action service type in FACTS reflects the service action decision located in Section IV of the PPS 2030F, or other documentation of service action decisions subsequent to the initial plan for the family.

5811 Entering A Family Preservation In Home Referral into FACTS

A. All Family Preservation Service Cases

1. To reflect a family preservation referral in FACTS, the following combination of codes are entered. Enter on INIT if this a new plan, on PLAN, if the plan already exists. Enter a FP plan type for each member of household with goal type of maintaining the child in the family (MFM). On RESP, enter a service action of PR03N and source of the service as the Family Preservation Contractor (FPC) for each case member. Enter the Service Status as initiated (IN) and indicate the effective referral date from the PPS 5000. If the family preservation referral is
due to or involves a juvenile offender case as per the PPS 5000 form, enter on the RESP screen for the head of the household the service action code of JO01N with the service source code of PSW. The start date is the date of the family preservation referral. If an adult is already on an open SS plan, a FP plan shall not be opened. Information will be entered on the open SS plan.

2. When the Family Preservation Case Management has concluded their intensive/active period and are not in custody, end the service action with FPS provider conclusion date per PPS 5000A form and with "CM" status closure code. Close all other responsibilities on plan. Plan should remain open until the conclusion of the 12 month case responsibility per PPS 5000A form. If the intensive/active period is reinstated within the 12 months of the FPS referral start date per PPS 5000A form, reopen the original PR03N service action code. The start date will not change. If in custody, leave open responsibilities and plan until Family Preservation Case Management has concluded their 12 months case responsibility.

3. If the case involves a noncompletion, the end date is when the service ended for the family per the Noncompletion of Case Plan form. Use "CM" status closure code. Close all other responsibilities and then close the plan.

4. (a) If a new Family Preservation referral has been made and the case involves a change in casehead and all children are moving to a new case, end date the PR03N responsibility under the first casehead and each child, and establish a new plan and PR03N responsibility for each individual on the new case.

(b) If a new Family Preservation referral has been made and the case involves a change in casehead and all children are not moving to a new case, end date the PR03N responsibility of the children moving to the new casehead, and establish a new plan and PR03N responsibility for each child who moved to the new case.

B. Family Preservation Service Cases Involving Child Custody

If the FPS provider is providing services to a family with a child in DCF custody, a DCF custody only plan (SC) is established for the child. This DCF custody plan is established in addition to the above steps of recording the service action for the head of household.

C. Family Preservation Service Cases Involving a Pregnant Woman using Substances
If a family preservation referral is made to provide services to a pregnant woman using substances as per PPS 5000 form, a family plan (FP) is established for the pregnant woman. Enter the service action code of HP01N and service source code of ADS on the RESP screen. The start date is same as the date referred to family preservation. On RESP, enter a service action of PR03N and source of the service as the Family Preservation Contractor (FPC) to show the referral to family preservation. If there are other children in the family being served by the FPS provider refer to PPM section 5811A for steps on entering a family preservation referral for each child.

5812 Case Plan Activity

Services and Tasks

Enter all possible service actions located on the PPS 3050 or PPS 3051 and tasks from case planning documents that are planned, recommended, or initiated. Enter any additional services to the family that may be provided outside the FPS contract as indicated in case file documentation. Update these services as needed through the life of the case plan.

5813 Entering Pregnancy Result/Outcome

On family preservation referrals for pregnant woman using substances, a service action code of PG01N shall be entered on the RESP screen of the FP plan when pregnancy results are received per PPS 5000A form. Four service source codes shall be used with the PG01N service action code. If the results for the baby or the mother are negative for drugs, enter the service source code of NEG. If the results for the baby are positive for drugs, enter the service source code of POS. For a live birth where the mother tests positive and the baby was not tested, enter the service source code of BNT. If the pregnancy ends with a miscarriage or still birth, enter the service source code of DBA.

5820 Establishing an Out of Home Case Action Type

A foster care case action type is opened for each child referred for out of home services and remains open until custody is discharged or child has been placed at home for 6 months, whichever comes first.

5821 Entering A Foster Care Referral into FACTS
All children who have been in state custody at least 30 days regardless of goal type, must have the "Child Ever Adopted" field and "Prior Adoption Finalized Date" field completed on the ADOP screen. This is an AFCARS requirement (See PPM section 5881 for additional information).

5822 Entering Adult Case Information

On PLAN, enter an FP plan type for the Head of Household and any additional adult with goal type of reintegration (RUC). If the adult is already on an open SS plan type, a FP plan shall not be opened. Information will be entered on the open SS plan.

5824 Out of Home Placement with the Reintegration/Foster Care Provider

To reflect a Reintegration/Foster Care referral for a child in FACTS, the following combination of codes is entered. Establish on INIT or update PLAN with a child custody (CC) plan for each child referred to the provider and enter reason(s) for removal located on the PPS 5110. Enter the appropriate case plan goal. On RESP, enter a service request for CM; service action of PR09N; and source of the service as the Foster Group Contractor (FGC) for each child referred. Enter the Service Status as initiated (IN) and indicate the effective referral date from the PPS 5110.

When the Child Welfare Case Management Provider closes their active service delivery, end the service action with provider closure dates and "CM" status closure code.

If DCF requested the petition to remove the child as per the PPS 5110, enter the service action code of DO01N with service source code of PSW on the RESP screen. The responsibility start date is the date the child was referred. If DCF did not request the petition as per the PPS 5110, enter the service action code of CO01N with the service source code of CRT on the RESP screen. The responsibility start date is the date the child was referred.

If the foster care referral is due to or involves a juvenile offender case as per the PPS 5110 form, enter on the RESP screen the service action code of JO01N with the service source code of PSW. The start date is the date of the foster care referral.
Enter on the CASE screen, the father and mother listed on the PPS 5110 form even if they are not part of the household. If the father of the child is not known or there are punitive fathers, do not add until the father is determined.

Siblings listed in section III of the PPS 5110 who are not already on the CASE screen need to be added to FACTS. If race is not known, enter UK.

5826 Entering Provider Changes On Child Information

If a contract award results in a change in Child Welfare Case Management Provider, only the provider name in the specific description field is updated. A new responsibility is not required to reflect the change in provider name for contract changes.

5831 Adding Placement Information

Enter all planned and initiated placements for a child in DCF custody on RESP. FACTS will only allow one initiated placement responsibility at a time. Placement information is located on the Acknowledgment/Change of Placement form from the provider. Service action codes and sources entered into FACTS shall match documentation from the provider. The options for services requested in FACTS for children in agency custody are involuntary placement, emergency shelter for member, or voluntary placement if the youth is a runaway. Episodes of runaway are recorded in FACTS with the service action code of FO09N and with the service source code of SLF. Episodes of Drug and Alcohol Inpatient Treatment are recorded in FACTS as a placement with the service action code of FO02N and with the service source code of DAT. If documentation received from the provider is believed to be in error, seek resolution with the assigned worker or regional contract specialist. For each move, MACL shall be updated with child’s current placement address, current school district code, and any other applicable information.

5832 Updating Placement Effective Dates

A. Moves

When a placement type ends, the status and effective date are updated. Change the status code to the applicable closure code. If a placement ends due to a move, enter "AD" as the status code. If the placement ends due to release of custody, enter "CM" as the status closure code. If the user enters "CM" as a status closure code, FACTS will require the user to enter a reason for discharge from DCF custody. The placement responsibility that the discharge reason code is entered on, SHALL be the last responsibility on the RESP screen that has data entry.
B. Changes in Provider Types

When information is received from a provider regarding a placement provider source change (e.g. family foster home to diversion foster home), no updates are made to the placement service action code (FO...) responsibility, however, update the service source code as necessary. The information also needs to be reviewed with regard to impact on IV-E Payment Eligibility. Update payment eligibility information as necessary.

5833 Services That Are Not Considered Placements

Respite care is considered a service to the placement provider, not a change in placement. If respite care is provided for a child, enter that service (PR06N) as a separate responsibility with applicable effective dates and appropriate source of that respite, such as emergency shelter (EMS), family foster home (FFH), etc. Admissions to hospitals that require inpatient acute care for medical attention or psychiatric evaluation are not considered a placement or move i.e. infant placed in DCF custody while in the hospital. Enter subsequent inpatient psychiatric evaluation settings as (MD03N/P). Enter medical hospital stays as in patient treatment (MD03N/P). Drug and Alcohol Outpatient Treatment is considered a service to the placement provider, not a change in placement. If drug and alcohol outpatient treatment is provided for a child, enter that service (OT04N) as a separate responsibility with applicable effective dates.

Placements in an emergency shelter prior to agency custody is considered a protective action service (PR08N), not a placement (FO...) code.

5834 Entering Out of Home Placement End Information

The Out Of Home (OOH) End Reason and EndDt fields are enterable fields to reflect the date and reason the out of home placement has ended. When a child has been reunified with any parent, or reunified with any person defined in the Child Welfare Contract Management provider contract as a reintegration resource, indicate Reintegration (RUC) as the reason and enter the date of reintegration in the "EndDt" field. If a child is removed from home post reunification, but prior to release of DCF custody, delete the OOH end reason and date and update the PLAN screen.

When DCF has been relieved of custody for reasons of Emancipation (EMA), Guardianship/Custodianship (GUS), or Other (ex: child death) (OTH), indicate the appropriate code and enter the date of discharge in the "EndDt" field. When a child's adoption is finalized, enter (ADP) and the date of finalization.

When custody is discharged due to transfer to another agency (ex: KDOC-JS) use Transfer to Another Agency (TAA) as the reason and enter the date of discharge in the "EndDt" field.

5835 FACTS Information Regarding Placement at Home
When a child returns to a placement at home, enter FO06N service action code with start date of the date placed at home, the OOH end reason of RUC, and the OOH end date.

5837 Recording Adoption Placements

A. Placement Change Involving a Move to an Adoptive Home

If the child moves to an adoptive home at the time the adoptive placement agreement is signed, enter the placement service action on RESP as trial adoptive home (FO08N). Enter the service requested as IP; source is family foster home or relative as indicated. If the adoptive placement agreement is with an new resource family, use the service source code of ADH. Initiate the service with the effective date of the adoption placement agreement; and link the family foster provider, relative, or new resource family to a provider number. Update the child's placement information and school district on MACL.

B. Adoptive Placement Agreement with Current Provider

If the child's current provider becomes the adoptive placement, do not show a separate responsibility start and end period for this adoptive placement. When the current provider becomes the adoptive placement, update the service action code for that placement to FO08N and do not change the effective date to the date indicated on the adoption placement agreement. In these instances, the provider should already be linked to a provider number and there is no requirement to change or update the provider link at this point in the child's case.

C. Disruptions That Do Not Involve a Change in Placement

If an adoption disrupts prior to finalization or is never finalized with a current placement provider, change the placement service action from FO08N (pre adoptive placement) to a relative or family foster home service action and update effective dates to reflect the dates this status changed. Assure that the provider number is linked to a relative or family foster home, not adoptive home. End any adoption subsidy service actions and amounts of subsidy on ADOP. Enter an "S" in the Adoption Monthly Subsidy Ind field to identify the subsidy has stopped. The end date of subsidy on ADOP in this circumstance is the date of disruption.

D. Disruptions That Involve A Change In Placement

If the child moves in association with the adoption disruption, end the current placement service action with the date of disruption and start a new placement as indicated in case documents. Update the necessary fields, such as adoption agreement date, monthly subsidy amount, etc., on the ADOP screen with any new information.
5838 Entering Information Regarding Finalization

A. Placement Information

When the adoption decree is received, update only these data fields: change service source to adoptive home (ADH), and link the provider to an ADH provider number.

B. Adoption Information

On ADOP, enter the file stamp date on the Journal Entry (Adoption Decree) as the adoption finalization date and enter any adoption reimbursement amounts for non-recurring expenses.

C. Adoptive Family Structure Code

For AFCARS reporting, the family structure code of the adoptive placement must be entered. For public adoptions, link the ADH provider with the adoptive placement responsibility (FO08N) to secure family structure code. For private adoptions, link the ADH with the AO05N responsibility.

D. Entering Custody Discharge Information

End the adoptive placement with a responsibility status closure code of "CM", reason of "AP" and effective date of the date DCF is released from custody. For the release of custody date, use the file stamp date on the Journal Entry (Adoption Decree). Close any remaining open case plan service actions and court activity with the date the child was discharged from custody (file stamp date on the Journal Entry (Adoption Decree). The placement responsibility that the "AP" discharge reason code is entered on, SHALL be the last responsibility on the RESP screen that has data entry. Change the child's placement type to "R" for residence on MACL, and close out plans. Close the child's case or remove the child from the open case, if there are other siblings being served on that current case number. If the child is removed from the case number, the reason left code on MACL is adoption "ADP" with the date that child was discharged from custody.

5840 Service Actions as Outcome Indicators

A. For children adjudicated as a juvenile offender:

To indicate a child has been adjudicated as a juvenile offender as reported on forms PPS 3052, PPS 5110 or PPS 7000, initiate (IN) the service action code of AD01N with the service source code of CRT and service request code of CM on the RESP screen. The start date is date child was adjudicated as a juvenile offender and the end date is when child is no longer a juvenile offender or when plan ends, whichever comes first. This is a NYTD requirement.

B. For children with siblings in out of home placement
All siblings listed in Section V of PPS 5120 form shall have their sibling responsibility information on their respective RESP screen checked to determine if updates and/or corrections are needed.

To indicate a child has a sibling in out of home placement and is placed with at least one sibling, initiate (IN) the service action code SI01N with service source code FAM and service request code CM on the RESP screen per notification of change of placement. In the description, type the name of the sibling with whom the child is placed. The start date is the date placement with the sibling started. The end date is the date placement ended with the sibling or the date out of home placement ends, whichever comes first. Use status closure code "CM".

To indicate a child has a sibling in out of home placement and is not placed with at least one sibling, initiate (IN) the service action code SI02N with service source code FAM and service request code CM on the RESP screen per notification of change of placement. The start date is the date placement with the sibling ended. The end date is the date the out of home placement ended or the date a placement with a sibling starts, whichever comes first. Use status closure code "CM".

C. For children of school age and in out of home placement

To indicate that a child is attending the same school as prior to removal, initiate (IN) the service action code SC01N with service source code SCL and service request code CM on the RESP screen per notification of change of placement. If child age 6 or over (or in 1st thru 12th grade) and there is no SC01N, it is assumed the child is not attending the same school as prior to removal. Start date is the date the child's same school attendance begins. The end date is the date out of home placement ends or the date the child is no longer meeting the same school criteria, whichever comes first. Use status closure code "CM".

D. For youth receiving Independent Living Services:

To indicate a youth is receiving independent living services as indicated on forms PPS 3057 or PPS 7000, initiate (IN) all independent living service action code(s) (IL01N through IL15N) with the service source code of INL and service request code of 'IL' on the RESP screen. The start date is the date of the case plan and the end date is date when youth is no longer receiving independent living service or when plan ends, whichever comes first. The independent living codes can be used on the following plan types: FP, SC, CC, RC, EC, and SS. These codes shall only be used for youth age 14 and older. This is a NYTD requirement.

E. Change in status of Sibling(s) remaining in home:
If a sibling who was not previously part of the household and not on the CASE screen in FACTS has been added as per section VII of PPS 5120, enter this sibling on the CASE screen. If race is unknown, enter UK. If a sibling who is listed on the CASE screen as being part of the household has been removed as per PPS 5120, remove them from the case by entering an "X" on ROLE type on the CASE screen. On MACL, enter the Reason Left as "LAF".

5851 Entering Placement Descriptions

Each responsibility has a field for a short description of the provider. For facility locations, enter the facility name as it appears on the DCF residential rate sheet. Non facility placements are entered in the following text manner:

   <Last Name, First Female/Male>

Enter as many characters that will fit in the field space.

5852 Linking Provider Information

Types of Providers

Each family foster home, relative and adoptive provider shall be linked to a specific provider identification number. Linking providers to a unique ID numbers is an AFCARS requirement. For each of these three placement types, flow to the provider listing (PRLS), select desired provider, and return to RESP to update and process the placement service action with the provider ID linked to the placement type. If a provider is not listed in PRLS, they need to be added. Information on how to add providers to FACTS is found in the FACTS User Manual volume II, Section 600 Provider Maintenance.

Provider Maintenance

For each of the three provider types above, a PROM screen shall be entered and updated by the Child Welfare Contract Management Provider as needed. Race, ethnicity, gender, date of birth, and family structure codes are AFCARS requirements and mandatory fields for completion.

5861 Entering Review Dates

See PPM 3812 for information on entering review dates

5862 Entering Case Plan Participation

Persons in Attendance
Add or update COLL with names of all case plan participants associated to this case. Collaterals established as case plan participants on this case will populate onto SESS. To search for a collateral already known to the system, utilize COLS.

Completed Conferences

All case plan conferences shall be entered on SESS. To view a list of all case plan conferences for a family, utilize the SELS screen. The SESS screen is completed on the case, not each child. If multiple children are on a case, only one SESS screen needs to be completed.

5863 Permanency Goals

Case plan goal information in FACTS shall match case planning documentation. Enter an initial permanency goal, and update this goal as required through the life of a case as indicated on the PPS 3050 and PPS 3051. Applicable permanency goals include maintain with family (MFM), reintegration (RUC), adoption (ADP), custodianship/guardianship with a non-relative (GUS), custodianship/guardianship with a relative (GRL), and Another Planned Permanency Living Arrangement-APPLA (EMA).

5864 Case Plan Tasks

Enter all service actions located on the PPS 3050, PPS 3051 and tasks from other case planning documents that are planned, recommended, or initiated. Enter any additional services to the adults of children that may be provided outside the foster care contract as indicated in case file documentation. Update these services as needed through the life of the case plan.

5871 Adding Court Hearings

The CORT screen shall be completed for each child with a child custody (CC) plan, DCF custody only (SC) plan and Emancipation Custody plan (EC). Add court information and update each type of court hearing involving the child. The next hearing date field shall only contain actual hearing dates. In the reason field for each hearing, indicate whether the proceeding was contested/adversarial (AV), or stipulated/relinquished (RL). If parental rights are terminated, MACL and ADOP shall be updated.

5872 Entering Court Activity for Parental Right Termination hearings

When parental rights are terminated (PRT) by the court, enter the actual date of the PRT hearing or the date of judge's decision on the child's MACL screen. If a parent voluntarily relinquishes their parental rights, enter the date DCF accepted the
relinquishment on the child's MACL screen. If a child's parent is deceased, enter the date of death in the respective parent's date of death field on child's MACL screen. When both parental rights have been terminated, add a new adjudication code of CP (CINC-PRT) and the adjudication date as the date that the last parent was PRT/REL on CORT. The CORT screen must be successfully added prior to accessing adoption information for the child on ADOP in FACTS.

5873 Entering Change of Venue

If there is change of venue for a case, end custody on the first court case number and add a new CORT screen with new court case number and all previous court hearing type information. In order to close a case, all court hearing information must have end dates.

5880 Entering Other Services

If a child receives a Kan Be Healthy screening, enter a service action code of MD01N and indicate Kan Be Healthy in the description field. If the child is appointed an education advocate, enter a service action code of ED08N. For youth who have graduated from high school or completed their GED, enter the service action code of ED04N and date of GED completion or date of graduation. A complete list of codes to match services that a child or youth may receive is located in the User Manual and should be reviewed to determine if case planning or case management activities need to be entered into FACTS.

If a child is placed on the Adoption Exchange and documented on the PPS 5310, enter the service action code of AO06N along with the service source code of ADC on the RESP screen. The start date of the AO06N service action code will be the date listed in the “Today’s Date” field on the PPS 5310. The end date of the AO06N service action code will be the date listed on the PPS 5315 if case is closed, or the date the child is discharged from DCF custody, whichever comes first.

5881 Adoption Circumstance Information

A. Enter the date of the placement from the adoption placement agreement on the "adoption agreement date" field on ADOP.

For AFCARS element 16, the "Child Ever Adopted" field and "Prior Adoption Finalized Date" field must be completed on all children who have been in state custody at least 30 days regardless of goal type. On the "Child Ever Adopted" field on ADOP, enter a value of "Y" (Yes), "N" (No) or "U" (Unable to Determine) within 30 days of custody start date. If there have been any previous finalized adoptions for the child, enter "Y" in the "Child Ever Adopted" field and the finalization date of the previous adoption in the "Prior Adoption Finalized Date" field. If there has not been a previous finalized adoption, enter...
"N" and leave the "Prior Adoption Finalized Date" field blank. Enter "U" in the "Child Ever Adopted" field only if the child has been abandoned or the child's parents are otherwise not available to provide the information. All children in the custody of DCF at the time the adoption is finalized shall be coded as placed by a public agency (PUA). Indicate from where the adoption was received. Most adoptions of children in DCF custody will be received from within the state (WIS); however, if a child in DCF custody was ever previously adopted from another country or another state, use the code for another country (ANC) or for another state (ANS) regardless of most recent custody locale. If a child has been adopted before, enter the prior finalization date on ADOP. The relationship of the adoptive parent to the child - step parent "S", relative "R", foster parent "F", foster parent and relative "B", step parent and relative "C", or other "O" shall be recorded. If the relationship of the adoptive parent to the child is both foster parent and relative, enter the code "B". If the relationship of the adoptive parent to the child is both step parent and relative, enter the code "C".

B. Birth Parent Information

Verify accuracy of the parental rights termination dates that migrate from MACL. Father and mother's year of birth and mother's marital status at the time of the child's birth are AFCARS requirements and must be completed. If one or both parents are unknown, leave the appropriate year of birth field blank.

C. Financial Information

Indicate "Y" or "N" in the adoption subsidy indicator regarding whether or not the adoptive parent receives a cash subsidy. Indicate "Y" or "N" whether that cash subsidy is funded through Title IV-E. Do not enter adoption reimbursement amounts until information regarding the adoption is finalized.

D. Special Needs

If a child is identified to have special needs related to the adoption, enter all applicable codes for these special needs onto ADOP with the primary special need listed first. Information regarding these special needs, including the primary special need, can be
located on the PPS 6115 Eligibility for Adoption Subsidy form. When special needs related to adoption involve a diagnosed disability, these disabilities shall be entered onto the child's MAC2 screen. Specifically, the special needs from ADOP that require a disability be entered on MAC2 are: Emotional disability (EMD); Medical Condition (MEC); Mental disability (MED); or Physical Disability (PHD). For the special need of Guarded Prognosis, use the special needs code of GRD. For the special need of Developmental Disability use the special needs code of MEC.

E. Entering Information on Private Adoptions

If a child is released from DCF custody by the judge to facilitate a private adoption, on the RESP screen end the placement with a responsibility status closure code of "CM", reason of "AP" and the date of discharge from DCF custody. The placement responsibility that the discharge reason code is entered on, SHALL be the last responsibility on the RESP screen that has data entry. On the ADOP screen, the finalization date will be the same as the date of discharge. If there has not been an adoptive placement agreement the date will be the same as the date of discharge. For adoption placed by, enter PRA for private agency to assure no public adoption is recorded for AFCARS.

F. Private Adoption Plans

States are required to report private adoptions in AFCARS for each child not in state custody who receive adoption assistance from the state. This plan type affects AFCARS requirements. Enter a private adoption plan type (PA) for children not in state custody and for whom the agency is providing adoption assistance in the form of either non-recurring expenses or ongoing subsidy. Open the case with adoptive parents and child(ren) with an event and presenting situation code as NCN. Establish relationships on RELS and open an initial (INIT) PA plan type on each child receiving subsidy. The relationship of adoptive parent (AM) and adopted child (AC) shall be recorded. Do not enter a review date. The Plan Start date is the date on the adoption assistance agreement. Initiate a AO05(N/P) service action code per PPM 6320, depending on type of subsidy. On RESP, link a provider type of ADH to the AO05(N/P) service action code. If a court case number is available, it may be entered. If not, ADOP can be accessed by selecting (S) the court case on the screen, and flowing directly to ADOP. On ADOP, enter adoption information.
G. Adoptions from Other States

When Kansas is the receiving state in an adoption from another state and DCF's sole responsibility as an agency is to issue a medical card, no FACTS is established.

5891 Basic Eligibility

The start date of a child's basic eligibility for Title IV-E is located on the MACL screen. This information migrates from KAECSES and is not entered into FACTS by users.

5892 Payment Eligibility

Payment eligibility is an AFCARS requirement. An eligibility segment, known as an EP segment in FACTS, shall be entered into FACTS for every child in an out of home placement.

A. Plan Types and Eligibility Determination

Children in an out of home placement are on either an SC, CC or EC plan.

When a GA Eligible youth moves from a CC plan type to an EC case plan type, continue the GA01N EP segments on the EC plan. A IV-E basic eligible youth age 18 and older (AF01N and AG01N) will continue on a CC plan type until age 19. Upon the youth’s 19th birthday, they will be moved to an EC case plan.

B. Adding, Ending, and Changing EP Segments

Eligibility (EP Segments) shall be entered or updated within 5 working days of the youth in the custody of the Secretary entering out of home placement or having a change in placement which affects eligibility.
1. Adding an EP Segment - Each change in payment eligibility shall have a separate service request responsibility entered onto the RESP screen. Effective dates for payment eligibility shall not overlap. (There is one exception: when client is GA eligible and has SSI there are two EP segments opened at the same time. See section C.2.b) Enter the date the new payment eligibility took effect. The end date is the day before the next eligibility segment start date.

Entry of the Eligibility for Payment segment (EP) on RESP:

Enter the EP segment as indicated below:

ServReg = EP

AchDate = 6 month from EffDate

Service Action = 5 digit code to identify payment eligibility (See further discussion in Section B.)

Service Source = 3 digit code to identify primary reason for client’s payment eligibility (See further discussion in Section B)

SpecDesc = Description reason for service source

RespStatus = IN

EffDate = Date new payment eligibility took affect
2. Ending an EP Segment - Eligibility segments (EP Segments) for foster care shall end when the child returns to a parent, whether or not if custody continues. If the child returns to the specified relative removal home, the EP Segment shall end.

To End an EP Segment:

EffDate = Enter day before next action occurred.

RespStatus = CM

3. Changing an EP Segment - If dates for a specific payment eligibility responsibility are entered in error, delete the responsibility and enter the correct information on a new responsibility.

C. Types of Eligibility

1. Pending Eligibility

Cases where eligibility is to be determined enter:

Service Action code: GA01N

Service Source code: PEN
2. GA Basic Eligible
   a. GA Basic Only - If a child does not meet all basic IV-E eligibility requirements enter:

      Service Action code: GA01N

      Service Source code options: There are nine (9) code options to be used with GA01N to indicate the reason the case is GA. They shall be used in the following order of priority:

      1. CTW: No judicial finding of contrary to the welfare in the initial JE
      2. CTP: Contrary to the welfare finding on the wrong removal home
      3. CTR: Contrary to the welfare finding was made, but the child remained in the home
      4. CTH: Child home over 6 months and no contrary to the welfare finding when returned to foster care
      5. NRI The initial custody and removal order lacks reasonable efforts language and the child is not eligible due to excess income or resources
      6. NRD: The initial custody and removal order lacks reasonable efforts language and the child is not eligible due to no initial deprivation
      7. EIR: Not eligible due to excess income or resources in the removal home
      8. NDP: State only due to no initial deprivation, or no removal, or has not lived with a specified relative in the previous 6 months
      9. GAB: Other reasons why the youth is GA only.

   b. GA Basic with SSI

      GA basic eligible children who are in the custody of the Secretary and receive SSI benefits require 2 EP segments entered on the RESP Screen. The first EP segment indicates the reason the youth is GA basic eligible (GA01N and one of the above service source codes (1-9). The second EP segment shall be coded GA01N SSI indicating the youth receives SSI benefits, regardless of the payee.
3. **AF Basic Eligible**

   a. **AF Basic and IV-E Payment Eligible:**

      The child meets IV-E basic eligibility and all IV-E payment eligibility requirements, enter:

      Service Action code: AF01N

      Service Source code: AFP

   b. **AF Basic Eligible, but not IV-E Payment Eligible:**

      The child meets AF basic eligibility, but is not IV-E payment eligible, enter:

      Service Action code: AG01N

      Service Source code: There are eleven (11) Service Source codes that can be used with AG01N and they shall be used in the following order of priority indicating the reason the child is payment ineligible:

      1. SSI: Eligible for SSI, regardless of who is payee
      2. NIR: Journal Entry lacks Reasonable Efforts judicial language in the Initial Custody and Removal Order
      3. NOR: No continuing reasonable efforts judicial language as required every 12 months
      4. NOS: Judge found the State did not make reasonable efforts
5. ULR: Placement with an unlicensed relative

6. UNP: Placement in an unlicensed non-related person

7. TMP: Placement in a temporary license

8. IPL: Placement not IV-E Eligible such a Juvenile Detention, Juvenile Correctional Facility (JCF), Psychiatric Residential Treatment Facility (PRTF) or public ran group home over 25 beds.

9. AWL: AWOL from placement

10. AGE: The youth, 18 or older, is on a CC or EC case plan and is no longer eligible for IV-E funds

11. AGI: The youth, 18 or older, is on a CC or EC case plan and is no longer eligible for IV-E funds, but receives SSI.

**5900 Eligibility and Payment Procedures for Out of Home Program and Services**

This section explains the criteria for and the process of determining Medicaid and foster care benefits under Title IV-E of the Social Security act for children who have entered either the Secretary’s or the custody of the Commissioner's for out of home care.

For children, determined eligible for Title IV-E funding, the state may claim reimbursement for a portion of the child’s maintenance costs while in out of home placement. Title IV-E funds also helps to support staff trainings and administrative costs. For children not determined eligible for Title IV-E funding, the cost of care is supported with State General Funds without federal reimbursement.

Children who are in the custody of the state and in an eligible placement are categorically eligible for Medicaid.

**5901 DCF Children and Family Services Responsibilities**

Eligibility and payment responsibilities include:

A. Initial determination of eligibility for either GA Foster Care or Title VI-E Foster Care
B. Redetermination of Title IV-E Foster Care eligibility
C. Initial and ongoing Medicaid eligibility determinations while in out of home care
D. Applying to be payee of a child’s benefits; i.e. SSI, SSA, VA, Railroad, etc.
E. Maintenance of the WARDS accounts
F. Maintain documentation for all eligibility and payment activities
G. Closing Foster Care and Medicaid Cases in KAECSES when the child leaves out of home care
H. Closing EP segment in FACTS when the child leaves out of home care
I. Desk reviews at closure

5902 Eligibility Determinations

A determination of foster care eligibility funding source and Medicaid eligibility shall be completed as part of the referral process. A medical card shall be issued. The following is the documentation needed to complete eligibility determinations:

A. Journal Entry awarding DCF custody and ordering removal from the home.
B. Form PPS 5410A (IV-E Eligibility Determination).
C. The Petition or Complaint initiating state custody

5903 Payment to the Child Welfare Case Management Provider of Out of Home Services

Payments to the Child Welfare Case Management Provider of out of home services are made by Office of Financial Management (OFM) on behalf of Prevention and Protection Services Division. New referral information is entered into FACTS by DCF staff which is then downloaded into SCRIPTS. The referral in SCRIPTS initiates payments.

Child Welfare Case Management Provider of out of home services are paid monthly. All services provided, including services provided by Child Welfare Case Management Provider subcontractors, are submitted as encounter data monthly.

A. Ongoing Payments

Child Welfare Case Management Providers reconcile their system against a report they run in eScripts of children in placement on the last day of the previous month. Any corrections needed to eScripts are made by the Provider who can contact eScripts Help Desk for assistance. Child Welfare Case Management Providers send a confirmation e-mail to DCF/OFM by 6 p.m. on the 2nd business day of the month to assure payment-eligible clients in e Scripts match their system. After payments are calculated and payment files sent to SMART, a report identifying children for whom a monthly payment was made is e-mailed to the Child Welfare Case Management Provider.
Except new referral information, which is entered by DCF staff into FACTS, Child Welfare Case Management Providers data enter additional information into eScripts. Such information can consist of, but is not limited to, corrections in the client's name, date of birth, or Social Security Number; additions of permanency dates and referral end dates. Regional DCF Offices monitor information in eScripts against their own tracking systems and reports generated from SCRIPTS or eScripts for their use.

B. Encounter Data

Encounter data for all services provided during the previous month to each child is due on the 25th of each month; Subcontractor data is included. Should the 25th fall on a weekend or holiday, the encounter data is due on the previous working day.

SCRIPTS reviews encounter data for accuracy and to ensure only contract required placements and services are reported. Documentation of these encounters is noted in the child's case record held by the CWCMP. Encounter data with errors are to be corrected by the next month's submission. Encounter Data not corrected each month appears on a pending error report distributed at the end of each month.

5910 Overview of the Title IV-E Program

Title IV-E payments are an individual entitlement for eligible children placed in state custody and out-of-home care either by the Department for Children and Families (DCF) or by the Kansas Department of Corrections - Juvenile Services (KDOC-JS).

The Title IV-E foster care maintenance program is based on Title IV-A, Part A, of the Social Security Act as the program was in effect in Kansas on July 16, 1996. Children's eligibility for IV-E payments is based upon the AFDC relatedness criteria that was in effect in Kansas on July 16, 1996. IV-E eligibility is not based on the Temporary Assistance for Families Program (TAF) criteria which replaced the AFDC program under Welfare Reform.

A. Reimbursable Activities

Through Title IV-E, the federal government shares in the cost of:

1. Foster Care Maintenance:
   Maintenance costs are the costs associated with maintaining the child in out-of-home care. These costs include the room/board and other supervision costs, including child care, for Kansas Department of Health and Environment
licensed/approved foster parents, child care institutions, shelter care, and group homes.

2. Administrative Services:
   Administrative costs are incurred when working with the child, the child's family, and the care provider. Staff shall complete the REST or RMTS survey when sampled. Staff shall refer to the description of the activity and program codes to ensure the coding accurately reflects the activity/service they provided at the time of sampling.

3. Training:
   IV-E training costs are the costs of training people who work with the child, including resource parents and those who administer the foster care system for the child.

4. Candidates for Care:
   Candidates for Care are children receiving in home services and determined to be at imminent risk of removal from the home. Title IV-E provides reimbursement of some administrative activities for these children. The CPS Specialist shall determine the child is a candidate for care by reviewing the case plan and documenting it on the PPS 3050C. Eligible administrative activities are documented through the REST or RMTS process.

B. IV-E Basic and Payment Eligibility

An eligible child enables the State to collect Title IV-E funds in two ways:

1. IV-E Basic Eligibility:
   The determination of IV-E basic eligibility qualifies the State to obtain IV-E reimbursement for administrative and training costs associated with the child.

2. IV-E Payment Eligibility:
   The determination of IV-E payment eligibility qualifies the State to also obtain IV-E reimbursement for maintenance costs (board and care) associated with the child.

A child must first be determined IV-E basic eligible in order to be determined IV-E payment eligible. Initial basic eligibility is based on information obtained when the child first enters out-of-home care and into custody of the State. If a child is determined not eligible for basic eligibility, the child is ineligible for the duration of the custody episode for both IV-E basic eligibility and payment eligibility. A custody episode begins when the State initiates custody and OOH placement begins, and ends when the State's custody terminates. A new custody episode occurs when a child re-enters foster care following release of custody, following six months at home with continuous custody or following six months on run status with continuous custody. See Section 3251(C) for information on trial home placements.
5911 Documentation for IV-E Determination

Documentation of IV-E eligibility determination decisions shall meet the 'prudent person' standard. The prudent person standard requires a prudent person would concur that the case meets IV-E requirements.

A child shall be made IV-E eligible if the worker has adequate facts which clearly support that a prudent person would determine the child meets IV-E eligibility criteria. If the worker has reasonable doubt about whether the child is eligible, the child shall be made ineligible or pending determination while additional information is pursued. Case forms, court orders and computer screen print-outs which document a child's eligibility shall be included in the foster care eligibility section of the financial section of the child's case file. Documentation of IV-E eligibility may be in another case file (i.e., court file, administrative case review file, etc.) but it must also be in the foster care eligibility section of the child's case file. Information obtained from conversations with persons knowledgeable about the child (i.e., relatives, the case manager, etc.) must be documented on the case log.

A. Initial IV-E Basic Eligibility Criteria

Basic Eligibility Period
A child who meets all of the eligibility criteria in this section, Section 5911, is IV-E basic eligible. Title IV-E basic eligibility is determined each time a child comes into State custody and is removed from the home (episode of care). If a child is determined initially as IV-E basic eligible, the child continues to be IV-E basic eligible, except as indicated in 5914 of this manual. If a child is not eligible for initial basic eligibility, the child cannot be IV-E basic or payment eligible at any time during the custody episode. The basic eligibility effective date is the first day of the month in which all of the eligibility criteria are met. A child who is IV-E basic eligible during any part of the month is basic eligible for the entire month.

B. IV-E Basic Eligibility Judicial Requirements

1. Court Order Custody
   a. In order for a child to be IV-E basic eligible, there shall be a court order establishing the state agency has custody of the child.
   b. For a child to be IV-E basic eligible, the initial court order must include a statement that continuation in the home would be contrary to the welfare of the child or that removal is in the "best interest" of the child, or words to that effect (per 45 CFR 1356.21). See Section 5912 A for initial removal order judicial determination requirements.
   c. On occasion, a child may be adjudicated as a juvenile offender and placed in an out-of-home placement in KDOC custody pursuant to a juvenile offender court order. In this instance, the child may be determined to have IV-E basic eligibility if the initial court order includes a statement that
continuation in the home would be contrary to the welfare of the child or that removal is in the best interest of the child, or words to that effect. Affidavits or nunc pro tunc orders are not accepted for meeting the contrary to welfare or best interest judicial language requirement. This requirement is effective on and after March 27, 2000.

d. Court orders referencing the State law are not accepted for meeting the contrary to welfare or best interest judicial language requirement. This requirement is effective on and after March 27, 2000.

2. Relinquishment of Parental Rights
A child placed in a foster home without court action, due to a parent voluntarily relinquishing parental rights to the State, may only be IV-E basic eligible if the initial court order is received within six months of the relinquishment which must include the contrary to welfare or best interest judicial language.

C. IV-E Basic Eligibility - AFDC Relatedness, General Information
To be IV-E basic eligible, a child must meet the AFDC relatedness criteria during the eligibility month.

1. Eligibility Month
   a. AFDC relatedness, assessment of income, resources, and deprivation factor in the removal home, must be assessed based upon information during the eligibility month.
   b. The eligibility month is the month of the initiation of court proceedings that led to the removal of the child. An example of the initiation of court proceedings is typically a petition or complaint which results in the removal of the child.
   c. The date the child entered out-of-home placement does not necessarily define the eligibility month. The date a child was removed or was placed in out-of-home care may be different than the date of the actual petition or initial custody order. As stated above, it is the month of the initiation of court proceedings that led to the child’s removal, not the date of the removal or placement that defines the eligibility month.
   d. In rare circumstances the petition or complaint may be filed more than six months prior to the state being awarded custody and the subsequent removal of the child. In these situations, the eligibility month is the month of physical removal.

2. Determination of AFDC Relatedness
For a child to meet initial IV-E basic eligibility, the child must meet the AFDC relatedness criteria applicable to the Title IV-E program. These criteria include: age, citizenship, lived with a specified relative/removal, deprivation, and met financial need (income and resources).

The federal IV-E program requirement for AFDC relatedness states that a child meets AFDC relatedness if one of the following two conditions is met:
a. The child lived with a specified relative and would have received AFDC in the eligibility month, or in any of the six months prior to the eligibility month if an AFDC application had been made; or

b. The child was removed from a home, other than a specified relative, but had lived with a specified relative at some point within six months prior to the eligibility month and would have received AFDC in that home had an application been made.

D. IV-E Basic Eligibility - AFDC Relatedness; Age
To be IV-E basic eligible, the child must be either under age 18 or, between age 18 and 19, and in secondary school or training full time, and expected to complete the schooling or training before turning age 19. IV-E basic eligibility always discontinues when the child reaches age 19.
IV-E basic eligibility ends the month of the child's 18th birthday, end of the month of graduation or end of the month in which the child is not in school full time or end of the month of the child's 19th birthday.

E. IV-E Basic Eligibility AFDC Relatedness Citizenship
To be IV-E basic eligible, the child must be either a United States citizen by birth or naturalization, or legally admitted for permanent residence in the United States. The U.S. citizenship of the child follows that of his U.S. citizen parent(s) or is established by being born in this country. Permanent legal resident status can be verified by the alien registration card designated as form I-94. Children who are in the U.S. under a visitor's or tourist's visa or under a student arrangement are not eligible for Title IV-E.

F. IV-E Basic Eligibility - AFDC Relatedness; Specified Relative/Removal
For a child to meet initial IV-E basic eligibility, the child must have lived with a parent or specified relative during the eligibility month, or within any of the six months prior to the eligibility month. The specified relative with whom the child most recently lived during the eligibility month or within six months prior to the eligibility month, is considered the relative from whom the child was removed.

1. The definition of Specified Relative includes any of the following:
   a. Father, mother, brother, sister, uncle, aunt, first cousin, child of a first cousin, nephew, or niece
   b. Relationships to persons listed above of preceding generations denoted by prefixes of grand, great or great-great are within this definition
   c. The parental relationship can be birth, adoptive or step. The sibling and grandparent relationships can also be birth, adoptive, step, or half; and
   d. Spouses of any persons named in the above groups are within the scope of these provisions, even though the marriage is terminated by death or divorce

2. Living with a specified relative is met if a newborn child is placed in the State's care and custody directly from its birthplace in a hospital or following birth to an incarcerated prisoner.
3. Identifying the correct specified relative home where the child lived and was considered removed from is critical for two very important reasons:

a. it identifies the removal home, and

b. it determines the AFDC group members.

4. Determining the Removal Home

To meet initial IV-E basic eligibility a child must be in DCF or KDOC custody and have been removed from the home. The worker must determine the home from which the child is considered removed. There are two types of removal when determining the removal home; physical and constructive removal. The removal home is the Home addressed in the judicial determinations.

a. Physical removal occurs when the agency has physically removed the child from the home of a parent or specified relative. When a child is physically removed from the home of a non-parent specified relative, the judicial determinations of contrary to the welfare and initial reasonable efforts are required to be regarding the circumstances in the home of the non-parent specified relative. If the judicial determinations are not about the circumstances of the home of the non-parent specified relative, the removal home must be considered to be the parent the child most recently, within six months of removal, lived with.

b. Constructive removal is considered "paper removal": the agency has obtained custody of the child, but the agency did not physically remove the child from the home of a specified relative, however the child lived with a different specified relative within six months of the eligibility month (per 45 CFR 1356.21).

The specified relative criteria and removal requirement are inter-related in that the specified relative with whom the child most recently lived (during the eligibility month or within six months prior to the eligibility month) is considered the relative from whom the child was removed; this is considered the removal home.

There are five types of scenarios for meeting the living with specified relative and removal criteria:

i. The child was removed from a specified relative at the time the agency initiated custody (eligibility month) and placed the child in out-of-home care. Removal home is the home of the specified relative from which the agency removed the child.

ii. State removed the child from a non-specified relative but the child did live with a specified relative within six months prior to the agency initiating custody (eligibility month). Removal home is the home of the most recent specified relative where the child resided within the six months prior to the eligibility month.

iii. At the time of initiating custody the State leaves the child in the home of a non-parent specified relative but the child lived with a
different specified relative within six months of the petition or initiating custody (eligibility month).
Removal home is the home of the most recent specified relative, where the child resided within six months prior to the eligibility month.
iv. Child has been living with the same specified relative for over six months prior to the State initiating custody (petition). The state obtains custody of the child and leaves the child in the home of that specified relative but the agency removes the child at a later date within six months after the petition or initiating custody (eligibility month).
Removal home is the specified relative home with whom the child lived prior to, during and after the eligibility month at the time agency physically removed the child (within six months after the eligibility month).
If the agency did not remove the child within six months after the eligibility month (state receives custody at the time of the petition) the child could not be IV-E basic eligible until the child re-entered State placement and custody and a new initial IV-E eligibility determination was conducted.
v. State removed the child from a non-parent specified relative and the judicial determinations of contrary to the welfare and reasonable efforts are regarding the circumstances of the non-parent specified relative OR about the parent with whom the child most recently (within six months), lived.
Removal home is the Home addressed in the judicial determinations. If a finalized adoption disrupts and the child returns to out-of-home placement and agency custody, the adoptive family is the removal home and the adoptive family's income and resources shall be considered.

5. Determining the AFDC Group
The AFDC group is the grouping of persons from the removal home whose income and resources must be considered in determining if the child meets the financial need: income and resources criteria for AFDC relatedness.

If the child was removed from the parent's home, the AFDC group would include any of the following individuals residing in the home at the time of removal:
a. Birth or Adoptive parents,
b. Child in custody, and
c. Any minor siblings (birth, adoptive or half) of the child in custody.

If the child was legally removed from the home of a specified relative other than the parent(s), the AFDC group would include any of the following individuals residing in the home at the time of removal:
a. Child in custody, and
b. Any minor siblings (birth, adoptive or half) of the child in custody, who were living in removal home at the time of the child's removal.
Any household members receiving SSI benefits are not counted as a member of the AFDC group, unless the household member is the child in custody. In addition, the SSI benefits and any other income or resources of the SSI recipient are not counted in determining financial need. (Financial need is covered in section 5911.) If the child in custody is in receipt of SSI, count the child in the AFDC group size but the child's income and resources are not counted in determining financial need.

If the child, whose eligibility is being determined, is receiving adoption assistance, do not count the child's income and resources when determining financial need; however, count the child as a member in the AFDC group size.

Any adoptive sibling to the child being removed receiving adoption assistance; do not count the sibling's income and resources and do not count the sibling as a member of the AFDC group size.

G. IV-E Basic Eligibility - AFDC Relatedness, Deprivation

Deprivation means that the child is deprived of the support of one or both parents (married or unmarried, if paternity is established). This information may be verified by statements from family members, CPS Specialist, or KDOC case manager's observation and documented in the case log, or from information obtained from available systems. Deprivation exists for the entire month in which it occurs. For a child to be IV-E basic eligible, the child must be deprived of the support of either one, or both parents in the removal home due to one of the following circumstances:

1. Death
2. Separation:
   One of the parents is not living in the same house.
3. Divorce:
   One of the parents is not living in the same house.
4. Absent Parent:
   One of the parents is continually absence from the home where the child resides. A deployed parent serving in U.S. Armed Forces is considered a part of the household for consideration of deprivation as required by Title IV-E Foster Care Maintenance requirements. The deployed parent is included in the AFDC group size. Any income received by the residential parent from the deployed parent is considered earned income to the household.
5. Institutionalized/Incarcerated:
   One of the parents is in an institution or incarcerated.
6. Incapacitated or Disabled:
   The parent must be determined to be disabled or incapacitated for at least 30 days by means of competent medical testimony. If the parent(s) is receiving SSI or SSA (Social Security) payments because of disability or blindness, the incapacitation requirement is met and verification of the SSI or SSA payments shall be included in the record (such as a copy of an award letter, copy of a check,
caseworker documentation, etc.). Mental disabilities shall be documented by psychological evaluation and state that the mental disability impacts the person's ability to parent.

7. Parental Rights Terminated:
If there has been a termination of parental rights (PRT, the child is deprived from the month of PRT. However, the existence of a PRT at an IV-E redetermination does not replace the requirement for deprivation at the time the petition is filed which results in the removal of the child.

8. Unemployment/Underemployment:
In order to meet the deprivation factor of underemployment, both parents are living together, only one parent is working and the earned income is below the AFDC needs standard for the group. If both parents in the same household are working, there is no deprivation even if the income is below the AFDC needs standard.

H. IV-E Basic Eligibility - AFDC Relatedness, Financial Need: Resources

Resources are defined as a "resource that a person possesses or owns". A resource is determined by its equity value, which is the current market value minus any debts still owed on the resource. The maximum value of resources the child's AFDC group can own is $10,000 to meet the resource limit for the financial need criteria (per H.R. 3443: Foster Care Independence Act of December 14, 1999). Provided below are listings of what are countable resources and what are exempt (not counted) resources.

1. Countable Resources
   a. Bonds
   b. Credit union savings
   c. Income property
   d. Real estate, except the home in which the family resides
   e. Savings accounts
   f. Checking accounts
   g. Savings bonds
   h. Stocks
   i. Vacation homes
   j. Vehicles (The first $1500 of equity value is exempt. Vehicles older than seven years have $100.00 value)

2. Exempt Resources
   a. Inaccessible trusts (include per capita tribal payments to foster child)
   b. Burial plot (one per household member)
   c. Home of residence and surrounding acreage
   d. Funds for relocation (Uniform Relocation Act)
   e. Household furnishings and clothing
   f. Personal jewelry
   g. Farm/Business inventories/tools used in the course of a business to produce income
I. IV-E Basic Eligibility - AFDC Relatedness, Financial Need: Income

1. Income available to a child must meet AFDC income requirements
This income is calculated utilizing countable earned and unearned income of the AFDC group. (See section 5911 F. 5. for AFDC group). This section will first provide a listing of the types of countable and exempt earned and unearned income that must be included or excluded in determining if the child meets the income limits for the financial need criteria. The end of this section provides the steps in determining if the child passes the two-step AFDC Need Standard test which is necessary to meet the financial need income criteria for initial IV-E basic eligibility.

In order to determine the correct AFDC Need Standard, an assessment of shared/non-shared living arrangement must be made. The shared/non-shared living standard is based on adults residing in the removal home when determining IV-E initial eligibility. If the SSI recipient is the child being removed they are counted as a member of the AFDC group size but the income and resources are not counted. A child recipient of SSI is not a factor in determining whether or not to use shared or non-shared living in the context of an IV-E determination.

The following guidance is consistent with Kansas' AFDC plan.

a. Non-Shared Living Arrangements
   i. AFDC groups with a stepparent present shall always be considered non-shared.
   ii. Households with adult SSI recipients not included in the AFDC group, use non-shared living if the SSI payment is less than the full payment. This procedure is based on Social Security regulations determining a reduced payment based on non-shared living in the AFDC program in 1996.

b. Shared Living Arrangements
   i. Households with adult SSI recipients not included in the AFDC group, use shared living if the SSI payment is the full amount. This procedure is based on Social Security regulations determining a full payment based on shared living standards in the AFDC program in 1996.
   ii. Removal homes of non-parent specified relative, such as grandparent, where only the child's income and resources, and that of their siblings, are assessed in determining IV-E eligibility, use the shared living AFDC needs standard.
   iii. Removal homes where a non-relative adult is present, such as a boyfriend, whose income and resources are not considered in determining IV-E eligibility, nor is the adult considered to be a member of the AFDC group size, use the shared living AFDC needs standard.
2. Overview of Income Standards
The countable earned and unearned income available to the child must not exceed the income limits for the child’s AFDC group size. There are two steps to determine if the child’s AFDC group meets the income limits.
Step One:
Tests the AFDC’s group’s gross income against 185% of the Federal Poverty Level (FPL). If the AFDC group passes the first step income test then apply the second step.
Step Two:
Tests the AFDC group’s income against Kansas’s 100% AFDC Need Standard for the child’s AFDC group size which was effective July 1996.

3. Converting Income to Monthly Amounts
When determining the earned and unearned income amount of the child’s AFDC group, the worker will need to convert income payments to a monthly amount for each applicable person:
   a. Bi-weekly (paid every other week) income must be multiplied by 2.15;
   b. Semi-monthly (paid twice per month) income must be multiplied by 2;
   c. Weekly income must be multiplied by 4.3; and
   d. Quarterly (paid once every three months) income must be divided by 3.

4. Countable Earned Income
Earned income is income in cash or in-kind for which a person performs a service. Sources of countable earned income include:
   a. Bonuses
   b. In-kind income for work (e.g. shelter received for work)
   c. Longevity pay
   d. Wages, salaries, tips (before taxes)
   e. Work-study
   f. Self-employment/farm income
   g. Severance pay

5. Countable Unearned Income
Unearned income is income received by an individual for which no service is performed. Sources of countable unearned income include:
   a. Armed forces allotment and receipts from a deployed parent
   b. Child support/alimony (minus $50) (EP Appendix B) Child support arrearage payments are counted as unearned income in the month the payment is received.
   c. Disability insurance (sick pay)
   d. Dividend payment
   e. General Relief
   f. Income for continuation payments
   g. Income from relatives, income deemed from relatives/stepparents
   h. Inheritance pay
   i. Interest, money payments
j. Money from churches, charitable organizations, friends, lodges, or unions
k. Retirement or Pension (union, private or government)
l. Social Security Benefits (non-SSI)
m. Striker's Benefits
n. Unemployment Compensation
o. Veteran's Benefits
p. Worker's Compensation

6. Exempt Earned and Unearned Income
   Certain types of earned and unearned income are exempt (not counted) in determining if the child meets the financial need requirement for AFDC eligibility. Sources of exempt earned and unearned income include, but are not limited to:
   a. Supplemental Security Income (SSI)
   b. Food programs, such as, food stamps, WIC, USDA food surplus, etc.
   c. Payments for home energy assistance and rental subsidies
d. Loans or grants administered by the U.S. Commissioner of Education
e. Foster Care payments
f. Adoption Assistance payments
g. JTPA earned income of full-time students
h. Students employed less than full-time
i. JTPA unearned income
j. The earned income of a child who is a student
k. Income tax refunds and earned income tax credit (EITC) payments
l. Trust funds not available on demand
m. Cash to pay for shared living expenses (from a person not in the AFDC group)
   n. Loans, including reverse equity loans, endorsed for repayment
   o. TANF Tribal Allotment

7. Lump Sum Payments
   A lump sum payment is a non-recurring or advance payment not earmarked for a specific purpose. Lump sum payments are counted as income in the month received. Examples of lump sum payments are retroactive SSI and SSA benefits, stock dividends, life insurance settlements, etc. PPS uses lump sum payments to recover the foster care and medical expenditure incurred on behalf of a child. Any balance remaining from the lump sum payment shall be placed into a WARDS account for the child. Dedicated awards may not be used to support the cost of care. (See EP Appendix B for instructions to calculate child support income.)

8. Deeming Step-parent's Income
   Deeming means determining the amount of the stepparent’s income to be included in the total gross income available to the child. If a stepparent lives in a parental removal home, the worker has two options.
Option One:
The stepparent (and stepchildren) are not included as part of the AFDC group but the stepparents income is deemed (only a portion of the income is counted) as available towards the child, or

Option Two:
Include the stepparent and stepchildren residing in the same household as the child at the time of removal (removal home), as members in the AFDC group. Their full countable income and resources must be included in determining if the child meets the income limits. (Generally, Option Two is better when the stepparent has very little income and resources.)

To determine the Option one deemed income amount, complete the following steps:

Step 1: Determine the stepparents gross income (earned and unearned)
Step 2: Determine the AFDC group size for the stepparent. The AFDC group size for the stepparent consists of the stepparent and any of the stepparents birth or adoptive children who is a minor living in the home, or out of the home, who are not children (birth or adoptive) of the other spouse in the household. The stepparent is not counted in the AFDC group size for the child removed from the home but the income of the stepparent is deemed to the child.
Step 3: Subtract $90.00 earned income work deduction if the stepparent is working.
Step 4: Subtract the 100% Need Standard amount for the stepparents AFDC group size. Stepparent living environment is always non-shared.
Step 5: Subtract any child support/alimony which the stepparent is paying.
Step 6: The remaining income is the income to be deemed (added) to the child's available income.

9. Determining Income of AFDC Group
The worker must determine the members of the AFDC group in the removal home and the total income available for support of the child. The AFDC group is explained at 5911 F.

If the child is removed from a parent (birth or adoptive) include the income of the child, parents (birth or adoptive), and the siblings (birth, adoptive and half) residing in the same household (removal home) as the child at the time of removal.

If a stepparent is in the same household, the worker shall determine between Option One or Option Two, whichever one is more likely to result in the child meeting the income limits. See Section 5911 I. 8. to determine which option to use for deeming a stepparents income.

If the child is removed from a non-parent specified relative include only the income of the child and any siblings (birth, adoptive or half) income residing in the same household (removal home) as the child at the time of removal.
The child’s AFDC group must pass the two step income test, discussed below, for determining if the child meets the AFDC Need Standard for financial need under the AFDC relatedness criteria.

10. 185% Gross Income Test
The child’s AFDC group’s countable earned and unearned income is calculated on the PPS 5410 B. The calculations include the following:
   a. Earned Income
      The total monthly earned income of all members of the child’s AFDC group
   b. Unearned Income
      Add the group’s total monthly unearned income. Deemed income would be included in the total amount of monthly unearned income.
If the income is less than the Gross Income Limit of 185% FPL for the group size (See EP Appendix A), the group meets this income requirement and needs to be tested against the 100% AFDC Need Standard explained below.

11. 100% AFDC Need Standard Income Test
The child’s AFDC group’s countable earned income minus allowable deductions must not exceed the 100 % AFDC Needs Standard chart. The AFDC Needs Standard for the AFDC group size is provided in EP Appendix A. AFDC relatedness is determined by subtracting allowable deductions from the countable earned income (not less than zero), and adding this adjusted earned income to the countable unearned income and any deemed stepparent income. See Form PPS 5410 B for a chart that guides this calculation. Allowable deductions subtracted from earned income include:
   a. Work Allowance:
      subtract $90.00 work expense allowance from each employed persons earnings in the AFDC group.
   b. $30 and 1/3 Disregards:
      Subtract $30 and subtract 1/3 of the gross adjusted income. (To get 1/3 of the adjusted income, multiply the adjusted income by .333, for example; 1500 x .333 = 499.50, thus 499.50 is 1/3 the amount of the adjusted income that should shall be deducted from the income.)
   c. Day Care
      if a person in the AFDC group is paying for day care for a child or an adult member of the AFDC group, the day care expense may be deducted. The amount of day care expense that may be deducted includes per child:
         i. $175 for children age 2 and over.
         ii. $200 for children under age 2.
If the resulting income does not exceed the 100% AFDC Need Standard in EP Appendix A, the child meets the income requirement for AFDC eligibility.
Form PPS 5410B: Initial IV-E Eligibility Determination provides step by step directions for the 100% Income Test.
J. Infants of Teen Mothers
In order for the infant of a teen mother placed in foster care to be 'automatically' IV-E basic eligible, the following criteria must be met:

a. The infant is not in DCF or KDOC custody
b. The infant is placed together in the same family foster home or group home.
c. The Child Welfare Contract Management Provider is paying for the cost of the infant's care in the placement.

The Child Welfare Contract Management Provider service delivery system does not include providing foster care payments to the provider of the infant's care. KDOC service delivery system may encounter the above circumstances.

If an infant comes into state custody and remains placed with the teen mother, IV-E regulations would view the child as not being removed from a parent or specified relative. The EP segment begins at custody and the eligibility is GA.

If the infant comes into state custody and is placed separately from the teen mother, both the infant and the teen mother may be eligible for IV-E in their own right. The infant may be eligible for IV-E following completion of an eligibility determination. The infant's EP segment begins at DCF custody and eligibility is determined for IV-E based on the teen mother's income and resources.

5912 IV-E Payment Eligibility

At the time of the initial determination, if a child met initial IV-E basic eligibility a set of three conditions must be met for a child to meet IV-E payment eligibility. The three payment eligibility criteria at initial determination are:

1. Judicial determination of "reasonable efforts" (Section 5912 A.)
2. Payment eligible placement (5912 B) and
3. Consideration of SSI benefits

If the child met initial IV-E basic eligibility, the eligibility worker will need to determine if the child meets initial IV-E payment eligibility. A child who is initial IV-E basic eligible AND who meets all of the IV-E payment eligible criteria in meets IV-E Payment Eligibility.

IV-E Payment Eligibility Period
Title IV-E payment eligibility may fluctuate from month to month. A child may lose and regain payment eligibility, depending upon the circumstance in the placement, or in obtaining the required judicial language determination while the child remains in State custody. The loss of IV-E payment eligibility does not deprive the child of future IV-E payment eligibility, nor does it affect IV-E basic eligibility.

IV-E Payment Eligibility Effective Date
The IV-E payment eligibility effective date is the first day of the month in which all of the IV-E payment eligibility criteria are met, including having been determined IV-E basic eligible. A child who is IV-E payment eligible during any part of the month is payment eligible for the entire month. The exception to this IV-E regulation is placements which are IV-E payment ineligible for any reason; the child is IV-E payment ineligible on a daily basis when staying in the ineligible placement.

A. Initial IV-E Payment Eligibility - Judicial Determination

There must be a custody court order at the initial removal from the home that contains judicial language to the effect that "reasonable efforts were made to prevent removal of the child" or "the situation precluded (was not possible to provide) reasonable efforts" (per 45 CFR 1355.20).

1. This judicial language requirement for "reasonable efforts" should not be confused with the "contrary to welfare/best interest" judicial language requirement for initial IV-E basic eligibility.

2. Affidavits or nunc pro tunc orders are not accepted for meeting the reasonable effort judicial language requirement (per 45 CFR 1356.21).

3. Court orders referencing the State law are not accepted for meeting the reasonable effort judicial language requirement (per 45 CFR 1356.21). The judicial language must be stated in the court order.

B. Initial IV-E Payment Eligibility - Payment Eligible Placement

1. Eligible payment placements include:
   a. KDHE licensed or approved foster home. Relative homes shall be approved by KDHE as meeting licensing standards in order to be considered a IV-E eligible placement.

   If the child's placement is outside the state of Kansas, the placement must meet the licensing standards for which the placement is located.

   b. The entire month, in which the placement obtains a full license and provided the child is continuously placed, the child is payment eligible for entire month.

   c. A private group home, child care facility, shelter care facility or secure care facility licensed by KDHE and;

   d. A publicly operated (by a branch of government) child care group home or child care facility licensed for no more than twenty-five (25) children.

2. Ineligible payment placements include:
   a. Medical facilities (including PRTF )

   b. Unlicensed Foster Homes
c. Temporary licensed Foster Homes  
d. Detention facilities  
e. Forestry camps  
f. Publicly operated child care group homes with more than twenty-five (25) children  
g. Training schools  
h. Locked and secured facilities used primarily for detention purposes  
i. Specific court ordered placement  
j. Adoptive placements upon signing of the Adoption Placement Agreement (APA)

C. IV-E Payment Eligibility - Consideration of SSI Benefits  
DCF contracts with Kansas Legal Services (KLS) to carry out the SSI application process for disabled children who enter foster care and do not already receive SSI. The Child Welfare Contract Management Provider refers the child to KLS and sends any background information they may need. While waiting for Social Security to determine if the child is eligible for SSI, DCF is responsible for the child's maintenance cost of care. The child's payment eligibility must be coded AG during this waiting period. If the child is determined SSI eligible a lump sum SSI benefit may be received, and a request can be made to Social Security to apply those back benefits to the cost of care for the application months. (See E&P Appendix D, WARDS User's Handbook, General Instructions, and Item 1 for further details.)  
DCF uses the SSI payment to offset the cost of care for children. SSI eligible children remain basic eligible for IV-E. SSI eligible children are IV-E payment ineligible. Notify Social Security Administration when a child is placed in a PRTF acute psychiatric or state hospital. SSI benefits may be reduced during the time a child is placed in these settings. SSA will calculate any reductions.  
If DCF is not granted representative payee status while a child is in state custody and placed out of home, and a third party is granted representative payee status, such as a foster parent or relative, the child is IV-E payment ineligible. The third party is responsible for completing the annual Representative Payee report.  
DCF may request suspension of SSI benefits for up to one year. An IV-E basic eligible child may resume IV-E payment eligibility only if SSI benefits are suspended. Only the Social Security Administration may suspend the SSI benefits. Should SSI benefits be received by a third party while the child is in state custody and in out of home care, the benefits are not suspended by the SSA.
5913 Cases Pending Foster Care Funding Source Determination

When a child is placed in the custody of the Secretary of DCF or Secretary of KDOC-Juvenile Services for out of home placement, the PPS eligibility specialist shall determine the correct funding source for their foster care episode. The CPS Specialist or KDOC-court services officer is responsible for completing the PPS 5410 A, which provides information about the AFDC removal home.

The PPS eligibility specialist shall pend the eligibility determination if information regarding the family’s income and resources is not available or provided at the time of determination.

Enter GA01N/GAB PEN as the EP segment in FACTS and KEES for pending cases. Once all of the information is available to accurately determine the foster care funding source, delete the AG01N PEN and enter the correct funding source beginning with the first date the child entered foster care.

5914 Ongoing IV-E Eligibility

Children determined to be IV-E eligible must have a redetermination at least every 12 months to ensure they are eligible for on-going IV-E basic and payment eligibility. The Child Welfare Case Management Provider (CWCMP) or Community Supervision Officer (CSO) shall complete the PPS 5425A. The PPS eligibility specialist shall complete the PPS 5425B. The PPS 5425A and PPS 5425B are both necessary to evaluate on-going IV-E basic and payment eligibility requirements.

A. Re-determination - IV-E Basic Eligibility

1. Continuation of IV-E Basic Eligibility
   If a child is determined initially as IV-E basic eligible, the child continues to be IV-E basic eligible if all of the following criteria are met:
   a. The child meets the age requirement for the IV-E program as specified in 5911 D.
   b. The child continues to be in the custody of the state placed out of home; or
      The child was placed at home less than six months with continued DCF or KDOC-JS custody (per 45 CFR 1356.21).

2. Considering Placement At Home Longer than 6 Months
   a. Removal Home - A child is never payment eligible when living in the home of a parent or returned to the removal home of a non-parent specified relative.
For IV-E purposes, when a child returns to the removal home from foster care, whether to a parent or to a non-parent specified relative, the child is no longer in foster care. Children who are returned to a parent or specified relative removal home and identified by the CWCMP as achieving permanency, are considered reunified and the payment eligibility (EP Segment) ends in FACTS. CWCMP’s stop reporting placements when the child achieves permanency.

Children who are returned to the removal home of a non-parent specified relative and permanency is not achieved, are considered a placement by the CWCMP. Payment eligibility (EP Segment) continues in FACTS until permanency is achieved.

If the child’s placement at home lasts longer than six months, with continuous custody to the state agency, the child loses IV-E basic eligibility at the end of the six months. If the child returns to out-of-home care under a new custody order, a new initial IV-E eligibility determination shall be made. The initial custody order does not need to be set aside or dissolved by the court.

b. Judicial Determination - Kansas statute provides for obtaining necessary judicial determinations of contrary to the welfare and reasonable efforts when a child is returned home with continuous custody and removed to out of home care following six months or longer.

Emergency removal - When a child is in imminent danger and the family is unable to take steps to assure the safety of the child, the child shall be removed and notification shall be sent to the court the next working day of the circumstances which threatened the child’s safety and required removal. The notification shall request the court make a new judicial determination reasonable efforts were made or an emergency existed which required the child’s removal and it is contrary to the welfare of the child to remain in the home.

Non-Emergency Removal - When a removal does not meet the emergency standard a 30 calendar day written advance notice of the intent to remove the child shall be sent to all parties. The written notice shall request the court make a new judicial determination reasonable efforts were made and it is contrary to the welfare of the child to remain in the home.

The court may respond by setting a hearing no later than 14 calendar days from the date of notice or issue the judicial
determinations without a hearing. The statute allows the court 45 calendar days from the date of notice to issue the required judicial determinations.

The month in which the notice was provided to the court is the eligibility month for IV-E eligibility determination. A new petition is not required.

If the placement is less than 6 months, the child retains their initial eligibility determination.

B. Re-determination - Ongoing IV-E Payment Eligibility

A child may lose and regain payment eligibility, depending upon changes in, the placement type, or timeliness of a permanency hearing while the child remains in state custody.

Upon re-determination, a child meets IV-E payment eligibility if all of the following criteria are met:

1. Continued IV-E Basic Eligibility
   The child must continue to be IV-E basic eligible.

2. Judicial Determination that Reasonable Efforts Have Been Made To Finalize the Permanency Plan (REPP)
   A judicial determination of reasonable efforts the state agency has made to finalize the permanency plan must be made at least every twelve (12) months.
   IV-E payment eligibility ends at the end of the month that the permanency judicial determination was due and not held. IV-E payment eligibility resumes the first of the month in which the permanency judicial determination is made.

3. Payment Eligible Placement
   Once the child enters a payment eligible placement, IV-E payment eligibility may resume if all other criteria are met.

4. Consideration of SSI Benefits
   The worker must review the monthly cost of out of home care for cases in the WARDS system. SSI benefits may not exceed the cost of out of home care on a month to month basis.
   Accumulated balances in the WARDS system whose source is non-SSI benefits, are considered a resource available to the child on an ongoing
basis. Non-SSI benefits paid in a lump sum are considered as unearned income to the child in the month they are received. Thereafter, accumulation of the regular SSI benefit is considered a resource available to the child.

Eligibility specialists shall enter SSI as a service source code when a child is SSI eligible and receiving SSI benefits without regard to the child's foster care maintenance eligibility. In order to make an accurate IV-E administrative claim, the service source code SSI overrides all other eligibility service source codes and EP Action codes. PPS will make the IV-E administrative claim based on the SSI code.

Children who are both SSI eligible and in an ineligible placement, always enter the service source code, SSI. Children are IV-E payment ineligible for multiple reasons. CWCMP will submit codes CF077, CF077.1, or CF077.2 on the Acknowledgment, indicating ineligible placement to assist eligibility specialists in making this determination. PPS eligibility specialists shall select the service source code in order of priority on the PPS 5435.

5915 Desk Review at Case Closure

At the time of closure of a foster care case, complete a desk review of ongoing payment eligibility to assure all the months of eligibility since the previous re-determination are accurate. Document in the case log that all eligibility factors have been reviewed. Factors to be reviewed are age of the child, judicial determination to finalize a permanency plan, eligibility of placement, and consideration of any SSI benefits the child may have received. Documentation of ongoing months of eligibility is required at case closure review. A PPS 5425A and B are not required if the case closure occurs less than 12 months following the last re-determination. Any past due re-determinations are to be completed using the PPS 5425A and B at case closure.

5917 Foster Care General Assistance (GA-FC) Funding Source

When a child is determined ineligible for Federal Title IV-E funding, their cost of care and expenses while in foster care are paid through State general funds. Eligibility Specialists shall ensure annual reviews are completed from the date of initial eligibility

A. Child not eligible for Federal Title IV-E funding.
   1. Child’s cost of care and foster care expenses are paid through State general funds.
   2. Eligibility is documented in the Kansas Economic Eligibility System (KEES).
   3. The reason the child is not eligible for Title IV-E funding is to be recorded in the KEES journal.

B. Desk Review.
1. Reviews are to be completed annually based on the child’s date of initial eligibility.
2. Documents the child is still in state custody and continues to be placed out of the home.
3. Case reviews are completed each time Eligibility Determination and Benefit Calculation (EDBC) is run for the Foster Care program in KEES.
4. If EDBC is not run for 12 months a review task is generated.
5. The PPS Eligibility worker is to run EDBC for the review and document the review in the KEES journal.

5918 Medicaid Requirement for Children in Out of Home Care

Children who are in the custody of DCF, KDOC-Juvenile Services or Tribal Authority and removed from their home are eligible for Foster Care Medical assistance up to the age of 21.

A. Eligibility

1. Children in Foster Care and children receiving Adoption Support are exempt from the citizenship and identity requirements of Medicaid eligibility.
2. Medicaid eligibility is based on the child’s custody and removal status making them a family unit of one.
   a.) For children to be determined Title IV-E eligible, citizenship requirements in PPM 5911, C2 must still be met.

B. Placement

1. Placements ineligible for Medicaid:
   a.) Detention Center
   b.) Juvenile Correction Facility
   c.) Jail
   d.) Sanction House
2. A hospital is considered a Medicaid eligible placement when a child in a hospital is placed in custody and is expected to be placed out of home when discharged.

C. Opening Medical

1. The Eligibility Specialist shall open a medical block in the Kansas Eligibility Enforcement System (KEES).
2. If the child is currently open for medical in KEES, the Eligibility Specialist is to verify a task was generated for the Clearinghouse. This will allow the Clearinghouse to close their medical case and allow the child to receive Foster Care Medicaid benefits. If a task is not created in KEES the Eligibility
Specialist is to complete a Contact Log notifying the Clearinghouse Foster Care Medical has been established.

3. The out of home provider shall receive a Letter of Coverage when a child is placed in their care. This Letter provides the child’s Medicaid ID number and assigned Managed Care Organization (MCO) for medical providers to use until the out of home placement receives the child’s medical card.

NOTE: Selecting the Custody Authority on the Foster Care Eligibility Determination page allows EDBC to generate the correct medical aid code. This selection generates the aid code when EDBC is run for the Medical program block and prompts the interchange Medicaid Management Information System (iC MMIS) to reflect the correct population code for budget purposes. This coding also assures the correct custody authority is charged for Medicaid paid placements by the iC MMIS system.

D. Medicaid Coverage at Reunification.

1. When a child is reunified, their Foster Care Medicaid eligibility ends. This includes children returning from out of home placement to their adoptive parents. Exceptions to this include:
   a.) Children covered through an adoption Subsidy Agreement
   b.) Extension – approved by the Regional PPS Program Administrator
   c.) Extension – approved by the Director of PPS
   d.) Extension – approved by the KDOC Juvenile Services Administrator

2. If a child in the custody of DCF is denied Medicaid coverage by the Clearinghouse, the CPS Specialist shall forward written documentation of continued need for medical coverage to the Regional PPS Foster Care Administrator for approval. The approval for an extension and the documentation shall be forwarded to the PPS Eligibility Specialist.

3. If a child in the custody of KDOC is denied Medicaid coverage by the Clearinghouse, the case manager shall forward the denial and written documentation supporting continued need for medical coverage to the Juvenile Services Administrator. KDOC-JS works with KDHE to reinstate Medicaid medical claims denied by MMIS. The approval for an extension and the supporting documentation shall be forwarded to the eligibility specialist.

   a.) Extensions may be approved by administrators for up to six months.
   b.) Extension needed beyond six months must be requested from and approved by the Director of Prevention and Protection Services or designee.

4. If the child continues to need medical treatment and the parent(s) cannot pay, the following steps are taken:
a.) In the case logging, there shall be documentation supporting the need for continued medical treatment and information regarding the lack of medical care being a barrier to reunification.

b.) Parent(s) or relative must apply for medical coverage on behalf of the child through the Clearinghouse if the child is not covered by private medical insurance.

   i. The application should be sent to the Clearinghouse on the day the child is reunified.
   ii. If the child has an urgent medical need, it shall be noted on the front page of the application.

c.) To expedite the Medicaid eligibility determination, the following documentation must be submitted with the application sent to the Clearinghouse.

   i. Proof of citizenship
   ii. Proof of identity
   iii. Proof of income
   iv. Proof of other health insurance (if applicable)

5920 Purchase Limitations and Guidelines for Medicaid

Medicaid pays for eligible services furnished by enrolled providers.

A. Kan Be Healthy (KBH) is the name for the federally mandated Early and Periodic Screening, Diagnosis Treatment (EPSDT) program in Kansas. Details on the Kan Be Healthy program are located on the Kansas Department of Health & Environment website at kdheks.gov.

   1. KBH is a preventative health screening program for Medicaid eligible children under the age of 21

      a) A KBH screen includes a vision and dental check.
      b) Children whose KBH screenings are current are eligible for expanded Medicaid services.
      c) Children in the custody of DCF or KDOC-JS shall receive timely KBH screenings (screen dates can be reviewed in MMIS)

B. Services Delivered Outside of Kansas

   1. May require prior authorization
   2. May have a limited geographical area in which services may be delivered to qualify for payment.
a.) This is more prevalent in border cities (Kansas Medical Services Manual)

C. Third Party Liability (TPL)
   1. If the child is receiving services through DCF or KDOC-JS and has other health insurance, PPS Eligibility Specialists will enter the third-party insurance information into the Kansas Eligibility Enforcement System (KEES).
   2. Third-party insurance information is sent from KEES to the Medicaid Management Information System (MMIS) via an interface.
   3. Medical providers must first bill other health insurance before they can bill Medicaid.
   4. If third-party insurance ends, the information should be updated in KEES.

D. Payment for Services
   1. Medicaid pays for eligible services furnished by enrolled providers.
   2. Each MCO has different providers in their network and payment rates vary by MCO.
   3. Specific services covered, prior authorization requirements, and the proper payment rate are established by the Kansas Department of Health and Environment (KDHE). KDHE reviews and adjusts rates periodically.
   4. At times payment is determined on a case by case basis.

E. Denied Claims
   1. When DCF is notified medical claims for a child in custody have been denied and eligibility is in the MMIS, DCF contacts the MCO to request an investigation.
   2. If the expense is a non-eligible expense the claim should be submitted to the CWCMP for payment.
   3. If the youth is in KDOC custody, KDOC-JS works with the Department of Health Policy and Finance to reinstate Medicaid claims denied by the iC MMIS system.

5921 Dependent Children of Minor Mothers

Newborns of mothers currently receiving foster care Medicaid benefits are eligible for Medicaid benefits under the newborn provisions of KFMAM 2222.04. Unless the newborn is also in foster care, it is the responsibility of Clearinghouse staff to establish Medicaid coverage for the newborn child.

The newborn child is always entitled to a Medicaid card in the month of birth in these instances. This is true even if the newborn does not physically reside with the mother
following the birth. A new application is not required to be filed on behalf of the infant to provide either coverage in the month of birth or continuing coverage if the child continues to live with the mother. Effective the month following the month of birth, coverage will continue if the newborn is residing with the mother in foster care. This is true even if the mother is no longer eligible for Medicaid coverage. If the child is not living with the mother, the current caretaker of the newborn child must file an application for medical assistance to continue beyond the month of birth.

The placement in which the mother and child reside must be a Medicaid eligible placement.

**When a child in foster care gives birth:**

The PPS worker shall notify KanCare Clearinghouse staff of the newborn’s birth. Clearinghouse staff may receive the notification from another source, such as the hospital, Managed Care Organization (MCO), through claims submitted to the MMIS or other reliable source. These same policies apply regardless of the source of notification. A new case must be opened with the mother in foster care as the primary individual (PI) on the case. Medicaid coverage shall be provided on the MP program

Upon notification of the child’s name, date of birth and gender, Medicaid coverage shall be established for the month of birth and continue through the month the child turns one. If the newborn’s name, date of birth and gender are unknown, coverage is only provided for the month of birth. If the identifying information is later obtained prior to the month following the child's first birthday, the coverage can then be established for the entire continuous eligibility period.

Newborn Request Notices are generated by Medicaid when PPS fails to have KanCare Clearinghouse open the infant of a foster child MP immediately. This happens when the infant is taken to a medical appointment using the mother's medical card. Medicaid denies the claim because the infant must have his/her own medical card. Federal regulations require that newborns of children in foster care be given their own Medicaid ID number during their birth month in order to avoid Newborn Request Notices.
When a Newborn Request Notice is received, EES Administration staff notifies PPS Administration, requesting that the regional PPS follow up to ensure the infant has coverage.

5922 Waiver Information

Medicaid waivers were implemented to provide services beyond what is generally covered by Medicaid. These services are designed to prevent children from being placed in an institution or State Hospital. Children receive services such as Children's Residential Services, Supportive Home Care, Respite Care and Environmental or Adaptive Equipment through a Medicaid Waiver.

A. Home and Community Based Services (HCBS)

The Medicaid waivers are all considered HCBS waivers. The following is a list of HCBS waivers potentially available to youth served by PPS:

1. Physically Disabled - HCBS/PD
2. Mental Retardation or Development Disabilities - HCBS/MRDD
3. Technology Assisted - HCBS/TA
4. Head Injury - HCBS/HI
5. Severely Emotionally Disturbed - HCBS/SED

For more information on waiver eligibility and services contact regional EES staff.

B. Waivers and Child Welfare Contract Management Provider

PPS Child Welfare Contract Management Provider are responsible for referring youth under their case management to the appropriate community resource for a clinical evaluation if they believe the youth may need to utilize the HCBS waiver program. The Child Welfare Contract Management Provider shall also participate in and support implementation of the waiver plan of care, while coordinating total services to the child.

1. Children placed in Family Foster Homes are potentially eligible for an HCBS Waiver. Children placed in Residential Treatment Facilities, Group Homes, Correctional or Detention centers and State Hospitals or Institutions are not candidates for an HCBS Waiver. When it is anticipated that a child will move in less than 30 days from one of these placements into a family foster home, the child may be considered for waiver approval.

2. The Child Welfare Contract Management Provider shall refer cases to the CMHC to determine eligibility for the SED waiver or to the CDDO to determine eligibility for the MR/DD waiver. For children served by DCF, the DCF CPS Specialist shall have these same responsibilities. For children in out of home placement
and children receiving adoption support who are determined to be eligible for the SED or MR/DD waiver, the CMHC or CDDO shall inform DCF and the Child Welfare Contract Management Provider about the child's eligibility for the HCBS Waiver by sending an ES-3160 to the regional DCF office. PPS staff are to complete Section II of the ES-3160, sign at the bottom as the Eligibility Specialist, noting their job title, and return a copy to the CMHC or CDDO case manager as soon as possible. Services cannot be provided until the CMHC or CDDO receives the approval from DCF. Regional policy may also require that a copy of the ES-3160 be sent to other individuals in the region.

If eligibility is approved for the SED or MR/DD waiver, regional PPS staff shall complete the LOTC screen in KAECSES to reflect the child's HCBS waiver status. EES staff handles this task for other waivers and for youth who do not have an open FC or AS case. Correct codes must be on the LOTC screen before the provider can receive payment. Reference E&P Appendix B, Section VIII for LOTC screen processes.

3. When a foster child who receives SED or MR/DD waiver services, leaves DCF custody, or loses foster care Medicaid status, PPS staff shall refer the child to EES to determine continued Medicaid eligibility for the SED or MR/DD waiver.

4. The same shall occur for a child whose adoption support case is being closed due to the child reaching age 18 (or older, if agreed to in adoption support plan). PPS shall also complete an ES-3161 to notify the CMHC or CDDO case manager that the foster care or adoption support medical case is closing.

5924 Children Entering Foster Care with KanCare 21 Coverage

When a child receiving KanCare 21 comes into foster care, PPS staff shall notify the HealthWave Clearinghouse to request closure of the child's KanCare 21 case. The Clearinghouse will close the KanCare 21 case as soon as allowable under their rules.

To identify that a child is on KanCare 21, go to the KAECSES MEBH screen and look for a Medical subtype of 'T5', 'T6', or 'T7' under the MP program.

When a foster child returns home, the caretaker should be informed the child may be eligible for KanCare 21. Coordination between PPS and KanCare 21 Clearinghouse staff is essential to ensure that the Foster Care case closure coincides with the effective date of KanCare 21. PPS staff may extend Medicaid coverage while the application for KanCare 21 is pending, up to 60 days prior to the effective date of KanCare 21.

5925 Child Support Services (CSS)

CSS is charged with the responsibility of seeking child support for children in the custody of the state in an out-of-home placement.

A. Referrals to CSS
Parents of children who are in the custody of the state in an out-of-home placement must be referred to CSS. Referrals are accomplished via the KAECSS system. Each parent shall be listed on the CHSE screen. The narrative section on the CHSE screen shall note the child was removed and the initial type of placement.

Notifications of Changes in Status. Inform CSS of changes in the child and family's status. PPS must notify CSS through KAECSS of the following:

1. Change in Placement.
   When children in out-of-home care change placements, CSS is to be notified. This includes moves to a non-parent relative, a correctional or State Hospital placement. It is not necessary to inform CSE regarding moves from foster home to foster home.

2. Return Home.
   CSS shall be notified when a child returns home so that they can stop any subsequent child support debt accrual. CSS will continue to contact the parent for any arrearage owed.

3. Change in Legal Status
   CSS shall be notified immediately of changes in legal status, especially if parental rights are terminated.

B. Exempt Referrals to CSS

Children who meet both of the following criteria are exempt from referrals to CSS. CSS shall be informed of the exemption on the CHSE screen. (See KCSEM 2520)

1. Adopted through DCF.
   The child is coming into foster care from the home of adoptive parents who adopted through DCF.

2. Special Needs
   Prior to adoption, the child met the definition of a special needs child and PPS staff believe the events that led to the placement in foster care are attributed to the child's special needs. If the placement in foster care is due to the action(s) or inaction(s) of the adoptive parent(s), the case may be referred to CSS.

3. Good Cause.
   In rare instances, PPS may determine that a parent has good cause for refusing to cooperate in establishing paternity and securing support payments. The CPS Specialist has the responsibility to determine the validity of good cause and to document the same. CSS shall be informed of the good cause.

5926 TAF Eligibility for Dependent Children

A minor mother cannot apply for TAF for the care of her dependent child. A person having parental control over the minor mother in foster care must apply for the infant's TAF. This may be the foster parent or relative provider. Group
facilities cannot apply for TAF on behalf of a child. The Foster Care Child Welfare Contract Management Provider must meet the infant's financial support needs when the mother and child reside in a group facility.

If the mother in foster care and her child live in a placement that is not eligible to receive a Title IV-E payment because the placement is federally funded (i.e., Job Corps, alcohol and drug treatment), the teen mother may apply for the infant's TAF, only if she is 18 years of age or older.

If the child is in an independent living setting, the child can apply on their own behalf.

Eligibility Ceases Upon Separate Placements
If the dependent child is placed in DCF custody or separated from the minor mother in foster care, the dependent child shall have eligibility determined for IV-E and Medicaid. Upon custody and separation removal occurs from the parental home.

5927 WARDS – Possible Eligibility for Outside Benefits

Many youth who are in the custody of the Secretary for placement receive, or may be eligible for, various benefits. DCF can initiate procedures with appropriate agencies to help clients receive benefits, and/or request to become payee of these benefits to help with the client’s cost of care. When DCF becomes payee, these benefits are managed through the WARDS system. WARDS is a database; the system was named WARDS due to children in foster care being wards of the State. See the WARDS User’s Manual, located in the help menu of the WARDS application, for detailed system instructions.

A. Types of Benefits

Following is a list of benefits for which a client in custody, in out-of-home placement, may be the beneficiary, and for which DCF can request to be made payee. The two or three letter acronyms starting each benefit type below are the acronyms used in the WARDS system.

1. SSA (Social Security Act benefits, officially named Retirement, Survivors, & Disability Insurance benefits) is income for the child generated from a disabled, retired, or deceased parent. Children receive primarily SSA survivor and disabled parent benefits. Social Security refers to these benefits as Title II (2) benefits.
2. SSI (Supplemental Security Income) is income received for the child due to being financially needy, blind, or disabled including behavioral and emotional disabilities. Social Security refers to these benefits as Title XVI (16) benefits.

3. VA (Veterans Administration) benefits are received by youth when a parent is an eligible veteran receiving a VA benefit.

4. RR (Railroad) benefits are received by youth when a parent is eligible for railroad benefits.

5. OTH (Other) benefits may include, but are not limited to, retirement, disability, or survivor benefits from a private source.

B. Applying for Benefits

When it appears a child might be eligible, but is not currently receiving, one of the benefits listed above, the PPS or Child Welfare Case Management Provider staff shall apply for benefits on a child's behalf. Following is contact information for the major benefits for which clients may be eligible.

1. Applying For SSI.

   a. Child Welfare Case Management Provider (CWCMP) staff refers the child to Kansas Legal Services (KLS) for SSI consideration by filling out the Disability Determination referral form, Appendix 5U. Each region’s Program Administrator has a listing of KLS contacts. The referral should be sent to the KLS office that serves the child’s county of jurisdiction, which is not always the same as the county of residence. The CWCMP staff shall provide a copy of the completed Appendix 5U form to the WARDS worker.

   b. Upon receipt of the completed Appendix 5U form, the WARDS worker shall inform the PPS Eligibility Worker that an application for SSI benefits has been submitted. If the client is IV-E eligible, the Eligibility Worker shall change the client’s payment eligibility to state funded, keeping administrative eligibility IV-E. Refer to PPM 5912.C for more details.

   c. The CWCMP staff shall send a completed copy of Appendix 5U to the regional DCF office WARDS worker.

   d. KLS will obtain the required signatures for the "Authorization of Release of Information" on the Disability Determination referral form, Appendix 5U, and request an appointment to review the file with the CWCMP staff. KLS
may request all relevant medical information from the child's case file be mailed to KLS if travel to the file is not possible.

e. KLS submits an application to the Social Security Administration and informs the CWCP case manager who requested the referral and the WARDS worker of Social Security's decision. If PPS is informed of the decision directly from Social Security, the WARDS worker shall notify KLS and the CWCP case manager of the decision.

f. Appeals for denied SSI applications are also managed by KLS. If KLS determines it is not prudent to pursue an appeal, KLS will notify through e-mail the regional PPS program administrator. The regional PPS program administrator or designee will reply within 30 days as to whether PPS accepts the determination not to pursue an appeal or would prefer KLS continues with an appeal, giving justification for that preference.

Children and young adults age 18-21 not in DCF custody eligible for Independent Living Services or Family Services can also be referred to Kansas Legal Services. The PPS Independent Living Coordinator or designee responsible for making the KLS referral shall complete the Appendix 5U form.

2. Applying for Veteran Benefits

Contact the Veteran’s Administration (VA) at 1-800-827-1000 to see if the child is eligible for Veteran’s benefits. The veteran's social security number is required in order for the VA to do a search.

3. Applying for Railroad Benefits

Contact the U.S. Railroad Retirement Board at 1-877-772-5772 to see if the child is eligible.

C. Becoming Payee
When it is determined a foster child on a new or existing case is receiving benefits as described in 5927.A (above), the WARDS worker shall request the agency become payee. Following are contact numbers and the information to be provided to each of the major benefit agencies. DCF prefers benefits are direct deposited, but paper checks can also be received. DCF direct deposit numbers and DCF Payable’s mailing address are listed in 5927.D (below).

Becoming Payee of:

1. **Social Security Benefits (SSI or SSA)**

   Contact your local Social Security office and provide the child’s name, SSN and DOB, and date child began DCF custody. Inform Social Security the client is state funded. Benefits are to be made payable to:

   Children and Family Services for (child’s name).

2. **Veterans Benefits**

   Veterans Administration Form 21-4138 needs to be completed with the following information. The form is located at [http://www.va.gov/vaforms/](http://www.va.gov/vaforms/). For more information on completing the form, see the WARDS User’s Manual located in the help menu of the WARDS application.

3. **Railroad Benefits** – Call the U.S. Railroad Retirement Board at 1-877-772-5772 to request to become payee.

D. **Direct Deposit or Paper Checks**

   DCF prefers that benefits are direct deposited, but paper checks can also be received.

   1. **Direct Deposit**

      Have direct deposits go to: Capital City Bank
Routing #101101141
Account # (see below)

There are three accounts managed within WARDS. Each has a different account number. Contact the PPS Administration WARDS System Administrator, the Benefit Payee Program Manager, or WARDS Finance Manager for the actual account numbers. You will need to supply both the routing number and account number to set up direct deposit.

The three separate bank accounts involved are:

a. Regular Account – SSI and SSA benefits are deposited into this account.

b. Dedicated Account – Large SSI lump sum deposits that Social Security designated as needing to be deposited into a dedicated account go here.

c. non-RD (non Regular or Dedicated) - Veteran Administration, Railroad, and all other benefits are deposited into this account.

2. Paper Checks

Have paper checks sent to:

(This includes paper benefit checks received in the local DCF office.)

WARDs Account Clerk
DCF - Payable Division
555 S. Kansas Ave.
Topeka, KS 66603

E. Setting up a WARDS Financial File and Case
1. The DCF WARDS worker shall establish a separate financial file to contain all transactions pertaining to the WARDS accounts. Maintaining this file is important to the agency to prove accountability to the child, the Secretary of DCF, and an auditor. The file shall contain, but is not limited to:

   a. All communications from the agency issuing the benefit.

   b. All communications from DCF, including e-mails, letters, or phone calls documented in a log note.

   c. Log Notes – System actions such as approving/disapproving deposits and expenses are automatically logged in the WARDS system. WARDS workers shall use the system’s logging function to record other transactions with the WARDS accounts such as telephone calls. Log notes do not need to be printed routinely; printing of log notes may be saved for audits or the worker’s use.

   d. Original or copy of receipts for purchases made with WARDS dollars. Purchases over $100 must have a receipt in the WARDS file. These receipts can be obtained through the CWCBS contractor.

2. When the DCF WARDS worker is notified DCF will be made payee of a benefit the worker shall enter the beneficiary’s identifying information in WARDS on the Maintain | Client screen. Refer to the WARDS User’s Manual, located in the help menu of the WARDS application, for details. Should PPS Administration receive information about a beneficiary before the regional office, the WARDS Financial Manager may have already entered the client information; the WARDS Worker shall confirm the information entered is correct.

5928 WARDS - Benefits from Social Security Administration

This section deals with managing Social Security benefits. Social Security benefits have special rules and procedures.

A. Communicating with Social Security Administration

   1. GSO (Government to Government Services Online) – Once DCF is payee, communication with Social Security Administration is primarily done through an online system managed by Social Security called GSO
Contact the WARDS Administrator at PPS Administration to have an application submitted for a GSO userid and password.

The DCF eData Reporting Form (PPS-5928) is the document used to submit information to Social Security through GSO.

2. Telephone - Workers shall telephone Social Security with problems or questions or when the subject is not contained on the DCF eData Reporting Form (PPS-5928).

B. Mandatory Reporting of Changes to Social Security

When DCF is payee of Supplemental Security Income (SSI) or Social Security Act (SSA) benefits, regional office staff shall contact Social Security, via GSO and form PPS-5928 by the 10th of the following month, when any of the following occur:

The beneficiary:

1. dies;
2. moves (any placement change);
3. marries;
4. starts or stops working
5. has ongoing earned income;
6. has a foster care eligibility funding change;
7. drops out of school;
8. will turn 18 in the next 6 months;
9. is imprisoned;
10. is adopted (adoptive placement agreement signed or finalized);
11. no longer needs a payee; or
12. is released from DCF custody.

C. Lump Sum Benefits

Lump sum benefits are often received from Social Security for past benefits owed to the child or because the last payee saved some of the benefit they received and returned it to Social Security. There are different ways to handle a lump sum benefit.

1. Dedicated Account
Some lump sum benefits will be designated as needing to be put in a dedicated account. Social Security will inform DCF by letter when this is needed. Inform Social Security of the routing and account number for the WARDS Dedicated Account (contact PPS Administration WARDS System Administrator for assistance). Monies placed in the dedicated account do not count toward the child’s SSI $2,000 balance limit.

2. Multi-Month Distribution of a Deposit

Other lump sum amounts not designated as needing to be in a dedicated account can be applied to expenses spanning several months. Since DCF uses the Social Security benefit to reimburse ourselves for the client's cost of care, DCF is seen as a payee and a creditor. A creditor payee must obtain Social Security’s approval prior to using lump sum benefits for self-reimbursement. (SSA POM Section GN 00602.030.) The GSO communication system and form PPS-5928, GSO Reporting Form, are used to request a multi-month distribution of a lump sum deposit. See instructions for Form PPS-5928 for details.

D. SSI While in Medical Placements

Youth placed in a State Hospital, Institution, or residential treatment facility (PRTF) receive a reduced SSI payment of $30.00 per month. The reduced rate starts the first full month in one of these medical placements. The month the client is admitted (a partial month) PPS can receive the entire benefit. The $30 is provided for the child's incidental expense for the month. Social Security must be notified, using GSO and form PPS-5928, when a youth enters and leaves a medical-type placement so the benefit can be adjusted. When in a medical placement for an entire month, if the SSI benefit is received by DCF at the full amount, the worker shall approve only $30 of the benefit. Refer to the help menu of the WARDS application for details on approving deposits in WARDS.

E. SSI Balance Limits

Clients lose SSI eligibility if their resources are over $2,000. Resources for SSI purposes would include the total of balances in their regular and non-RD WARDS accounts (the “non-RD” account is where non-social security benefits are held). A balance in the dedicated account (lump sum benefits Social Security labels as “dedicated” are held in the dedicated account) do not count towards the $2,000 limit. If a client’s WARDS balance is approaching $2,000, regional office staff shall reduce the balance by deciding how to spend the money based on the needs of the client. Refer to PPM Section 5929 for information of how benefits can be spent. Refer to PPM Section 5928.E for information on PASS, an option to
consider when the SSI client has no unmet needs so benefits cannot be spent down.

A report in WARDS called Balance Range (Reports | Clients | Client Balance Range) shall be run anytime a worker wants to know the balance of a client. The WARDS Finance Manager in PPS Administration runs this report monthly for clients who receive SSI and sends a copy to Social Security Administration and to each region.

Notify Social Security, using GSO and formPPS-5928, when a client’s account balance is:

1. Between $1,250-$2,000 – add a comment to formPPS-5928 that Social Security will be contacted next month if the balance is not spent down.
2. Over $2,000 – add a comment to form PPS-5928 explaining when the balance will fall under $2,000. Having the account over the limit may cause benefits to be suspended; Social Security will make that decision. If benefits are suspended, Social Security will let you know what needs to be done to reactivate the benefits once the WARDS account balance is back under the limit.

F. Conserving Funds

There are two ways to save Social Security benefits for a need of the beneficiary.

1. PASS (Plan for Achieving Self-Support) for Clients with SSI Balances
   a. Qualifying
      A PASS plan is appropriate when the following conditions are met:
      i. The client receives an SSI benefit; and
      ii. The client has all needs met; and
      iii. Their WARDS balance will exceed the $2,000 limit within 90 days; and
      iv. The client has a plan for their future (i.e. attend college or start a business).
      Money put into PASS is not considered as a resource when determining a client’s eligibility for SSI. Should a youth's resources exceed $2,000 their SSI benefit could be suspended which results in a loss of benefit for the youth. More information about PASS, and how to apply for it, can be found at http://www.ssa.gov/pubs/11017.html. The WARDS worker shall initiate discussions regarding a PASS with the DCF IL Coordinator and the CWCMP. The DCF IL Coordinator shall complete the needed form and documentation, making sure the WARDS worker has copies of anything submitted to Social Security.
   b. If Approved
      If the PASS is approved the WARDS worker shall do the following:
v. Indicate on the Maintain | Clients screen the approved amount under SSI “Maintain Minimum Balance”. This will prevent the WARDS system from using up to that approved amount to reimburse the agency for cost of care.

vi. Send the request to the WARDS Finance Manager in DCF Payables when the PASS funds are needed by the client for their intended purpose.

vii. Reduce the amount listed on SSI “Maintain Minimum Balance” by the amount of the purchased item.

2. “Minimum Balance” for Clients with SSA Balances

Applying a “Maintain Minimum Balance” to a client’s SSA account in WARDS means that up to the amount determined for the identified need will not be used to reimburse DCF for expenses incurred while the client is in DCF custody. The reason for conserving funds needs to be carefully evaluated by the WARDS worker and the regional program administrator to determine if this is in the best interest of DCF and the youth in DCF custody.

a. Qualifying

i. The client receives Social Security Act (SSA) benefits and no SSI benefits; and,

ii. This need cannot be met through any other source.

b. Procedures

i. Documentation - The WARDS worker shall obtain in writing from the region’s program administrator approval to conserve funds in WARDS. This documentation shall be kept in the WARDS financial file.

ii. Maintain | Client Screen - On the Maintain | Client screen in WARDS, enter the amount to conserve as a “Maintain Minimum Balance” for SSA. DCF will not be reimbursed until this dollar amount is achieved in the WARDS account.

iii. e-Mail the PPS Administration WARDS Finance Manager with expenses as they are needed for disbursement from the WARDS conserved funds.

iv. Reduce the amount listed on “SSA Minimum Balance” by the amount of the purchased item.

G. Annual Accounting to Social Security Administration (Representative Payee Report)

When DCF is payee of a child’s social security benefit, Social Security will mail yearly to DCF a Representative Payee Report which is filled out with the
assistance of the Rep Payee Report in WARDS (refer to the help menu of the WARDS application for instructions on how to run this report). DCF shall use Social Security’s on-line reporting site whenever possible to answer the questions asked on the Payee report. If the site is not available or attachments need to be sent with the report to explain certain answers, the Representative Payee Report shall be mailed in the envelope provided by Social Security.

Social Security’s on-line reporting site can be found at http://www.socialsecurity.gov/payee/form/index.htm. Each DCF WARDS worker completing payee reports shall access the site and register for a userid and password. This userid and password are then used on the site to submit answers to Representative Payee Reports.

Please note that the on-line reporting site is different from the GSO account mentioned in PPM5928.A.1.

5929 WARDS - Benefit Management

This section contains information regarding events occurring while DCF is payee of a foster child’s benefit. The DCF WARDS worker shall be familiar with the following information.

A. Approving Deposits and Expenses

1. Guidelines for Approving Deposits

   DCF is eligible to receive a benefit deposit if the child was in DCF custody in an out of home placement at any time during the month. The following guidelines apply for determining how much of a benefit deposit can be approved.

   a) Return Home: for the month a child returns home DCF Regional Office staff shall approve the entire benefit deposit for the month. Any benefit deposits received for months following a return home shall be disapproved.

   b) PRTF: If a child is placed in a PRTF for the entire month, the state is only allowed to approve $30 of the deposit for an SSI benefit. Other benefit types (SSA, VA, RR, etc.), do not have this limitation.

   c) APPLA: Youth who achieve permanency through APPLA are also released from custody. Any benefit deposits received the month of release shall be completely approved; any benefit deposits received the month after the release from custody shall be disapproved.

   d) Detention & AWOL: For SSI and SSA benefits, consult the local Social Security (SS) contact to determine if benefits can continue to be
received. In some instances, social security benefits may continue while the child is in detention or is AWOL to be conserved for the child’s return. Other benefits (VA, RR, etc.) can continue to be approved.

e) Adoption subsidy pre-finalization:
   i. For SSI benefit with IV-E funded adoption subsidy ONLY: Concurrent receipt of IV-E adoption assistance and SSI is permissible. Social Security will reduce the SSI amount by the monthly subsidy payment. The new adoptive parents may request to be payee.
   ii. For all other benefit types (SSA, VA, RR, OTH): The new adoptive parents may request to be payee of the child’s benefit. If they choose to become payee, all Social Security deposits received after their request becomes effective should be disapproved and returned to Social Security or returned to the adoptive parent if the benefit is VA, RR, or OTH. A partial month offset may be approved from the deposit if the request became effective in the middle of a month.

f) Death: In the case of death, an SSI check is payable for the month of death; any SSI checks received following the month of death shall be disapproved. For non-SSI beneficiaries, no check is received for the month of death, even if the child dies on the last day of the month. Disapprove any check received for the month of death or later for non-SSI benefits.

2. Guidelines for Approving Expenses
   Expenses shall be approved as long as the service occurred, the number of units agrees with acknowledgements received from the contractor, and the cost seems reasonable—‘reasonable’ meaning the cost is within a few dollars of the rate listed in the Handbook for Client Purchases (see PPS website). The system automatically considers whether an expense exceeds the amount of SS benefit for the month in order to allow or disallow the expense to be reimbursed to DCF. The following guidelines apply when approving expenses in WARDS.

   a) Determine whether the cost is listed accurately: The cost listed in WARDS is what the contractor had to pay for the expense. This varies by contractor. If an expense seems unreasonably low or high (consult the Handbook for Client Purchases on the PPS web site for suggested rates), contact the contractor to confirm the cost they submitted is accurate. Give them the service ID of the expense in question so the contractor can easily identify which expense is in question.

   b) No expenses displayed: If expenses are not showing up for a child, check the following:
      i. Has an initial deposit for the child been approved? Approving the first deposit of a child’s WARDS account allows expenses to be loaded.
ii. Is there an approved deposit for the time period in question? Only expenses involved in the service dates of an approved deposit will appear in WARDS.

iii. Do the Rep Payee start/end dates (on the Maintain | Clients screen) include the months missing from the expense page? The Rep Payee start/end dates indicate when a case is active; even if a deposit is approved, if the Rep Payee dates do not include the deposit’s service month(s), the expenses will not load.

c) Medicaid Paid Placement – PRTF or Other: Medicaid paid placements usually have no direct expense to the contractor so the cost is usually zero. Approve expenses with 0 as an amount if the placement matches what was reported on the Acknowledgment form (PPS 5120 form).

3. How to Fix an Expense

The services seen in WARDS are actually encounters stored in SCRIPTS received from contractors. Each encounter has a unique identifying number called a service ID. Once a service ID is loaded into WARDS, it does not receive any updates. If the contractor sends SCRIPTS a correction, it will not be reflected in WARDS. If an expense needs changed, there are two options:

a) Approve the expense, adjusting the rate so it matches up with what the expense should have been. Document in the logs what the expense should have been and the contractor has been contacted to submit a correction to SCRIPTS; or.

b) Ask the contractor to submit the change under a new service ID. If the contractor successfully submits the change under a new service ID, disapprove the expense currently showing and wait for the new expense to be loaded. When the new corrected expense is loaded into WARDS, approve it.

B. Monitoring Account Balances

By the 15th of each month, the WARDS Worker shall run the following reports to check balances on their cases:

1. Inactive Client List with Balance – This report provides a list of clients and their balances that do not have an open rep payee episode. Workers shall contact the WARDS Accountant to close any cases with a balance where DCF is no longer the Representative Payee.

2. Client Balance Range – This report provides a list of client balances falling within the filters applied. To check balances of clients who receive SSI, check the box “Only Clients Receiving SSI Benefits” and apply a filter where total balance is between $2,000 - $100,000. Workers shall look for ways to spend down the balance before the 1st of the next month.

C. Purchases Made from the WARDS Account
Any personal item the beneficiary needs can be purchased with money in a WARDS account once the client’s cost of care has been paid (calculated by the WARDS system) and the item is not covered under the Foster Care Reintegration contract.

1. Waiving Cost of Care Reimbursement
   Reimbursing DCF for cost of care can be waived by the regional office program administrator should an extenuating circumstance exist, such as no other source is available to pay for a needed item. WARDS workers shall document this exception and approval in the WARDS financial file. (Refer to 5928.E.2 for details on conserving funds.)

2. Receipts and Approved Items
   Receipts for purchased items are required. Benefits should be used only for items the client can take with them from placement to placement. Following are examples of personal items for which WARDS funds could assist:
   a. clothing – coats, caps, gloves, swimming suits, shoes, or uniforms for school
   b. therapeutic equipment (if recommended by a doctor and not covered by any other source) – hearing aids, glasses, walkers, book holders, or wheelchairs
   c. health and hygiene items – cosmetics, dermatology treatments, or cosmetic dental treatments
   d. room furnishings – rugs, curtains, bedding items, pictures, posters, mirrors, or clothes hamper
   e. transportation – mileage or bus pass to visit family, go to amusement parks, State fairs, or summer camps
   f. hobby items – art supplies, photo albums, or cameras
   g. school items – supplies, class fees, activity tickets, yearbooks, instrument for school band or orchestra
   h. convenience items – tv’s, clocks, watches, iPods, Kindles, iPads, or laptops
   i. miscellaneous items – magazine subscriptions, telephone expenses for out of town calls, restaurant meals, or reasonably priced holiday present for the child to give.

Items the client cannot take with them when they move, or are not consumed by the client, shall not be purchased with WARDS account money. This would include, but is not limited to, anything built in, such as a wheelchair ramp, a dishwasher, wall-to-wall carpeting, or bus ticket for a family member. Reasonably priced holidays gifts for the client to give are the exception to this rule.
3. How to Make a Purchase

a. Choose a Method
   The WARDS worker shall explain to the case manager the following options:
   i. The CWCMP, an agency, or an individual may purchase the item(s), and upon submission of the receipt(s), reimbursement will be made only to the CWCMP. Case managers should ensure there is money available in the child’s WARDS account prior to making the purchase.
   NOTE: WARDS workers should impose a ‘minimum balance’ on the child’s account when receiving a request from the case manager to reserve funds for a purchase. (See the WARDS User’s Manual, located in the help menu of the WARDS application, for details on how to place a ‘minimum balance’ on an account.)
   ii. An allowance (limited to $100 or less) is given to the client. The check will be made out to the client; the client and case manager (see NOTE 2) will need to sign the PPS 5929 acknowledging receipt of the check. Describe what the client plans to purchase with the allowance on the PPS 5929.
      NOTE 1: If the client is unable to sign for a check due to age or disability, this method should not be used. Use method C.3.a.i described above.
      NOTE 2: Whoever hands the check over to the client needs to sign in the ‘case manager’ field on the PPS 5929. This could be someone else with the CWCMP agency or from DCF.
      NOTE 3: If the client is signing something other than the PPS 5929, the paper must contain the following information: client’s name, the amount received, the intended purchase(s), the date the check was received, the case manager’s signature (see NOTE 2), and the beneficiary’s signature.
   iii. A gift card is purchased for the client. Gift cards have the same requirements as an allowance—they are limited to $100 or less and the case manager and client will need to sign the PPS 5929 acknowledging receipt of the gift card.
   Exceptions to these purchasing options must be approved by the WARDS Program Administrator prior to a purchase being made.
   Documentation of the exception request and approval shall be through e-mail correspondence which will be saved with the completed PPS 5929 WARDS Account Spending Request form.

b. Request a Check
   To request a check from WARDS, the WARDS worker shall complete the PPS 5929 WARDS Account Spending Request and e-mail the form to the
WARDs Accountant, in DCF Payables unit, along with any receipt(s), if applicable. Receipts and/or client signatures are required for any purchase request.

D. Child Support Services Involvement

When a child receives benefits based on a parent’s disability or retirement (regardless of whether the Social Security Administration or a private insurance company is the payer), the benefit can be applied to that parent’s child support order, if one exists. Refer to the WARDS User’s Manual, located in the help menu of the WARDS application, for details on how this process works within the WARDS system.

1. Legal Justification
   From the case Andler v. Andler, it was determined disability or old age benefits “constitute a satisfaction of a child support order when paid to the divorced mother for the benefit of the minor children.” [Andler v. Andler, 217 Kan. 538 (1975).] When the child is in DCF custody and DCF is payee of that benefit, the same applies.

2. Amount Child Support Services Can Receive
   Child Support Services (CSS) is entitled to credit the parent’s account the lesser of the total amount of the monthly accruing Child Support Order or the amount received from SSA, VA, or Railroad Retirement. CSS is responsible for crediting the parent for the support provided to the child.

E. Youth Over 18 Who Remain in Custody

Youth over 18 who remain in custody and out-of-home placement can become their own payee, but the youth must sign their benefit check over to DCF to be deposited into the WARDS account as recovery of their cost of care. Youth who are not able to manage their own benefit money should not become their own payee. This is a decision to be made by staff at the agency issuing the benefit.

F. Returning Money Held in WARDS
When a child in DCF custody is no longer in out-of-home placement and DCF should no longer be payee, the client’s WARDS account shall be closed, meaning the balance brought to zero. The following are the responsibility of the WARDS Worker:

1. Inform Issuing Agency – For Social Security benefits, the WARDS worker shall inform Social Security, via GSO and Form 5928, of the child’s new placement. For Veterans Administration or the Railroad Board, phone or e-mail your contact of the child’s new placement.

2. Last month of expenses – Approve/disapprove all pending deposits and expenses. Expenses appear in WARDS the month following the month they occur; the WARDS worker will need to wait until the month following the closure month to approve/disapprove all expenses.

3. Close Rep Payee Period – Enter a Rep Payee closure date on the Maintain | Client screen in WARDS.

4. Notify WARDS Accountant – Send an e-mail to the WARDS Accountant letting them know the following:
   a. To Whom the Check should be made out following these guidelines:
      i. Social Security benefits – Balances shall be paid to Social Security within 30 days of DCF no longer being payee. Social Security will then forward that balance to the new payee. In special circumstances, Social Security may permit DCF to transfer conserved funds directly to a new payee or to a capable beneficiary, if it serves the best interest of the beneficiary. The WARDS worker must request approval from Social Security to transfer the balance directly to a new payee or beneficiary. Social Security will approve such transfers on a case-by-case basis.
   
      ii. Veterans, Railroad, and other benefits – Balances shall be sent to the new payee responsible for the child’s day-to-day care.

   b. Where the check should be sent
   c. Why the account is closing
   d. New address of client
   e. The date the client reached permanency (DCF no longer payee)
   f. Client’s name
   g. Client’s ID#
   h. Client’s SSN

5930 Closing the Foster Care Case

Detailed data entry instructions for closing a foster care case are contained in E&P Appendix B of this manual.
Close the Foster Care case on KAECSES when any of the following occur. Upon implementation of KEES close the foster care case in KEES and KAECES:

1. Child returns home
2. Child is living independently or has otherwise achieved permanency
3. Adoption Assistance case opens
4. Death of the child
5. Close the Medicaid Case

If the child returns home on or before the 15th of the month, the case shall be closed at the end of that month. If the child returns home after the 15th of the month the case shall close at the end of the following month.

The foster care payment case shall close unless child has returned home, is still in custody, and the Regional PPS Program Administrator has approved extending the medical card as outlined in section 5919. Close the Medicaid case for a child on runaway status.

If DCF staff receives the Certificate of Creditable Coverage from KMAP after a child returns home from foster care, the form shall be mailed to the parental home.

5931 Entering Payment Eligibility in FACTS

See section 5892 for Instructions on entering eligibility into FACTS

5940 Coordination with the Kansas Department of Corrections - Juvenile Services (KDOC-JS)

KDOC-JS is the designated State agency for serving juvenile offenders in Kansas who have been placed into the custody of KDOC-JS by the courts. PPS Eligibility Specialists are responsible for determining if juvenile offenders (JOs) in KDOC-JS
Local KDOC-JS agency Case Managers are responsible for the day-to-day management of JOs who are in KDOC-JS custody. Some of these JOs are in out-of-home placement which makes them part of the State’s foster care population. JOs may reside in a Family Foster Home, YRC’s, PRTFS, Sanction House, TLP, CIP, Juvenile Detention Center, Juvenile Correctional Facility, Secure Care Facility, Emergency Shelter or with relatives.

**5941 Juvenile Offender Eligibility for Foster Care Medicaid and IV-E**

When a youth is adjudicated a juvenile offender and committed to Kansas Department of Corrections - Juvenile Services (KDOC-JS) custody and placed out of home, KDOC-JS Case Managers enters information into CASIMS system in order for the PPS Eligibility Specialist to obtain the PPS 5410A from the CASIMS system. PPS Eligibility Specialists will be sent an automatic e-mail to alert them that a youth has entered KDOC-JS custody. PPS Eligibility Specialists also determines eligibility for juveniles who are directly committed to a juvenile correctional facility.

KDOC-JS Case Managers will need to forward the following information to the PPS Eligibility Specialists on the day custody is given to KDOC-JS:

1. Complaint
2. Order of Custody

KDOC-JS Case Managers will need to forward the following information to the PPS Eligibility Specialists within three business days of the youth entering KDOC-JS custody:

1. Copy of Birth Certificate/Verification
2. Copy of Medical Insurance (if applicable)
3. Social Security Card (if available)
4. JJA 0014 KDOC-JS Acknowledgment of Parental Obligation
5. PPS 5410A (if the completed form is not available through CASIMS)

Youth in KDOC-JS custody and residing in out of home placements are also eligible for Foster Care Medicaid if they meet the eligibility criteria per Section 5900.

Youth in KDOC-JS custody are no longer eligible for Foster Care Medicaid when they reach the age of 21 (last day of the month they turn 21). The PPS Eligibility Specialist shall close the KAECSES and KEES case.
5943 Juvenile Offender Eligibility

A redetermination of IV-E eligibility is required every 12 months. PPS Eligibility Specialist will download the PPS 5425A, IV-E Eligibility Redetermination, from CASIMS. KDOC-JS Case Managers will need to supply supporting documentation to the PPS Eligibility Specialist, so that they can correctly determine ongoing eligibility. Supporting documentation may include, but not limited to:

A. Journal Entries showing continuous custody
B. Permanency Hearing
C. Income (earned and unearned)
D. Information regarding ongoing deprivation
E. Resources

PPS Eligibility Specialist redetermine the youth’s IV-E eligibility by completing the PPS 5425B. Refer to Section 5900 for juvenile offenders who are GA foster care eligible.

5944 KDOC-JS Notification to DCF Regarding Changes Which Impact Eligibility

KDOC-JS agencies are responsible for notifying PPS Eligibility Specialist in the regional DCF office when case changes occur which impact eligibility. This is completed by an automatic e-mail being generated to DCF when the KDOC-JS Case Manager enters the information into CASIMS. Upon receipt of the notification of the change, the PPS Eligibility Specialist will access CASIMS, print the information for the file, and forward a copy to the CSE worker. In most circumstances, the information will be contained in the PPS 5460, which will be printed and placed into the eligibility file. PPS Eligibility Specialist will enter the eligibility segments into CASIMS so KDOC-JS can submit their quarterly IV-E maintenance claim.

Changes that could impact eligibility for which KDOC-JS is responsible to notify DCF when any of the following changes in status occurs:

A. KDOC-JS is relieved of custody by the court
B. The youth's placement changes
C. The youth returns home
D. The youth is enrolled in private health insurance

5945 Referrals To Child Support Services (CSS)

When a foster care case is opened for a juvenile offender, regional PPS program staff sends a KAECSES referral to CSS indicating the case is a KDOC-JS case.

PPS Eligibility Specialist will forward to CSS the following information:
A. Order of Custody
B. PPS 5410A
C. PPS 5460 (Change of Placement)
D. JJA 0014 JJA Acknowledgment of Parental Obligation
E. Copy of Birth Certificate/Verification

5948 KDOC-JS Relative Placement Program

KDOC-JS staff may choose a relative placement for youth in KDOC-JS custody. Relatives may choose to be approved by KDHE or to receive TAF. KDOC-JS completes PPS 5460 to notify regional eligibility staff of the placement and the choice of the relative. Relatives choosing medical only receive a foster care medical card.

If the juvenile receives SSI or other benefits, KDOC-JS staff will refer the relative to the Social Security Office to become payee for benefits.

5949 Dually Adjudicated Youth Served by KDOC-JS

When a youth in the custody of the Secretary is later adjudicated as a juvenile offender and placed into the custody of the KDOC-JS, KDOC-JS is responsible for the care and treatment of the youth. This includes payment responsibility for the placement. KDOC-JS's responsibility for placement continues as long as the youth is in the custody of KDOC-JS. As long as the Secretary was not relieved of the youth's custody when he/she entered KDOC-JS custody, DCF responsibility for care and treatment will resume on the day the youth is released from KDOC-JS custody.

When court order transfers custody of a youth from DCF to KDOC-JS or from KDOC-JS to DCF, the same episode of care continues as long as State custody is continuously maintained.

A. Change the Legal Status code on the FOCA screen. (See E&P Appendix B for details).

B. Notify any agency from which the youth receives benefits (SSA, VA, etc.) that KDOC-JS is now the responsible agency and that DCF is no longer responsible for the youth. Provide a copy of this notification to the local KDOC-JS agency.

C. When a youth has a Wards Account and the youth is released from DCF custody, the PPS Eligibility Specialist will notify Social Security Administration of the change in custody. The remaining funds will be returned to Social Security Administration. If they youth is dually adjudicated, the PPS Eligibility Specialist will contact Social Security Administration for instructions on how to handle the remaining funds.
5950 Juvenile Offender Independent Living

KDOC-JS youth may be eligible for DCF Independent Living services through DCF. PPM Section 7000 for Independent Living policies and procedures.

5960 Foster Care Eligibility for Tribal Youth

A. Medicaid Eligibility

PPS eligibility specialists are responsible for determining Medicaid eligibility for children in the custody of one of the four federally recognized tribes in Kansas. Children in the custody of the Tribal Authority and in out of home placement are categorically eligible for Medicaid. Once the child is returned to the parental home, even if the child remains in the tribal custody, the child is no longer eligible for Foster Care Medicaid.

1. Tribal Case Manager’s Responsibilities:
   Tribal case managers shall send the following documentation to the PPS eligibility specialist within five (5) business days.
   i. Initial Eligibility
      1. Order of Custody
      2. PPS 5410 A
      3. Social Security Number
      4. Placement information (Foster Home name and address)
   ii. Ongoing Eligibility
      1. Placement Changes
      2. Complete Medicaid Reviews
      3. Order releasing the child

2. DCF Responsibilities
   The PPS Eligibility Specialist will determine the child’s eligibility for Foster Care Medicaid.
   i. Initial Eligibility
      Determine the child’s Medicaid eligibility within 15 business days of receiving the documents proving the child is in the custody of tribal authority for out of home placement.
   ii. Ongoing Eligibility
      1. Update the eligibility system when the child changes placements
      2. Review ongoing Medicaid eligibility

B. IV-E Funding Eligibility
PPS eligibility specialists are responsible for determining IV-E eligibility for children in the custody of the state as well as for children who are in the custody of the tribal authority which Kansas has a Title IV-E agreement. Currently, Kansas does not have an IV-E agreement with any of the federally recognized Tribes in Kansas.

There are times when a child may enter Kansas foster care system and later be released from state custody and placed in the custody of the tribal authority. Kansas will coordinate with the tribe to transfer the child’s Medicaid eligibility as well as the documentation supporting their Title IV-E funding determination, if the tribe is a Tribal Title IV-E agency or develops a title IV-E agreement with Kansas. The child’s case plan, health and educational records will be transferred pursuant to Section 475 (1)(C) of the Social Security Act.

6000 Permanent Custodianship & Adoption

6110 Establishment of Permanent Custodianship Subsidy (PCS)

In 1999 the legislature established funding for permanent guardianship subsidy (PGS) to assist families willing to assume this responsibility. Additional funding was designated for those guardianships established pursuant to K.S.A. Chapter 38, Article 15 (permanent guardians). Starting January 1, 2007, the CINC Code changed the name to Permanent Custodian.

6111 Eligibility Requirement for Children

Permanent custodianship subsidy may be considered if one of the following is met:

A. The child is age 14 and over, or
B. The child is part of a sibling group being placed together and one child is age 14 and over, or
C. The child has an approval for an exception from the Director of Prevention and Protection Services for other extenuating circumstances making adoption not a reasonable option.

A. Permanent custodianship subsidy ends when:

1. a child is 18 unless still in high school, then the PCS may continue until the youth graduates or turns 21, whichever is first,
2. the child becomes emancipated, dies or otherwise ceases to need support,
3. the child no longer resides with the permanent custodian,
4. or the permanent custodian fails to complete and return the annual review.

**B.** The permanent custodianship subsidy is not an entitlement program and the child must meet all of the following criteria:

1. be in the custody of the Secretary of DCF with or without parental rights terminated at the time permanent custodianship is established;
2. a court order appointing a permanent custodian;
3. not receiving SSI; and
4. the permanent custodian meets eligibility to receive TAF as defined by EES (KEESM 2220 - Living with a Caretaker).

Children who are living with a guardian established through K.S.A. Chapter 59 (probate court) are not eligible for PCS.

**6112 Type of Support and Amount of Subsidy**

**A. Maximum Monthly Subsidy Payment**

The maximum monthly subsidy payment cannot exceed $300, for permanent custodianships granted on or after 7-1-06. It may be adjusted lower depending on the income and resources of the child. Children shall not receive subsidy if their countable income exceeds $300 per month. Once the subsidy amount is established it does not change unless there is a change in the child's circumstances.

**B. Medical Card**

The medical card can be authorized as part of the Permanent Custodianship Subsidy (PCS) approval process.

When the approved PPS 6155 and PPS 6160 are received by the provider, the provider shall work with the family to submit their application to the Clearinghouse. This shall include:

1. PPS 6155, Referral for Payment, with signed approval from the PPS Administration PCS Program Manager, and
2. PPS 6160, Permanent Custodian Subsidy Agreement, with signed approval from the PPS Administration PCS Program Manager, and
3. The Journal Entry showing the date stamp of the Permanent Custodianship
4. Assisting the family in assuring the KanCare paper application is submitted by mail or by fax to KanCare. The following statement shall be hand-written on the top of the paper application, “Foster Care returning home, is Permanent Custodianship”.
5. Refer to the KEESM manual, Appendix A, which outlines documents required to prove citizenship and identify.

Kan Be Healthy Screens and all Medicaid rules are applicable.

The parent's family health insurance is applicable if parental rights are not terminated. Custodians are expected to include the child on their family medical insurance plans, if the coverage is available. If the permanent custodians move to a different state, the Kansas medical card shall be closed. The permanent custodian will need to apply for medical coverage in the state of residency. A medical card may or may not be issued for the child in that state.

C. Income and Resources of the Child

The relative and non-relative custodians may apply for Temporary Assistance to Families (TANF) on behalf of the child. EES will exempt the subsidy payment in determining the TANF benefit amount. All other applicable income for the child will be considered in determining both the subsidy and TANF payment.

Disregard $186.00 per month of the child's income when determining eligibility for permanent custodianship subsidy.

Income to consider shall include but is not limited to:

1. Social Security Survivors Benefits (SSA);
2. Social Security Disability Insurance (SSDI);
3. Child Support;
4. Income for the child from a trust or annuity
5. Other benefits, e.g. railroad or veterans benefits.
Permanent custodians are expected to apply to be the payee for benefits on behalf of the child. If parental rights are intact, parents may need to agree to the transfer of payee. The amount of benefits affect the amount of subsidy and TANF payment.

6113 Exempt Income and Resources

The following income and resources shall be exempt in determining eligibility for PCS:

A. earned income of the child;
B. inaccessible trusts of the child;
C. income and resources of the permanent custodian and spouse;
D. income and resources of the parent;
E. TAF benefits received for the child.

6114 Eligibility Determination

A limited amount of permanent custodianship funds are available. Prior approval from PPS Administration must be obtained before entering into a custodianship subsidy agreement with an individual or family.

A. The Child Welfare Case Management Provider shall:

1. Submit the PPS 6150 Request for Permanent Custodianship Subsidy, a letter from the prospective permanent custodian explaining why they want to be the custodian, and a letter from the child (if age 14 or over) confirming they are in agreement with the plan to the PPS Permanent Custodianship Specialist and the Regional DCF Office;
2. After approval is received, complete the PPS 6160, Permanent Custodianship Subsidy Agreement, with the custodian (the custodian signs the agreement and DCF will sign when it is submitted to Prevention and Protection Services);
3. Obtain a copy of the Journal Entry of Permanent Custodianship or Letter of Custodianship from the court;
4. Determine that other applicable requirements are met;
5. Complete PPS 6155, Referral for Payment;
6. Submit all the above to the Regional DCF Office
7. Notify the Regional DCF Office staff if they become aware there is a change in address of a custodian.

6115 Permanent Custodianship Subsidy Agreement
The Permanent Custodianship Subsidy Agreement, PPS 6160, shall be signed by the
designated custodian(s). A blank copy of the Permanent Custodian Update Form, PPS
6170, shall be provided to the Permanent Custodian, which shall include information
about where to send the form if changes occur.

A. The DCF staff (or designee) shall explain to the custodian:

1. the purpose of the subsidy, their financial and social responsibilities;
2. the terms of the agreement;
3. the duration of the agreement;
4. the custodian shall use the Permanent Custodian Update Form to report changes
to DCF when they occur;
5. should the custodian fail to complete and return the annual review form the case
shall be closed;
6. monies will be recouped by PPS if sent in error after subsidy should have
terminated;
7. failure to report changes may result in an investigation for fraud.
8. the child may be eligible for Independent living services if the child achieves
permanent custodianship at or after age 16, and encourage the custodian to
assist the child by contacting the State’s Independent Living Program Manager to
access services such as post-secondary financial assistance
9. if the child becomes eligible for SSI after the PCS was approved, the child is then
ineligible for PCS.
10. the custodian should apply for other financial benefits for the child, e.g., SSI or
veteran's benefits;
11. the custodian should notify DCF immediately of any changes in the child's living
situation;
12. the custodian should advise DCF immediately if the custodianship is set aside or
they cease to be legally or financially responsible for the child;
13. the custodian should advise DCF when the child reaches 18 and has completed
high school;
14. the custodian should advise DCF when the child becomes emancipated;
15. the custodian should advise DCF if the child dies, or otherwise ceases to need
support; and
16. the custodian should cooperate fully with DCF in an annual review. (See PPS
6165)
6116 Termination of Permanent Custodianship Subsidy

A. Permanent Custodianship Subsidy shall not continue beyond the month in which:

1. the child reaches 18 (unless the youth is still in high school; then subsidy may continue until the youth graduates or until age 21, whichever is first);
2. the child becomes emancipated, dies or otherwise ceases to need support;
3. the child no longer resides with the custodian;
4. an annual review is due and the custodian fails to complete and return it.

B. The case manager is responsible for forwarding all information that would result in termination to the PPS Permanent Custodianship Specialist and the Regional DCF Office immediately upon receipt of the information.

6120 Annual Report

Permanent Custodianship subsidy does not require an annual eligibility redetermination. An annual report shall be made to determine if any changes in the circumstances of the child exist. The annual report shall coincide with the anniversary date of the beginning of the Permanent Custodianship Subsidy and a copy of that report is due in the PPS Regional office by that date.

DCF staff shall send to the family on an annual basis the PPS 6165 Custodianship Annual Report. The family shall complete this form and return it within 30 days to DCF staff. The form shall be reviewed, any changes not reported timely shall be sent to the fraud investigator, a copy shall be forwarded immediately to the PPS Permanent Custodianship Specialist, and the original will be placed in the case file. Failure to submit the PPS 6165 Custodianship Annual Report to the case manager in a timely manner may result in automatic stoppage of payment to the custodian.

6132 Referral to Child Support Services (CSS)

Parents whose rights have not been terminated shall be referred to Child Support Services (CSS) for the collection of support. CSS may receive referral from both EES and PPS. The establishment of a permanent custodianship subsidy case shall be noted on the narrative section of the CHSE Screen in KAECSES.

6200 Adoption Assistance

Adoption Assistance is a program designed to remove barriers to the adoption of children with special needs, who otherwise could not be adopted. The intent of the program is to assist the adoptive family in meeting the special and ordinary needs of a
child. The types of assistance the child receives shall be determined by the negotiation process. It shall not be assumed all families will need all types of assistance.

A. The adoption assistance program may provide one or more of the following:

1. Kansas Medical Card
2. Monthly cash subsidy,
3. Special one-time payment,

Reference PPM Section 6201-6204 for details related to each adoption assistance type.

B. This program is authorized by state and federal statutes and regulations.

1. Kansas implemented a state adoption assistance program in 1970.
2. The state only adoption assistance program is codified in KSA 38-319 through 38-329.
3. The Title IV-E of the Social Security Act was modified to include federal financial participation in adoption assistance through the Adoption Assistance and Child Welfare Act of 1980, Public Law 96-272.
4. The Tax Reform Act of 1986, Public Law 99-514 amended the Title IV-E adoption assistance program to provide 50 percent matching funds for non-recurring expenses associated with the costs of adopting a child.
5. The Adoption and Safe Family Act of 1997, Public Law 105-89 further modified the requirements for Title IV-E adoption assistance.

Both the state and federal programs shall be operated the same. Adoption assistance and medical assistance shall be provided for eligible children regardless of the funding source.

6201 Medical Services
The Adoption and Safe Families Act requires health care coverage be provided for any special needs child for whom there is an adoption assistance agreement. It is important that the family understand the benefits and limitations of the Kansas Medicaid Program. Adoptive families shall be encouraged to add adoptive children to their health insurance policies to assure optimal coverage. They shall be informed their insurance will be considered primary if they choose to do so.

The PPS Administration Medicaid liaison shall be consulted for information regarding Medicaid services. Kansas Department of Health and Environment, Division Health Care Services will assist in obtaining information regarding available medical services for specific children. Booklets and brochures are available through that Division for families. Additional information can be found in the Kansas Family Medical Assistance Manual (KFMAM).

6202 Non-recurring Adoption Expenses

Any family who adopts a Kansas child who meets the definition of special needs is eligible to apply. A Kansas child is a child who is in the custody of the Secretary or a private child placing agency and does not receive adoption subsidy from another state and whose adoption becomes final in Kansas. Families may be reimbursed up to $2,000 for the expenses associated with the pre-placement of each child and finalization of the adoption. Payments cannot be made until the adoption is finalized. Children adopted internationally or placed by the court, adoption brokers, parents and other individuals are not eligible for reimbursement of non-recurring funds.

A. Allowable Reimbursement

Families may be reimbursed up to $2,000.00 for the finalization of the adoption. Reimbursement is reasonable and customary amounts for:

1. attorney fees
2. court costs including filing fees
3. other costs associated with the legalization of the adoption
4. transportation for pre-placement visits with the child and reasonable costs of food and lodging to complete the adoption process
5. health and psychological exams
6. the home study fee,
Reimbursement is made to the family based upon the adoption assistance agreement. Reimbursement shall not be made directly to the attorney. After the adoption finalization the family may assign benefits to the attorney finalizing the adoption, the attorney shall submit the assignment of benefits with the bill for services, court cost, attorney fees, etc., along with the petition and decree of adoption. Payment will be issued in the adoptive parents name and directed to the attorney’s address. (See Appendix 6C).

B. Adoption Assistance Agreements for Non-recurring Expenses:

Adoption assistance agreements shall be completed prior to the finalization of the adoption. Form PPS 6115 Eligibility for Adoption Assistance shall be used to document eligibility for adoption assistance. Form PPS 6140 Non-Recurring Adoption Assistance Agreement shall be completed for families eligible for reimbursement of non-recurring expenses only. Form PPS 6120 Application for Adoption Assistance Private Agency Placements shall be completed when applicable. Form PPS 6130 Adoption Assistance Agreement shall be completed for children who receive adoption assistance.

C. Nonrecurring expenses if the adoption is not finalized

Non-recurring expenses may be reimbursed under certain circumstances if the adoption is not finalized and upon approval by the Adoption Assistance Program Manager.

The Regional office shall provide the Adoption Assistance Program Manager detailed information regarding:

1. The reason for the adoption disruption
2. The amount of requested reimbursement expenses
3. The type of requested expense

6203 Special Service Payments

A special service payment may be pre approved on a time-limited or one-time only basis at the request of the adoptive parents if the child has a specific need which cannot be met through the Medicaid program, the monthly subsidy payment or other resources and address the special needs of the child. The special service payment should not be used to meet the ordinary needs of a child, or if the expense to State adoption assistance funds exceeds $1000 or is expected to last more than 6 months. The service payment for special purchase of goods or services shall be specified on the Adoption Assistance Agreement, PPS 6130. Specify and document the service and length of time the service shall be purchased, or the goods to be purchased. (See
Handbook for Client Purchases for procedures and details on purchasing special services or goods). If a need is identified at a later date, a new agreement shall be developed and signed.

Payments for goods or services are not covered under the Title IV-E Adoption Assistance program, and shall be purchased from all state funds (non-IV-E adoption support).

A. Time Limited Services

Time limited services may be approved by regional staff for a six month period.

B. One-Time Only Purchases

Unique one-time only purchases are limited to $1000 per child. Purchases may include, but are not limited to:

1. Beds and chest of drawers for families who adopt three or more children and the child has not been placed with the adoptive family as a foster care placement;
2. Special equipment for children with handicaps or development disabilities not covered by other resources;
3. Home modifications to make the house handicapped accessible, or meet the special needs of the child, i.e., building ramps or widening doors etc.;
4. Lifts for vans, DCF does not purchase vehicles;
5. Respite care.

See also PPM 6922.

6204 Monthly Cash Subsidy Payments
The Adoption Assistance Specialist shall negotiate a monthly subsidy with the adoptive family based on the child’s needs and family’s community resources and support services. While benefits available to the child, i.e. social security, SSI, veterans, may be considered in determining the amount of monthly cash subsidy payments, SSI is the only benefit that automatically has an effect on the payments.

Once the family and agency agree to the amount of the subsidy it shall not change unless mutually agreed to by both parties.

A. Monthly Subsidy Rates

The maximum amount of subsidy is $500, unless a child is eligible for SSI prior to adoption finalization. (See section 6202B.) The monthly payments shall be negotiated with the adoptive family and based on the needs of the child and the family’s access to community resources.

Factors to consider when negotiating the amount of subsidy include but are not limited to:

1. Cost of medical transportation;
2. Cost of adding the child to private health insurance;
3. Special equipment or other non-medical supplies needed by the child not covered through other resources or Medicaid;
4. Cost of day care;
5. Number of children in the sibling group to be adopted (In certain situations where families are adopting large sibling groups, the added cost of food, clothing, and shelter may be taken into consideration when arriving at a subsidy amount);
6. Costs of special enrichment programs to benefit the child;
7. Other costs unique to the needs of the child;
8. Home improvements required due to the child’s special needs.

B. SSI Eligible Children

1. Pre-finalization: Children determined SSI eligible prior to adoption finalization, may receive adoption subsidy at the SSI rate. The current rate is posted on the Social Security Administration web site at: www.socialsecurity.gov An adoptive assistance agreement shall be established whether the adoptive
parents receive the SSI payment or a IV-E payment. The most common arrangement is for the agency to make a IV-E payment to the adoptive parents and the Social Security Administration suspends the SSI payment until finalization.

For children who receive state funded adoption assistance, and becomes eligible for SSI, and receives an SSI payment, the cash subsidy shall be reduced by the amount of the SSI payment as Kansas operates the Title IV-E and State funded adoption assistance programs the same. A new adoption assistance agreement shall be signed.

2. Post-finalization: At finalization and release from the Secretary’s custody, if the child continues to be SSI eligible, the adoptive family may request to become payee of the child’s SSI benefit. However, children eligible for SSI in foster care may not be eligible for SSI post-finalization because the family’s resources will be taken into consideration. If the child receives adoption subsidy and SSI payments, the adoptive family shall be advised the Social Security Administration will reduce the SSI payment by the amount of the adoption subsidy payment.

3. At age 18 youth eligible for SSI and receiving Title IV-E Adoption Assistance: Assistance may continue past age 18 until age 21, if the youth has current documentation of a physical or mental disability which warrants continuation of adoption assistance beyond age 18. Prior to the youth’s 18th birthday, the family shall submit current documentation from a physician, hospital, clinic or other qualified licensed medical practitioner of the youth’s physical or mental disability which warrants continuation of adoption assistance beyond age 18. The documentation shall be placed in the financial file.

At the age of 18, an adult as a household of one, is eligible to apply for lifelong SSI benefits. If the adult has physical or mental conditions indicating the likelihood of eligibility for lifelong benefits, families shall be advised to apply for SSI benefits on behalf of the youth.

C. Home and Community Based Services (HCBS) Eligible Children

Children receiving in-home services through the Home and Community Based Services (HCBS) Waiver while in foster care continue to be eligible for services after adoption.

Refer to PPM 0606.
6210 Eligibility Requirements for Adoption Assistance

Eligibility for adoption assistance is based on the needs of the child, not the income of the family. The family’s access to community resources shall be considered when determining the type and amount of assistance. The child's eligibility for adoption assistance shall be documented on the PPS 6115, Eligibility for Adoption Assistance.

Eligibility shall be determined while the child is in the custody of the Secretary in out of home placement or the custody of a licensed child-placing agency. Children may be eligible for one or more of the following types of adoption assistance: Medicaid, monthly subsidy payment, special subsidy payment, and non-recurring expenses.

A. To be eligible for adoption assistance a child shall meet all of the following criteria – 1, 2, 3 and 4:

1. A child must be legally free for adoption and placed in the custody of the Secretary of Kansas Department for Children and Families (DCF) or a private licensed child placing agency.

2. Establish the Child Cannot Return to the Parents
   There shall be a judicial determination that the child cannot or should not be returned to the home of the parents and it is not in the best interest of the child to be returned to the parents. Case records shall contain documentation stating why the child cannot return to his/her parents.

   Documentation is based on the following evidence:
   a. Journal entry documenting the termination of parental rights; or
   b. Journal entry documenting the child cannot return home; or
   c. Relinquishment by the parents to DCF in lieu of TPR; or
   d. Relinquishment by the parents to a private agency

3. Establish the Special Needs of the Child
   The child shall have one or more specific factors or conditions, which limits his/her’s adoptability without adoption assistance. There shall be a linkage between the specific factor or condition and the type of subsidy needed to enable the adoptive family to meet the needs of the child. DCF staff shall determine eligibility. The Child Welfare Case Management Provider shall provide DCF with documentation of special needs.

   The following conditions are factors used to determine if the child has special needs requiring professional treatment on an ongoing basis, which may make
it reasonable to conclude the child cannot be placed without cash subsidy or Medicaid services.

a. Physical Disability
   The child has a medically diagnosed disability, which requires professional treatment, impairs normal functioning, or requires assistance in self-care or the purchase of special equipment. The disability is to be diagnosed by a physician, hospital, clinic or other licensed medical practitioner qualified to make disability determinations.

b. Developmental Disability
   The child has significant developmental disabilities and/or delays with demonstrated need for intensive adult supervision beyond chronological age, determined through an evaluation by a licensed psychologist, diagnostic center, special education services, or other qualified professional individual.

c. Behavioral or Emotional Disability
   The child is diagnosed as having a psychiatric condition, which impairs the child's intellectual, behavioral or social functioning. Diagnosis and prognosis shall be established by a licensed physician, psychologist or clinical social worker.

d. Age of Child
   The child is age 12 or older.

e. Guarded Prognosis
   Children with guarded prognosis are not currently being treated for a specific disability or condition but there are factors in the child's genetic, health, and/or social background, which indicates the child, may develop physical, emotional or developmental problems later. The child, parents genetic, social, and health history shall be documented in the case record.

f. Membership in a Sibling Group Placed Together
   The child is a member of a sibling group of two or more children placed for adoption together. For a sibling group of two, one of the siblings shall have one of the special needs factors or conditions listed above. Sibling groups of three or more placed together do not need to meet any other special needs criteria.

4. Establish Reasonable Efforts Were Made to Place the Child Without Assistance.
   A determination shall be made that reasonable but unsuccessful efforts were made to place the child without assistance. This criterion is not applicable for the child who is adopted by a relative or a foster family with whom a significant relationship has been established.

   Efforts shall be made to place the child without assistance and documented in the case file. Reasonable Efforts include the following initiatives:
   a. Referral of the child to state and national adoption exchanges;
b. Develop of individual recruitment plans;
c. Special Recruitment initiatives, such as TV or newspaper

It is not the intent of the agency to delay adoption reasonable efforts if an appropriate family is available who requires adoption assistance to adopt the child. It shall be documented in the staffing report why the family is the most appropriate choice for the child.

B. Children Who Are Not Eligible for either State or Federally Funded Adoption Assistance:

1. Children who have been placed by the court, adoption brokers, parents and other individuals; even if the child was previously in the custody of the Secretary.

2. Children adopted internationally

3. Children adopted by their birth parent.

6220 Determining Funding Source for Adoption Assistance

The adoption assistance agreement shall be completed prior to the finalization of the adoption. Adoption assistance payments shall be entered into KEES once the PPS 6130 Adoption Assistance Agreement form is signed by all required parties. The start date of the assistance is listed in Section V of the agreement.

The following shall be considered when determining the funding source for Adoption Assistance:

A. Special Need – Does the child meet the special needs criteria outlined in PPM 6210?
   1. If yes, proceed to section B.
   2. If no, the child is not eligible for adoption assistance.

B. Administrative Eligibility
   1. IV-E Eligibility in FC - At the initial removal from the home, was the child Title IV-E eligible for the current foster care episode?
      a. If yes; proceed to Section C to confirm maintenance eligibility.
      b. If no, proceed to B.2.

   2. Voluntary Relinquishment
      a. Was the child voluntarily relinquished to DCF or voluntarily relinquished to a licensed child placing agency and
b. Did the child have IV-E foster care eligibility established as a result of this foster care episode? (The voluntary relinquishment may be considered a judicial removal if a petition to remove the child from his/her home is filed within six months of the date the child lived with the specified relative and there is a subsequent judicial determination that to remain in the home would be contrary to the child's welfare.

c. If yes, proceed to Section C to confirm maintenance eligibility.

d. If no, proceed to Section B.3.

3. SSI Eligible -

a. Was the child eligible for Supplemental Security Income (SSI) prior to the finalization of the adoption? (The child’s eligibility for SSI benefits must be established prior to finalization of the adoption. The notice of eligibility must be received by the agency prior to finalization. The application date for SSI may not be used as the eligibility date.)

b. If yes, proceed to Section C to confirm maintenance eligibility

c. If no, proceed to Section B.4.

4. Child’s Parent is a Minor

a. Is the child's parent a minor who is IV-E maintenance eligible and does the minor parent's IV-E maintenance payment covers the child's cost of care?

b. If yes, proceed to Section C to confirm maintenance eligibility.

c. If no, proceed to Section B.6.

5. Prior Adoption was IV-E

a. Was the child eligible for IV-E adoption assistance prior to becoming available for adoption again because of the dissolution of a prior adoption or the death of their adoptive parents? (See PPM 6230 Subsequent Adoption Assistance Agreements.)

b. If yes, proceed to Section C to confirm maintenance eligibility.

c. If no, proceed to Section B6.

6. Applicable Child Eligibility (ACE), AKA Fostering Connections

a. Citizenship - Does the child meet one of the following?

   i. Child is a United States citizen by birth or naturalization, or

   ii. Child is legally admitted for permanent residence in the United States and the initial court order includes a statement that continuation in the home would be contrary to the welfare of the child or words to that effect (per 45 CFR 1356.21)

   iii. If yes, proceed to Section B.6.b.

   iv. If no, child is State Funded.

b. Contrary to the Welfare

   i. When in foster care, did the child’s initial court order of removal contain “contrary to the welfare” language?
c. Age criteria (expires 6/30/2024) – Has the child met one of the following?
   i. Child has attained age 2 by the end of the fiscal year in which their adoption assistance agreement started.
   ii. If yes, proceed to section C to confirm maintenance eligibility.
   iii. If no, is the child a sibling of a child placed at the same time in the same adoptive placement who meets the age requirement?
   iv. If yes, proceed to Section C to confirm maintenance eligibility.
   v. If No, child is state funded.

C. Maintenance Eligibility
   Maintenance eligibility should be determined when adoption assistance begins. If child is determined state maintenance eligible, no further redeterminations are necessary. When federal maintenance eligibility is determined, a redetermination is necessary at each yearly review and before the child turns 18.

1. Felony Convictions
   a. Did the adoptive parents agree to being fingerprinted for which the KBI found none of the following?
      vi. Convicted for child abuse or neglect, spousal abuse, crimes against children, including child pornography; or crimes involving violence, including rape, sexual assault or homicide; and
      vii. In the past 5 years, convicted for physical assault, battery, or a drug related offense.
      viii. If yes, proceed to Section C.2.
      ix. If no, child is state funded.

2. School Attendance
   a. Is the child of the minimum age for compulsory school attendance under state law and enrolled, and attending, school per law?
   b. If yes, or if child is under the minimum age for compulsory school attendance, child is federally funded.
   c. If no, child is state funded.

3. Age 18-21
   a. Does the youth have a documented physical or mental disability (documented by a physician, hospital, clinic, or other qualified medical practitioner)?
   b. If yes, federal funding remains.
   c. If no, funding reverts to state funding.
(Note: Federal or state funding can continue as long as the child attends secondary school. When the child graduates or turns 21, adoption assistance ends.)

6230 Subsequent Adoption Assistance Agreement

A. Establishing Eligibility for Subsequent Adoptive Placements

In a situation where a child is adopted and receives title IV-E adoption assistance, but the prior adoption dissolves or the adoptive parents die, a child may continue to be eligible for title IV-E adoption assistance in a subsequent adoption. The child does not have to be in the custody of the Secretary. The child is eligible due to the prior title IV-E adoption assistance eligibility and meets the definition of a child with special needs.

Need and title IV-E eligibility factors must not be re-determined as the child is to be treated as though their circumstances are the same as those prior to the previous adoption. The manner of a child’s removal from the adoptive home, including whether the child is voluntarily relinquished to an individual or private agency is irrelevant.

See PPM 6240 for approval for Adoption Assistance.

B. Ending Previous Adoption Assistance Agreement

The agreement between DCF and the prior adoptive parents must end the date of the death of the adoptive parents or the date the prior adoptive parents relinquish their parental rights or parental rights are terminated.

C. Responsible State
If the child is placed with a State agency that assumes responsibility for placement and care, it is the placing State’s responsibility to determine whether the child meets the definition of special needs, entering into the adoption assistance agreement, and paying the adoption assistance.

If a public child welfare agency is not involved in the subsequent placement for adoption the state agency in the subsequent adoptive parent’s State of residence is responsible for determining whether the child meets the definition of special needs, entering into the adoption assistance agreement, and paying the adoption assistance.

DCF shall provide the subsequent state agency completing the subsequent adoption assistance agreement with all title IV-E eligibility documentation.

If Kansas DCF is responsible for the subsequent adoption the agency must request from the prior state all title IV-E eligibility documentation.

D. The child placing agency, family or attorney is responsible for providing the following documentation to DCF:

1. Adoptive home study
2. Clearances through KBI done within the last year
3. National criminal history finger print checks on adoptive parents
4. Child Abuse and Neglect Registry checks for all family members 18 years or older done within the past year and if residing out of state for the last five years, child abuse registry checks in the state (s) where they resided
5. Legal documents
6. Death certificate if applicable
7. Update social history for the child
8. Documentation of the child’s disability from a physician, hospital, clinic or other qualified licensed medical practitioner of the child’s physical or mental disability to support need for adoption assistance
9. PPS 5340
10. PPS 6110 Referral for Adoption Assistance.

6240 The Application and Approval for Adoption Assistance
DCF is responsible for determining eligibility for adoption assistance, for negotiating the amount and type of assistance with the family, and for the execution and signing of all agreements. The family shall have face-to-face contact with the Adoption Assistance Specialist executing the agreements whenever possible. The DCF Adoption Assistance Specialist is responsible for assuring the family understands the services provided by the program and the limits of the program. Adoption assistance is intended to encourage the adoption of special needs children and minimize the financial barriers. It is different from foster care, as it does not reimburse the family for the total costs for caring for the child. Families shall receive this type of information before they make a decision to adopt and before the adoption agreements are signed.

Eligibility is based on the needs of the child and not the resources of the family. The agency shall not use any universal form of a means test or use any type of grid or scale to determine the amount of assistance. However, the child and family’s resources may be taken into consideration when determining the amount and type of assistance. Determination is always based on the individual needs of the child and the family’s ability to meet these needs.

A. Responsibilities of the Child Welfare Case Management Provider

The Child Welfare Case Management Provider shall inform the prospective adoptive parents of the availability of adoption assistance, but shall not discuss specifics of the agreement with the family; nor shall they commit DCF to specific services or a certain amount of cash.

The Child Welfare Case Management Provider shall:

1. Send the Regional Adoption Specialist at least two weeks prior to the date planned to sign the Adoption Placement Agreement

   a. The complete social history of the child
b. Medical, School and psychological records of the child as applicable
c. An updated adoptive parent home study (see PPM 5330).
d. Documentation regarding referrals to the state and national adoption exchange, recruitment plans, and any special recruitment initiatives if the placement is not with a relative or a foster family with whom a significant relationship has been established

2. Complete the Referral for Adoption Assistance form, PPS 6110
3. Provide the family with information about the adoption assistance program

B. Responsibilities of DCF Staff

Based on the information provided by the Child Welfare Case Management Provider and prior to the Adoption Assistance negotiation meeting with the family the Regional Adoption Assistance Specialist shall:

1. Review all documentation provided by the CWCMP and the PPS 6110
2. Determine the funding source utilizing PPS 6115:
   a. Title IV-E
   b. State only
3. Verify the child’s financial eligibility including special issues such as eligibility for waiver services through Medicaid, SSI, SSA death benefits, VA benefits, etc. During the Adoption Assistance Negotiation with the family the Regional Adoption Assistance Specialist shall:

4. Review with the family the special needs of the child to help them understand the scope of the needs of the child and the impact it will have on their family’s resources.

5. Review with the family; adoption subsidy does not automatically increase as the child gets older, the family determines how the monthly cash subsidy payment will be spent, the family may request the subsidy amount be reviewed if the needs of the child change, or if their ability to meet those needs changes.
6. Discuss with the family the purpose and parameters of the adoption assistance program. Explain the differences between foster care payments and adoption assistance.

7. Discuss the type of adoption assistance funding source (Title IV-E or State only) the child is eligible and the limitations of both.

8. Discuss the types of adoption assistance available:
   a. Medical
   b. Monthly cash payments
   c. Non-recurring adoption expenses
   d. Special Service Payments

9. Explain the limitations of the adoption assistance program:
   a. For example, a state funded child may not receive a medical card from the state where the family relocates.
   b. A Title IV-E funded child shall receive a medical card from the state where the family relocates.
   c. Not all states offer the same services under Medicaid and they may be limited by which service will be available to the child.
   d. There are no automatic increases in adoption assistance payments.

10. Review the family budget and information regarding other resources available to the family:
   a. Educational services in Kansas shall be provided by the public school system.
      i. The Kansas Adoption Assistance Program does not pay for private school education or services which are provided to children who attend public school.
      ii. Public schools are mandated to provide services to eligible children.
      iii. If the child is eligible for an Individual Educational Plan (IEP), a number of services may be provided to the child.
   b. Explore community services and organizations available to the child and family to meet the child’s needs such as, but not limited to:
      i. Public Health Departments
      ii. Community Mental Health Agencies
      iii. Support groups.
iv. Service programs specializing in specific needs of a child such as to provide support, counseling, camps and equipment
   1. Muscular Dystrophy
   2. Spina Bifida
   3. The Kansas Society for Children with Challenges
   4. Families Together

c. Discuss the child’s current and potential future financial resources
   i. Veterans Benefits, Railroad Benefits and/or Social Security Benefits through the birth’s family’s claim
   ii. Adoption does not make the child ineligible for such benefits nor does it limit a child’s right to inherit from the birth family. The adoptive parent needs to explore with Social Security the regulations surrounding drawing benefits from birth parents Social Security Claim.

11. Discuss and negotiate with the family what type of adoption assistance they need in order to adopt the child using agency documentation and information gathered from the adoptive parents.

   a. Discuss with the family what portion of the cost, if any, of the child’s needs the family can meet
   b. Consider the current and future needs of the child when negotiating the specific amount of cash assistance.
   c. Explain the limits to the maximum amount of cash assistance see PPM 6202
   d. Explain Adoptive parents are not required to purchase a separate medical insurance policy for children eligible for adoption assistance. If they do have 3rd party insurance available, this insurance policy will be billed before Medicaid will be billed for services.
   e. Explain the amount of cash assistance can be renegotiated at any time to a lower amount and up to the maximum limits set forth at the time the adoption agreement went into effect based on the child’s needs and the family’s ability to meet those needs
   f. Explain the duration of the agreement, and terms of the contract
   g. Explain the terms of the agreement will be fulfilled regardless of where the family lives
   h. Explain the family may request the subsidy amount be reviewed if the needs of the child change or if the parent’s ability to meet those needs change
   i. Explain if the child ever is in need of an out of home placement such as a Psychiatric Residential Treatment Facility (PRTF) they can choose to renegotiate a lower amount of adoption assistance while the child is at the PRTF or will be assessed a fee for patient liability based on the amount of adoption assistance according to Medicaid regulations
12. Provide the prospective adoptive parents with tax credit information.
   a. Federal tax information can be located at: http://www.irs.gov/taxtopics/tc607.html
   b. Kansas tax information can be located at: http://www.ksrevenue.org/taxcredits-adoption.html

13. Explain eligibility for Independent living services If the child is adopted at or after age 16, encourage the family to assist the child by contacting the State’s Independent Living Program Manager to access services for which the child may be eligible such as post-secondary financial assistance.

14. If the Region and the family are unable to come to an agreement on the type and amount of adoption assistance
   a. Explain to the prospective adoptive parents they have the right to appeal the decision (refer to PPM 0230)
   b. The Regional office may contact the Prevention and Protection Services Adoption Assistance Program Manager for assistance in the negotiation. The Regional Office makes the decision about the amount of the subsidy and handles any appeals that may result.

15. Explain reporting requirements
   a. The adoptive parent is responsible to inform the Regional Adoption Specialist within 30 calendar days of any circumstances which occur that make the child ineligible for assistance payments or effect the agreement such as, but not limited to
      i. The adoptive parent is no longer legally or financially responsible for the child
      ii. The child 18 and over is no longer attending high school
      iii. The child is no longer living in their home
      iv. The child is deceased
      v. Any changes in address
   b. Provide at least annually for a child who has attained the minimum age for compulsory school attendance under the state law of the child’s state of residence proof of school attendance.
      i. Copy of report card or letter from the school district the child is attending; or,
      ii. For children who are unable to attend school due to a medical condition, documentation from a medical provider.
c. Complete the annual review and return to the regional office within 30 days of the request.

d. Any changes not reported timely shall be sent to the fraud investigator for possible collections.

6260 Developing the Adoption Assistance Agreement

Once the family and DCF worker have agreed upon the amount and type of assistance the PPS 6130, Adoption Assistance Agreement, can be signed. It shall be signed by the parent(s) after the Adoption Assistance Placement Agreement and prior to the finalization of the adoption. Although this may be executed during the same meeting with the family as the placement agreement, the details of the subsidy agreement shall be negotiated prior to the signing of the placement agreements.

It may be signed at the same time the adoption agreement is signed.

A. Terms of the Adoption Assistance Agreement

The terms of the agreement are legally binding and non-transferable. It shall be documented in the PPS 6130 if DCF has agreed to provide additional goods or services in addition to the monthly cash assistance, Medicaid, non-recurring and/or special service payments. The agreement shall not be changed without the mutual agreement of DCF and the family and a new agreement shall be signed by all parties. A new adoption assistance agreement shall be signed by all parties. All agreements and supporting eligibility documentation shall be maintained in the adoption assistance financial section of the child’s case file.

B. Length of the Adoption Assistance Agreement

The adoption assistance agreement remains in effect until the child reaches age 18, unless the agreement is time limited based on the needs of the child and circumstances of the adoptive parents. Assistance may continue past age 18 until age 21, if the child has current documentation of the youth's physical or mental disability which warrants continuation beyond age 18. See section 6210 for eligibility requirements.

If the youth is still in high school, adoption assistance, under the state funded program, may continue beyond age 18 until the adult graduates from high school as long as the adult continues to be dependent upon his or her parents for support.

Once the child receives IV-E adoption assistance, adoption assistance continues until either the adoptive parents agree to a change or the adoptive parents are no longer legally or financially responsible for the child.
C. Effective date of the Adoption Assistance Agreement

1. Initial Adoption Assistance Agreement
   The effective date of the initial assistance agreement shall be the date the adoption assistance agreement is signed.

6262 Adoption Assistance Exceptions

A request for an adoption assistance exception may be sent to the PPS Adoption Assistance Program Manager when the family requests over the subsidy rate per PPM 6202 or needs goods or services beyond the scope of the program. Per federal requirements the amount of adoption assistance cannot exceed the amount a child receives if he or she had been in a family foster home. The following dispute resolution procedures may be utilized for original subsidy negotiations and renegotiations.

Regional DCF staff shall collect, and review all supporting documentation for an adoption assistance exception. The family shall request the exception in writing explaining the current needs of the child and the reason for the request. DCF shall obtain information from the CWCMP if the child is in the custody of the Secretary.

A. The adoptive family shall provide current documentation from:

1. Physicians/therapists for a current summary of special needs.
2. Other applicable documents such as current school reports.
3. Services the child requires to meet their special needs that are not covered by the current adoption subsidy amount or Medicaid
4. A current family budget
5. A list of the family and or community resources related to the child’s need

B. DCF staff may visit the family in their home to assess the child’s needs, request additional documentation from the family if needed, and help the family access services.
C. DCF staff shall review the documentation to ensure the family is receiving all types of adoption assistance to the fullest extent possible, medical services through Medicaid, services through the public school system, HCBS services, behavioral management services, etc., by:

1. Reviewing the parent’s request with the PPS Administration Medicaid liaison to determine if Medicaid will cover needed services. At a minimum, local staff shall explore the following options with Medicaid; prior authorization, pre-determination, if the child is less than 21 years of age and current on the KBH screen, and enrollment of the in state or out-of-state provider as a Medicaid provider.

2. Exploring additional mental health evaluations and or services.

D. DCF staff shall evaluate and staff the request with the PPS Foster Care Administrator or supervisor by considering the following:

1. Documentation to support the request for an increase in subsidy.

2. Prior to treatment or services the family received and the outcome of the treatment or services.

E. Staff shall provide a detailed request and forward the recommendation to the PPS Adoption Assistance program manager. The recommendation shall include:

1. The dollar amount determined to be reasonable to meet the family's request.

2. The rationale or justification for the decision.

6263 Renegotiating the Terms of the Agreement

The adoptive family or DCF may request a renegotiation of the agreement if there are significant changes in the needs of the child or the circumstances of the family. If the child has a special need which cannot be met through the monthly subsidy payment, Medicaid, family or community resources, the adoption assistance agreement may be renegotiated. The renegotiated amount may be for a time limited period. The renegotiated amount cannot exceed the limits set in PPM sections 6202 A and B.
A new adoption assistance agreement shall be signed by all parties. All agreements and supporting eligibility documentation shall be maintained in the adoption assistance financial section of the child’s case file.

For children temporarily placed in a Psychiatric Residential Treatment Facility (PRTF) a portion of the cost for treatment will be paid through Medicaid, provided the child meets the eligibility criteria. The portion which is not Medicaid funded shall be the responsibility of the adoptive parents.

When a child is placed in a PRTF for over thirty (30) days, the agency shall renegotiate the terms of the adoption assistance agreement to help pay the cost of the treatment or placement.

The adoption assistance case cannot be closed or the amount of subsidy decreased without agreement of the family, provided they remain financially or legally responsible for the child.

DCF shall review the adoption subsidy payment when the child returns home, unless the family agrees to the amount of adoption subsidy received immediately preceding the child's out of home placement. DCF may negotiate a higher amount if the child's needs or the family's ability to meet the child's needs have changed.

**6264 Unilateral Termination of the Adoption Assistance Agreement**

The terms of the agreement cannot be terminated, suspended, or changed without the adoptive parent(s) agreement unless DCF can verify the following;

A. The family is no longer legally responsible for the child.

The adoption assistance agreement shall be terminated if the family is no longer legally responsible for the child, when the family's parental rights are relinquished or terminated by the court or when the child becomes an emancipated minor, marries or enlists in the military.

Placement in foster care does not terminate an agreement. As long as the family is working toward reunification of the child, assistance may continue. The
Adoption Assistance Agreement can be renegotiated with the family to a lesser amount during the foster care episode. All parties involved must agree to the renegotiation and a new Adoption Assistance Agreement shall be signed by DCF and the adoptive family. The decision to make a referral to Child Support Services is made on a case-by-case basis.

B. The State determines that the adoptive parents are no longer providing any support to the child;

Support includes various forms of financial support. DCF may determine that payments for family therapy, tuition, clothing, maintenance of special equipment in the home, or services for the child’s special needs, are acceptable forms of financial support.

C. A child turns 18 and the adoptive parent fails to return documentation that shows the youth is still in high school or an equivalent approved GED or alternative degree program

D. The child has attained age of 18 and up to the age of 21 and the State has determined the youth does not have a mental or physical disability as documented by a physician, hospital, clinic or other qualified licensed practitioner which would warrant continuation of assistance.

DCF shall inform the adoptive parents to contact the Social Security Administration to apply for adult SSI 90 days prior to the youths 18th birthday if the youth was approved for SSI as a child or a change in circumstance would warrant an adult SSI eligibility determination.

If any of the above circumstance exits DCF shall provide the adoptive parents with thirty days written notice to close the adoption assistance case. The written notice shall provide the basis for the decision to close the case, and inform them of their right to request a fair hearing. See Section 0230 for the Fair Hearing process.

6270 Annual Review of the Adoption Assistance Case

A. The Purpose of the Review

An annual review shall determine if the family continues to be legally or financially responsible for the child. It is not a re-determination of eligibility for adoption assistance.
B. Procedures Related to the Annual Review of Adoption Assistance

1. Send the family the PPS 6135 Adoption Assistance Review form.

2. If the family fails to return the review within 30 days DCF staff shall attempt to contact the family by letter to determine the family continues to be legally or financially responsible. A complete search must be conducted using FACTS, KEES, KIDS, and KIPS to determine a correct address or whereabouts of the family. The ICAMA Program Manager may be contacted for families outside of Kansas.

The Annual Adoption Assistance Review Second Notice along with the enclosed copy of the PPS 6135 provides written notification to the adoptive parent(s) that procedures are being initiated to determine whether the adoptive parent(s) continue to have legal or financial responsibility for the child.

3. If the family fails to return the review form following the written notification contained in the Annual Adoption Assistance Review staff shall make attempts based on information in the file and the agency system checks to determine whether the parents continue to be legally or financially responsible. Unless information confirms the parents are no longer legally or financially responsible for the child, adoption assistance shall continue without interruption.

4. The adoption assistance cannot be reduced or suspended solely because the adoptive parents fail to respond to the annual review. Review documentation and determine next steps consistent with Section 6264: Unilateral Termination of the Agreement.

5. If there is an ICAMA referral from another state the returned Annual Adoption Assistance review shall be sent to the ICAMA Program Manager to process and forward to the sending state.

6280 Establishing Eligibility for Adoption Assistance After the Adoption is Finalized

Title IV-E and State Funded adoption assistance programs require the adoption assistance agreements be signed prior to the finalization of the adoption. Title IV-E and State Guidelines allow exception to this requirement under certain circumstances. If adoption assistance is approved the effective date shall be no earlier than the date the parent(s) requested adoption assistance.

A. Factors to Consider when Establishing Post-Finalization Eligibility
1. Failure by DCF staff and/or Child Welfare Case Management or Adoption Provider staff involved to advise the adoptive parents of the availability of adoption assistance for a child with special needs. DCF is not required to notify the parents of children placed by private/agencies and is not liable for a private child-placing agency's failure to inform prospective adoptive parents of the child's special needs.

2. Erroneous determination that a child did not meet eligibility requirements.

3. There existed, unknown or undiagnosed, conditions of the child at the time of placement, which if known, would have created eligibility for assistance.

4. Relevant facts regarding the child, or the child's background, were known but were not presented to the adoptive parents prior to the finalization of the adoption.

B. Procedures Related to the Determination of Post- Finalization Eligibility for Title IV-E Eligible Children

DCF staff shall make every effort to establish the child was eligible for basic Title IV-E funding at the time the child came into foster care. This eligibility shall be maintained in the case record.

Federal Adoption Assistance regulations for Title IV-E specify the assistance case shall be opened prior to the finalization of the adoption. When it is not opened prior to finalization federal regulations, the following procedures shall be followed.

1. Deny the request for adoption assistance because the adoption has been finalized.

2. Provide the family with written notification of the denial and their right to appeal to the Office of Administrative Fair Hearings.

3. Provide the family with the appropriate appeal forms.

4. DCF may request supporting documentation from the family and/or the agency responsible for placing the child.

5. Prepare a summary of the case with the necessary attachments, including, but not necessarily limited to: medical records, psychological reports, etc., reflecting the agency's position concerning the recommendation.

6. Hold a staffing where all supporting documentation is reviewed and a recommendation prepared for the fair hearing.

7. Provide the Administrative Fair Hearing Officer with a recommendation. If the child would be otherwise IV-E eligible and the
agency supports the adoption assistance request, the agency shall recommend adoption assistance to the Administrative Fair Hearing Officer.

C. Procedures Related to the Determination of Post Finalization for State Funded Adoption Assistance.

In those situations where the child is not eligible for Title IV-E Adoption Assistance, DCF has determined when one of the conditions in PPM Section 6210 exists which merits the opening of an adoption assistance case; it is not necessary for the family to request an administrative fair hearing. The following procedures shall be followed:

1. The DCF staff shall conduct a staffing review with supporting documentation to determine, if the criteria of one of the factors listed in PPM Section 6210 exists which would determine the child's eligibility at the time of placement.
2. Submit request to the PPS Adoption Assistance Program Administrator for approval of state funded adoption assistance.
3. State funded assistance shall not be used to circumvent the fair hearing process for potentially eligible Title IV-E children.
4. If the agency denies approval, the family shall be provided with information about their right to request an Administrative Fair Hearing.

6285 Adoption Assistance Subsidy Overpayments

DCF is responsible for determining adoption assistance subsidy overpayments. DCF Administration Collections Unit will be responsible for collecting and tracking payments made by the adoptive family.

A. Determining Adoption Assistance Subsidy Overpayments

1. Contact the family to obtain information needed to determine if there is an overpayment
2. Determine the amount and the reason for the overpayment
3. Determine if the overpayment should be collected. Exceptions shall be approved by the Adoption Assistance Program Manager
4. After a determination of an overpayment has been made the DCF Adoption Assistance Staff must notify the adoptive family within 5 working days.

B. Responsibilities to notify the adoptive family and DCF Administration Collections Unit

1. Complete the PPS 6145 Adoption Assistance Notice of Overpayment
2. Send the PPS 6145 Adoption Assistance Collections form and the Appendix 6E Adoption Assistance Repayment Agreement to the family
3. Email the PPS 6145 Adoption Assistance Notice of Overpayment to the DCF Administration Collections Unit DCF.CCUnit@ks.gov
4. Notify DCF Administration Collections Unit of all administrative appeals filed by the adoptive family and the outcome of the appeal via the CCU e-mail.
5. Close the adoption assistance case in KAECSES and KEES, if applicable, if the child is no longer eligible for subsidy.

Any individual who is suspected of committing fraud for the purpose of improperly establishing or maintaining eligibility for adoption assistance benefits shall be referred to the Fraud and Investigations Unit at the Office of the General Counsel, Fraud and Investigations Unit, DCF Administration Office 555 S Kansas, Topeka KS, 66603.

6290 Transfer of Files

The social service case and adoption assistance financial file shall be maintained in the region/office where the adoption assistance agreement was signed. This region/office shall be responsible for the case. The adoption assistance financial file shall include all eligibility documentation for IV-E or state funded adoption assistance according to PPM 0430 Adoption Subsidy Eligibility Packet.

The social service and adoption assistance financial file may be transferred to the region where the family resides if the family makes a request or if there is a request for renegotiation after the adoption is finalized. The Regional Support Services Administrators or Foster Care Administrators must coordinate the transfer of the adoption assistance file to the other Region.

6800 Recording Adoption Subsidy Information in FACTS

Monthly cash subsidy information is recorded on a child's ADOP and RESP screens. Non recurring adoption reimbursement is only recorded on ADOP. If non recurring adoption reimbursement is not known at the time of discharge, leave reimbursement amount blank. Once the monthly subsidy is determined, maintain this activity as a service action on RESP. A child must have a special needs to be eligible to receive an adoption subsidy; therefore, if an adoption subsidy is being entered, a special needs must be entered as outlined in PPM section 5881.

A. Children Who Receive Medical Card Only Subsidy

Enter a service request to secure member grants (SG) with an achievement date eleven months from the date on the PPS 6130 Adoption Assistance Agreement. Enter a service action code of AO05N with service source of subsided adoptive parent (SAP).
Enter the name of the adoptive parents in the description field, initiate the status with an effective date that the medical card became effective with this subsidy. Family structure code does not need to be completed.

**B. Children Who Receive Both Monthly Cash Subsidy Payments and Medical Card**

Enter a service request to secure member grants (SG) with an achievement date eleven months from the date on the PPS 6130 Adoption Assistance Agreement. Enter a service action code of AO05P with service source of subsided adoptive parent (SAP). Enter the name of the adoptive parents in the description field, initiate the status with an effective date the subsidy was effective per PPS 6130. Enter the caseload number of the worker with responsibility for the subsidy case, and the start date that worker began responsibility for that subsidy case. The worker start date cannot be prior to the effective date of the subsidy service action. Family structure code does not need to be completed. Enter an authorized max unit of 1, with a monthly type (M) and unit reflecting the cash amount of monthly support and effective date from the PPS 6130. Co pay information is not completed. At this time (prior to finalization), link the provider to an family foster parent (FFP) provider number on PROM.

**6901 Determining Eligibility for Permanent Custodianship Subsidy**

Sections 6110 - 6132 specifically outlines the eligibility requirements for permanent custodianship subsidy.

**6902 Payment Procedures for Permanent Custodianship Subsidy**

The permanent custodian subsidy (PCS) payments are issued through the KAECSES system under program FC, sub-program GS.

The PCS payment shall be effective the first of the month in which the permanent custodianship is granted. These payments shall continue monthly as long as the child maintains subsidy eligibility.

Form PPS 6155 Referral for Payment - Permanent Custodian Subsidy shall be used to establish initial and subsequent subsidy payments.

Follow KAECSES Manual instructions for registering applications, using program code FC and sub-program code GS and following instructions for FOCA and FCPD screens. The client’s FC case number and client identification number shall be used for FC-GS payments. The KAECSES manual can be found with this link: [KAECSES Manual](#)
6920 Eligibility and Payment Procedures for Adoption Assistance

Sections 6200 - 6290 specifically outlines the eligibility requirements for Adoption Assistance.

6921 Opening an Adoption Assistance Case

See PPM E&P Appendix B Computer Systems for detailed data entry instructions on opening an adoption assistance case in KAECSES.

1. Adoption Placement Agreement
2. Adoption Assistance Agreement PPS 6130
3. Eligibility for Adoption Assistance PPS 6115
4. Adoption assistance payments cannot begin earlier than the date on the Adoption Placement Agreement. The first month’s Adoption assistance amount shall be prorated.

In order for the child to continue to receive medical assistance as part of the adoption assistance, refer to section 5918 for information on the process to be followed.

Payment Procedures for Adoption Assistance

Payments for adoption subsidy are generated from an open adoption assistance (AS) case on the KAECSES system. (See Section 5916 for details.)

6922 Special Service Payment

A special service payment may be authorized on a time limited or one-time only basis if the child has a specific need which cannot be met through Medicaid, the monthly subsidy payment or another resource. Services are limited to a maximum of six (6) months. Plans totaling $1,000.00 or more, require prior approval from PPS Administration. Requests for approval are to be submitted in writing.

The specific service payment must be identified on the adoption assistance agreement. Specify the length of service and the amount to be paid. Specify amount to be paid if payment is one time only.

The child may have a Wards Account or a Dedicated Account which may be used to purchase necessary items.

A. Payment Procedures
Special Service Payments based on authorization in the adoption assistance agreement are made utilizing open KAECSES case and customer ID numbers. These payments are generated from VenPay, not KAECSES.

B. Required forms and documentation for payments

A PPS 2833 Client Purchase Agreement shall be completed by PPS staff with a copy of the adoption assistance agreement attached, which authorizes the payment. Also attach an itemized bill for the item or service purchased. Use the applicable adoption assistance state-only PCA codes. See the Handbook for Client Purchases for details on purchasing procedures.

6923 Non-Recurring Adoption Expenses

All families who adopt a Kansas child who meets the definition of special needs are eligible for a non-recurring expense payment. Payments cannot be made until the adoption is finalized. Although we have an agreement with the family, no payments shall be made if the adoption disrupts prior to finalization.

A. Definition of a Kansas Child:
   1. A Kansas child is a child who is in the custody of the Secretary or
   2. A private child placing agency and is placed for adoption with a family who resides in Kansas and meets the eligibility criteria for adoption assistance.

B. Allowable Reimbursement
   Families may be reimbursed up to $2,000.00 for the finalization of the adoption. Reimbursement is for reasonable and customary fees for:
   1. Attorney fees
   2. Court costs including filing fees
   3. Other costs associated with the legalization of the adoption and which are not incurred in violation of State or Federal Law.

C. Families may also be reimbursed for:
   1. Transportation for pre-placement visits with the child and reasonable costs of food and lodging when necessary to complete the adoption process
   2. Health and psychological exams
   3. The home study fee (there is no charge for families adopting children placed by the state)

D. Reimbursement to the Family Post Finalization
   Reimbursement is made to the family based upon the adoption assistance agreement.
Reimbursement may not be made directly to the attorney except under the following circumstance:

Assignment of Benefits: A family may sign “assignment of benefits” to the attorney representing the finalization of the adoption. The attorney shall submit the assignment of benefits with the bill for services (court cost, attorney fees, etc.) along with the decree of adoption. Payments shall have the child’s name and client id on each payment for tracking purposes.

E. Adoption Assistance Agreements for Non-recurring Expenses:
Adoption assistance agreements shall be completed prior to the finalization of the adoption.

Form PPS 6130 “Adoption Assistance Agreement” is used for children who receive other types of adoption assistance.
Form PPS 6140 “Non-Recurring Adoption Assistance Agreement” is signed for families eligible for non-recurring only.
Form PPS 6115 will be used to document eligibility for adoption assistance. All supporting documentation used to determine eligibility should be attached to the PPS 6115 (Eligibility for Adoption Assistance) and placed in a separate adoption assistance folder in both the financial file and in the child's permanent case file.

6924 Payment Procedures For Non-Recurring Expenses

Non-recurring expense payments are made according to authorization provided on form PPS 6140 or PPS 6130.

A PPS 2833 Client Purchase Agreement shall be completed by PPS staff with a copy of the PPS 6130 or 6140 attached, which authorizes the payment. Also attach an itemized bill if available. Use the applicable adoption assistance accounting codes. See the Handbook for Client Purchases for details on purchasing procedures.

6925 Permanent Custodianship Subsidy Overpayments

DCF regional office is responsible for determining permanent custodianship subsidy overpayments. DCF Administration Collections Unit will be responsible for collecting and tracking payments made by the custodian.

A. Determining Permanent Custodianship Subsidy Overpayments
1. Contact the custodian to obtain information needed to determine if there is an overpayment.
2. Determine the amount and the reason for the overpayment.
3. Determine if the overpayment should be collected. Exceptions shall be approved by the Permanent Custodianship Subsidy Program Manager.
4. After a determination of an overpayment has been made the DCF Permanent Custodianship Subsidy staff must notify the custodian within 5 working days.

B. Responsibilities to notify the custodian and DCF Administration Collections Unit

1. Complete the PPS 6175 Permanent Custodianship Subsidy Notice of Overpayment.
2. Send the PPS 6175 form and the Appendix 6F Permanent Custodianship Subsidy Repayment Agreement to the custodian.
3. Email the PPS 6175 Permanent Custodianship Subsidy Notice of Overpayment to the DCF Administration Collections Unit DCF.CCUnit@ks.gov
4. Notify DCF Administration Collections Unit of all administrative appeals filed by the custodian(s) and the outcome of the appeal via the CCU e-mail.
5. Close the permanent custodian subsidy case in KAECSES and KEES, if applicable, if the child is no longer eligible for subsidy.

Any individual who is suspected of committing fraud for the purpose of improperly establishing or maintaining eligibility for adoption assistance benefits shall be referred to the Fraud and Investigations Unit at the Office of the General Counsel, Fraud and Investigations Unit, DCF Administration Office 555 S Kansas, Topeka KS, 66603.

Any individual who is suspected of committing fraud for the purpose of improperly establishing or maintaining eligibility for permanent custodian subsidy benefits shall be referred to the Fraud and Investigations Unit at the Office of the General Counsel, Fraud and Investigations Unit, DCF Administration Office 555 S Kansas, Topeka KS, 66603.

6930 Finalization of Adoption Assistance Cases

Upon finalization of the adoption, the KAECSES case shall be closed unless there is a adoption assistance agreement in effect. If so, the case remains open only to monitor and maintain the assistance agreement.

7000 Independent Living & Self Sufficiency

7000 Independent Living Program Purpose
The purpose of the Independent Living program is to assist youth leaving foster care in transitioning to adulthood. For youth who have experienced out of home placement in foster care, the transition to adulthood often occurs without the support of family or identified resources. It is the responsibility of the child welfare system to partner with eligible youth in making the transition to self-sufficiency. Efforts shall be focused on evidence-based, trauma-informed, and resiliency-building practices that lead to lifelong success.

Independent Living (IL) staff shall embrace opportunities to teach youth skills necessary for navigating life. These skills will include self-advocacy, accessing community resources and supports, daily living skills, and efficiently managing financial resources.

The Kansas Chafee Foster Care Independence Program (CFCIP) provides for an array of services and supports to help youth who are likely to remain in foster care and "age out" of the foster care system. Kansas CFCIP services may include Basic Chafee, Subsidy, Start-Up Costs, Vehicle Repair and Maintenance, Education and Training Voucher (ETV), and Kansas Foster Child Educational Assistance (tuition & fee waiver - TW), and Aged Out Medical.

7010 Department for Children and Families Independent Living Coordinator Responsibilities

Independent Living Program staff shall work collaboratively with Department for Children and Families (DCF) and other state agencies, local governments, courts, contract agencies, schools, public and private organizations, the faith based community and with youth and their families.

A. Participate in case planning and transition planning with youth still under the responsibility of the Child Welfare Case Management Provider (CWCMP).

B. Determine accurate eligibility for service components using PPS Form 7000B.

C. Submit intake information to the Kansas Protection Report Center (KPRC) for case assignment within one working day of youth's inquiry for services.

D. Complete assessments with the youth to determine service needs.

E. Develop the PPS 7000 Self-Sufficiency Plan with the youth within 20 calendar days of the intake assignment and review every 170 calendar days until case closure.
F. Ensure the Self-Sufficiency Plan meets all state and federal mandates and DCF policy and procedures.

G. Complete all paperwork associated with Self-Sufficiency Planning including all required forms and ensure copies are provided to the youth and mentor, as applicable.

H. Monitor the Self-Sufficiency Plan to ensure the goals are being met as planned and assess whether new or revised goals should be established.

I. Contact youth in person, by phone, email, letter, approved social media networks or text messaging monthly.

J. Maintain documentation of youth's participation and progress in the program.

K. Maintain accurate financial documentation and utilize DCF systems to ensure compliance with financial requirements and limitations for individual service components.

L. Provide case management services.

M. Utilize opportunities to teach youth skills necessary for navigating life.

N. Provide crisis intervention services.

7020 Request for Services and Case Assignment

A. DCF staff shall provide all Independent Living (IL) services to eligible youth no longer in the custody of the Secretary of DCF, Kansas Department of Corrections- Juvenile Services (KDOC-JS), or Tribal Authority.

1. Youth/young adult may request access to all IL services for education and employment supports prior to their 21st birthday. After that date, youth/young adult may request access to ETV services prior to the semester in which they turn 26, if enrolled or applying for admission to post-secondary education. Youth may apply for Aged Out Medical coverage until the last day of the month of their 26th birthday. Youth may request IL services by contacting any DCF Service Center or PPS Administration Office. PPS staff who receive service requests shall immediately contact the region's Independent Living Supervisor or designee who shall contact the KPRC within one business day with a request for services.

2. Upon intake assignment, DCF IL Coordinators (ILC) shall use reasonable efforts to establish timely contact with the youth. Reasonable efforts are defined as more than one attempt, utilizing more than one strategy for each attempt to contact. Strategies may include in person, phone, e-mail, letter, approved social media networks, and texting. Attempts to contact the youth shall be documented in accordance with PPM 0420.
3. The PPS 7000 Self-Sufficiency Plan shall be initiated following successful contact within 20 calendar days of the intake assignment.

4. If reasonable efforts to engage in timely contact aren't successful, and the Self-Sufficiency Plan isn't established for eligible youth within 20 calendar days of the request for services, the Regional ILC shall staff the reason for delay with their IL Supervisor utilizing the PPS 7300 Independent Living Case Determination.

5. Following the determination of the IL Supervisor and ILC to close the intake and request for services, the youth shall be notified of the closure.

B. The DCF Service Center where the youth is directed or requests to be served shall establish the Self-Sufficiency case and provide IL services throughout the life of the case, unless the youth requests to transfer their case.

C. Youth receiving services in one area of the state who choose to move to another area of the state may request to transfer their services to the DCF Service Center where they will be relocating or request to maintain their case with the current ILC. DCF IL Coordinators shall use the Face Sheet PPS 1000; and if completed, the most recent Self-Sufficiency Plan PPS 7000 and PPS 7000 series of forms to coordinate the transfer of services to a different region.

7021 Referrals Involving Other States

A. If a youth who has not yet been released from foster care is placed in another state, the sending state is responsible for foster care maintenance payments, case planning, including a written description of the programs and services which will help a child 14 or over prepare for the transition from foster care to independence. The sending state must also fund the identified independent living services for foster care youth age 14 to release of custody because the sending state has placement and care responsibility for the youth. Educational Training Voucher (ETV) supports are to be provided by the sending state for youth who continue be in foster care.

B. The state of custody is irrelevant to eligibility for former foster care youth (between the ages of 18-21, or 18-26 for youth participating in the ETV Program) who move from the state of custody to another state. The state in which the youth resides is responsible for services if the state provides the services needed by the youth. Youth who are already receiving ETV support in one state and choose to attend a post-secondary educational institution in another state shall continue to receive ETV supports from the original state providing services.
However, if a youth moves from the original state to another state permanently, the state of residence will provide independent living supports to the youth for as long as the youth remains eligible for the program.

C. When a youth changes the state of residence, the Independent Living Coordinator (ILC) shall contact the State Independent Living Coordinator for the respective states to initiate transfer of services. Information on State’s Chafee Programs and Services, including State Independent Living Coordinator contact information, may be obtained from the Child Welfare Information Gateway website at https://www.childwelfare.gov/organizations/?CWIGFunctionsaction=rols:main.dsp ROL&rolType=Custom&RS_ID=145

D. Youth must meet eligibility criteria for specific services for the state(s) providing services. Determination of eligibility for Kansas independent living services will need to be coordinated with the sending state.

7030 Assessment

Youth shall complete the Kansas Independent Living Self-Sufficiency Matrix (SSM) within 60 days of completion of the first Self-Sufficiency Case Plan. A new SSM shall be completed at a minimum of once every twelve months. This tool shall be used to help direct the individual case planning and services provided. Any needs identified by the assessment shall be addressed by DCF and the Youth. See PPM 3000 Case Management for specific procedures on completing assessments.

7031 National Youth in Transition Database Survey

A. The National Youth in Transition Database (NYTD) federal initiative requires states to conduct client specific data collection activities on an ongoing basis. The purpose of NYTD is to collect information about the outcomes of youth who have aged out of foster care and to measure the nature, extent and effectiveness of independent living services provided to young adults who have been released from custody.

B. Data shall be collected from youth who meet the definition of a baseline population:
   1. 17 years old or who reach age 17 during a specified federal fiscal year (FFY); and
   2. in a foster care placement, including relative, kin and secure care placements; and
3. in custody of the Secretary of DCF or the Kansas Department of Corrections - Juvenile Services (KDOC-JS) at any time within forty-five days after their 17th birthday, whether or not they received independent living services or were AWOL.

C. A baseline population excludes youth:
   1. in detention facilities, forestry camps, training schools, and facilities primarily for the detention of youth adjudicated as delinquent; or
   2. in care of a tribal agency unless the tribe is receiving Title IV-E foster care payments; or
   3. at home but in the care of the state agency (trial home visit, at home supervision)

D. Data shall be collected through administration of Appendix 7C, National Youth in Transition Database (NYTD) Survey Questions. The NYTD survey questions shall be administered within forty-five days following the youth’s 17th birthday.

E. Beginning October 1, 2010, NYTD survey questions shall be administered to the baseline population of youth who are 17 or turn 17 during October 1, 2010 through September 30, 2011. Child Welfare Case Management Providers shall administer NYTD survey questions to members of the baseline population in the custody of the Secretary of DCF. DCF region staff shall administer NYTD survey questions to baseline population members in the custody of KDOC-JS. Every three federal fiscal years thereafter a new baseline population will be surveyed.

F. The National Youth in Transition Database Survey questions shall be administered by DCF to youth in each baseline population during the federal fiscal year which the youth reach age 19 and age 21, beginning October 1, 2013.

G. Survey questions shall be made available to all youth required to be surveyed. Methods to administer questions shall include:
   1. mail through the US postal service
   2. approved social media
   3. by telephone voice call or text message
   4. face-to-face
   5. email
   6. at youth activities, such as Regional Youth Advisory Council retreats and youth conferences

7040 Self-Sufficiency Planning

A. Self-Sufficiency planning is a continuous and ongoing process integral to decision making in partnership with the youth. Self-Sufficiency planning is based on evidence-based practice and a strengths-based perspective, which include:
1. Engaging youth in a youth-driven service design
2. Treating youth with respect
3. Respecting youth’s privacy
4. Involving youth identified supports and connections as active partners in case planning
5. Providing services in the most youth friendly setting possible
6. Linking youth to community-based, diverse, and comprehensive supports and services
7. Strengthening the capacity of the youth to function independently
8. Providing culturally sensitive services to youth

B. All youth receiving Independent Living services from Department for Children and Families (DCF) shall have a PPS 7000.

1. The initial Self-Sufficiency Plan shall incorporate the court approved PPS 3059 Transition Plan for Successful Adulthood.
2. All subsequent Self-Sufficiency Plans shall incorporate the activities, services and supports of the youth.

C. Youth shall be actively involved in the development of their Self-Sufficiency Plan. Youth shall be assisted in assessing, and identifying their strengths and needs, and in developing realistic and achievable goals. Self-Sufficiency Plans shall:

1. Be relevant to the youth’s current circumstances
2. Be realistic in terms of the emotional, physical, and intellectual capabilities of the youth
3. Be written in language that is clear and understandable to the youth
4. Specify the target dates
5. Have the signature of all Self-Sufficiency Plan participants

D. Youth no longer in the state’s custody who receive DCF Independent Living services shall have contact from the assigned DCF Independent Living Coordinator (ILC) a minimum of one time per month. Progress towards completion of case plan tasks shall be reviewed with the youth at least once in between conference dates and documented PPS 1010 Social Services Case Activity Log.
E. ILC shall enter the following information, for all youth receiving Independent Living services, into the Self-Sufficiency Information System (SSIS) within five (5) working days of the case being opened in FACTS.

1. The youth’s case shall be identified as active.
2. The youth’s corresponding DCF region of service and assignment of the ILC shall be designated.
3. The Educational Training Voucher (ETV) plan dates shall be entered, if applicable.

7100 Eligibility

Specific eligibility requirements apply to all services and supports offered through the Independent Living (IL) and Self-Sufficiency Program.
A youth’s marital status does not impact eligibility for services or supports.

A. For the purposes of determining eligibility for specific service components, eligible and ineligible placement settings are defined as follows:

Eligible Out of Home Placement
1. Resource Home
2. Relative and Kinship Placements
3. Group or Residential Homes
4. Independent Living Settings
5. Secure Care, as a Child in Need of Care
6. AWOL/Run Status

Ineligible Placements
1. Placement at Home with Parent(s)
2. Juvenile Detention Facility
3. Juvenile Correctional Facility
4. Adult Detention Facility (jail)
5. Adult Correctional Facility (prison)

Refer to the specific service components below to determine eligibility.

B. Youth under the age of 18 who are being served through Aftercare services with the Child Welfare Case Management Provider (CWCMP) (after reintegration, permanent custodianship, or adoption) shall have any IL services they are eligible for coordinated through the CWCMP case manager and the Department for Children and Families (DCF) Independent Living Coordinator (ILC).

C. Service Component Eligibility Criteria
1. **Basic Chafee**  
   a. Youth who were in an eligible out of home placement in the custody of DCF, Kansas Department of Corrections-Juvenile Services (KDOC-JS) or Tribal Authority for any length of time on or after their 14th birthday are eligible for Basic Chafee.

   b. Youth who left a foster care placement subject to permanent custodianship or guardianship or who were adopted before the youth’s 16th birthday are only eligible for Basic Chafee.

   c. Eligibility for Basic Chafee ends when the youth attains 21 years of age.

2. **Subsidy**  
   a. Youth who were released from the custody of DCF, KDOC-JS, or Tribal Authority, and from an eligible out of home placement, on or after their 18th birthday are eligible for Subsidy. Youth who were in an eligible placement on their 18th birthday but in an ineligible placement on the date of release from custody may be eligible for Subsidy, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.

   b. Youth who were in Kansas through ICPC and in an eligible placement on their 18th birthday may be eligible for Subsidy, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.

   c. KDOC-JS youth who have not been released from KDOC-JS custody but are not receiving room and board assistance from KDOC-JS may be eligible for Subsidy.

   d. Youth still under the responsibility of the CWCMP or Tribal Authority are not eligible for Subsidy.

   e. Eligibility for Subsidy ends when the youth attains 21 years of age.

3. **Start-Up Costs**  
   a. Youth who were released from the custody of DCF, KDOC-JS, or Tribal Authority, and from an eligible out of home placement, on or after their 18th birthday are eligible for Start-Up Costs. Youth who were in an eligible placement on their 18th birthday but in an ineligible placement on the date of release from custody may be eligible for Start-Up Costs, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.
b. Youth who were in Kansas through ICPC and in an eligible placement on their 18th birthday may be eligible for Start-Up Costs, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.

c. Youth who are still under the responsibility of DCF, KDOC-JS, or Tribal Authority, and are likely to attain 18 years of age while in an eligible out of home placement, are eligible for Start-Up Costs.

d. Youth who are still under the responsibility of DCF, KDOC-JS, or Tribal Authority and have already attained 18 years of age while in an eligible out of home placement are eligible for Start-Up Costs.

e. Youth who meet the above criteria and are receiving Education Training Voucher (ETV) support continue to be eligible for Start-Up Costs.

f. Eligibility for Start-Up Costs ends when the youth attains 21 years of age.

4. Vehicle Repair and Maintenance
a. Youth who were released from the custody of DCF, KDOC-JS or Tribal Authority on or after their 18th birthday, and left foster care because they attained 18 years of age are eligible for Vehicle Repair and Maintenance. Youth must have been in an eligible out of home placement when released of custody on or after their 18th birthday to receive vehicle repair or maintenance assistance. Youth who were in an eligible placement on their 18th birthday but in an ineligible placement on the date of release from custody may be eligible for Vehicle Repair and Maintenance, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.

b. Youth who were in Kansas through ICPC and in an eligible placement on their 18th birthday may be eligible for Vehicle Repair and Maintenance, with the approval of the IL Program Manager or designee and the Permanency Program Administrator or designee.

c. Eligibility for Vehicle Repair and Maintenance ends when the youth attains 21 years of age.

d. Youth who meet the above criteria and are receiving ETV payments are still eligible to receive Vehicle Repair and Maintenance costs.

5. Education & Training Voucher (ETV)
a. ETV services are available to youth served by the following: DCF, KDOC-JS, or Tribal Authority.
b. Youth who left a foster care placement subject to permanent custodianship or guardianship or who were adopted before the youth’s 16th birthday are not eligible for ETV.

c. Youth who are eligible for ETV have earned a high school diploma or GED, are enrolled in a post-secondary education that is a pre-accredited, accredited, or certified training program, and the youth meets one of the following:
   i. in the custody of DCF, KDOC-JS, or Tribal Authority and in a foster care placement on the date the youth attained 18 years of age; or
   ii. left a foster care placement subject to a permanent custodianship or guardianship under chapter 38 or 59 of the Kansas Statutes Annotated on or after the youth’s 16th birthday; or
   iii. adopted from a foster care placement on or after the youth’s 16th birthday; or
   iv. in an eligible out of home placement for any length of time on or after the 14th birthday, unless an adoption, permanent custodianship, or guardianship is finalized prior to the youth’s 16th birthday.

d. Youth are eligible until they turn 26 years of age as long as they are enrolled in a post-secondary education or training program and are making satisfactory progress toward completion of that program (satisfactory progress is defined by individual program guidelines).

e. Youth who have received acceptance or conditional acceptance notice from a post-secondary education or training program and who have or will meet one of the above eligibility requirements for ETV, may receive funding for deposits and expenses, as approved based on the PPS 7001. ETV may be used to pay for dorm fees due prior to youth completing secondary education or GED for an ETV eligible youth with an acceptance notice from a post-secondary education institution.

f. Youth who continue to be under the responsibility of the CWCMP, KDOC-JS, or Tribal Authority and meet the above criteria may receive ETV supports prior to the release of custody with completion of the PPS 7001 and associated tasks on the PPS 3050 series, to include custody planning documents utilized by KDOC-JS and Tribal Authority. Tribal case managers, KDOC-JS case managers and CWCMP case managers shall coordinate services for youth eligible for ETV and still in their care in custody through communication with the regional DCF ILC. A new FACTS case or intake is not required for youth requesting ETV services who are served by the CWCMP.
g. Youth may only participate in the ETV program for a total of five years, whether or not the years are consecutive.

6. Kansas Foster Child Education Assistance (Tuition Waiver)
   a. Youth who are eligible to apply for the Kansas Foster Child Educational Assistance Act are enrolled in a Kansas educational institution and meets one of the following:
      i. in the custody of DCF and in a foster care placement on the date the youth attained 18 years of age; or
      ii. released from custody of DCF prior to attaining 18 years of age, after having graduated from high school or fulfilled the requirements for a GED while in foster care placement and the custody of DCF; or
      iii. adopted from a foster care placement on or after the youth’s 16th birthday; or
      iv. left a foster care placement subject to a permanent custodianship or guardianship under chapter 38 or 59 of the Kansas Statutes Annotated on or after the youth’s 16th birthday.
   b. In order to remain eligible for participation in the program, youth shall remain in good standing at the Kansas educational institution where the youth is enrolled and shall make satisfactory progress toward completion of the requirements of the educational program in which the youth is enrolled.
   c. Eligibility for Kansas Foster Child Education Assistance service component ends at the conclusion of the semester during which the youth attains 23 years of age.
   d. Youth eligible for the tuition waiver through the Kansas Foster Child Assistance Act must have been in the custody of the Secretary of DCF.

7. Aged Out Medical
   a. Youth who were in the custody of DCF, KDOC-JS, or Tribal Authority and were in any out of home placement on their 18th birthday are eligible for Medicaid coverage through the Aged Out Medical Program from age 18 through age 26. If eligible, the Medicaid card coverage will extend to the last day of the month the young adult turns 26 years of age. Eligibility for coverage may be granted for 3 months prior to the application date, if requested on the application, per Kansas Department of Health and Environment (KDHE).
   b. Youth who were in Kansas through ICPC and in any out of home placement on their 18th birthday are eligible for Aged Out Medical.
c. No income or resource testing is required for eligibility.

d. Proof of citizenship and identity must be provided by either uploading through the KanCare portal documents provided by the youth, or insuring documents have been uploaded by the DCF eligibility worker.
   i. Youth who have been granted Special Immigrant Juvenile Status shall have had Legal Permanent Resident status for a minimum of five years before they are eligible for Aged Out Medical.

e. The ILC shall inform the youth they shall be responsible for keeping the Clearinghouse informed of their current address by calling the Clearinghouse at 1-800-792-4884 whenever their address changes.

f. Termination of eligibility for this program occurs when one of the following happens:
   i. the youth turns 26 years of age (last day of the month they turn 26)
   ii. the youth is no longer a resident of Kansas
   iii. the youth is an inmate in a public institution
   iv. Annual reviews for youth receiving the Medical Card are required. Failure to return completed reviews shall result in termination of Aged Out Medical.

The youth will be notified prior to the closure of the medical card.

This is placeholder text for your template. To add content to the body, replace this text. To add a header or footer, click the Header or Footer button on the toolbar.

The heading in this template is a special field for topic titles, so generally you do not need to edit it.

For information about applying templates to topics, press F1.

7200 Services and Supports
The Independent Living Coordinator (ILC) shall engage youth in planning to achieve self-sufficiency. Youth in the Independent Living Program have varying needs and goals. The ILC will need to work with the youth in a cooperative manner to identify the best path towards self-sufficiency. The ILC will guide and support the youth as they work to reach their goals and assist the youth in identifying and overcoming barriers to success. The following services and supports address common needs of youth; however, some youth may require additional supports and services.

A. Assist youth with the application for the Aged Out Medical Program and navigating their benefits.
B. Facilitate need based financial support.
C. Educate or refer youth to services that assist with budgeting, money management and daily living skills.
D. Assist youth with maintaining and developing connections for success.
E. Assist youth with locating and maintaining housing.
F. Assist youth with career planning and accessing employment services.
G. Assist youth with secondary, post-secondary education and/or certified training to include, but not limited to, collaboration with educational advocates and implementation of Individualized Education Program (IEP) or 504 plans.
H. Assist youth to access transportation for education or employment purposes.
I. Assist youth to access services to maintain their mental and physical well-being.
J. Assist youth with other training and/or services identified by the youth.
K. Determine need for referral to appropriate community services and programs that are not limited to but may include:
   1. Kansas Legal Services for assistance with SSI application
   2. Vocational Rehabilitation Services
   3. Economic and Employment Services
   4. Adult Protective Services
   5. Workforce Centers
   6. Low Income Energy Assistance Program (LIEAP)
   7. Child Support Services
   8. Kansas Department of Health and Environment programs and services
   9. Parenting and Early Childhood Education/Development Services
   10. Kansas Housing Resources Corporation
   11. Kansas Coalition Against Sexual and Domestic Violence
L. Assist and encourage youth to participate in Regional and Kansas Youth Advisory Council activities.

M. Assist youth with requesting a credit report from current credit reporting agencies: TransUnion, Experian, and Equifax; and resolving any inaccuracies or instances of identity theft. See Appendix 7E for guidance about how to access credit reports.

7210 Basic Chafee

Basic Chafee activities and programs include, but are not limited to, help with education, employment, financial management, housing, emotional support and assured connections to caring adults for older youth in foster care.

7211 College Classes/Training Programs

Youth who are in out of home placement, enrolled in high school or GED program, and currently receiving services by the Child Welfare Case Management Providers may be eligible for financial assistance for college classes/training programs. General Chafee funds may be used to pay for dual credit, advanced placement, pre-college, or training programs for young people who are not eligible for ETV. Child Welfare Case Management Provider case managers shall coordinate services for eligible youth in their care through communication with local DCF office. The resources of youth or foster parents shall be considered exempt, unless the youth has a WARDS account that may be utilized.

7212 Foster Care Transition Support

A. Foster Care Transition Support is a time limited service for youth released from the custody of the Secretary at age 18 or older who are not released to a permanent connection through reintegration, adoption or custodianship. This service provides housing and other support such as transportation for a limited period of time during the youth's transition to college, training program, or employment.

B. Services may begin the month the youth is released from custody. Payment shall not exceed 120 days, with the following exception: for young adults age 18 or older who are in their junior year of high school at the time of release from custody, the service may continue for a period up to 365 days.
C. Youth shall have a current signed PPS 7000 Self Sufficiency Plan, completed and signed Monthly Budget Plan PPS 7000A, and a written current education or employment plan. A youth's marital status does not impact eligibility.

D. The family foster home must be licensed or approved by KDHE. DCF regions may purchase this service at the rate of $20.00 per day. Payments shall be approved by the Assessment & Prevention Administrator in coordination with the Foster Care Administrator. Monthly payments shall be made directly to the foster parent or to the youth who will pay the foster parent directly. The PPS Client Purchase Agreement PPS 2833 shall be completed monthly. A written lease, signed by the youth and foster family, is required between the youth and the foster family specifying the beginning and end date of the service and the provision of 30 days' notice by the foster family to the youth if the service is terminated. The written lease shall be provided and attached to the PPS Client Purchase Agreement.

7213 Life Skills Services and Supports

A. Youth receive Life Skills services provided by Child Welfare Case Management Providers during out of home placement. Young adults no longer in placement may have continued needs after the transition as identified in the young adult’s court approved PPS 3059 Transition Plan for Successful Adulthood. DCF shall assess and provide identified Life Skills services to youth. All Life Skills services and tasks shall be documented on the Self Sufficiency Case Plan PPS 7000. See PPM 3000. Life Skills services may include but are not limited to the following domains:

1. Communication
2. Daily Living
3. Home Life
4. Housing & Money Management
5. Self-Care
6. Social Relationships
7. Work Life
8. Work & Study Skills
9. Career Planning

B. Life Skills supplemental assessments for Parenting Infants and Parenting Young Children may be used as resources in working with young parents.
C. Youth will be provided information regarding all aspects of health care and information regarding avoidance of unsafe health practices.

1. use of tobacco, products, drugs and alcohol;
2. sexually transmitted diseases or unplanned pregnancies;
3. factual information on how and when to seek medical care;
4. basic first aid training;
5. discussions on health insurance;
6. specific information for any youth who has special medical needs.

D. Free resources are available through www.caseylifeskills.org related to the nine (9) life skill domains listed above. Additional resources may be used as deemed appropriate to meet the youth's needs.

7214 Alternative Options to Aged Out Medical Program

For those youth not eligible for the Aged Out Medical Program, as documented on PPS 7000B, Chafee funds may be used to purchase medical policies, prescriptions, or medical services for youth who have been released from state custody. Chafee funds may be used to pay premiums for KanCare eligible youth upon approval by the IL Supervisor. Eligibility for all Medicaid programs shall be determined prior to using Chafee funds for medical purposes. Comparable benefits shall be explored, including the Aged Out Medical Program, prior to using Chafee funds for medical purposes.

The DCF Independent Living Coordinator shall work with youth to determine the best approach to selecting a medical policy or services to fit the needs of the youth in relationship to the youth's post-secondary education or training program. Medical policies and services offered through educational institutions shall be explored by the youth and DCF staff, if available.

7215 Transportation

Transportation costs, excluding vehicle repairs and maintenance, are allowed as deemed necessary for the purpose of helping youth meet self-sufficiency objectives, to include employment, education, and Kansas / Regional Youth Advisory Council (KYAC / RYAC) involvement. Transportation costs may include gas, bicycles, bicycle helmets, bus passes, taxi vouchers, vehicle insurance, vehicle registration, tags and taxes. The reimbursement for mileage will be the agency allowable rate for travel reimbursement. Transportation costs shall be documented as related to the youth’s self-sufficiency goals indicated on the PPS 7000A Independent Living (IL) Monthly Budget Plan.
7220 Independent Living Subsidy

Youth may request subsidy from the state if they need short term assistance to achieve an independent living education or employment goal and are willing to work with the agency to achieve that goal.

Independent living subsidy is a time limited financial plan between a youth leaving foster care and DCF. The financial plan includes expectations from both the youth and the agency. The youth is expected to be working to achieve specified self-sufficiency outcomes requiring an education or employment plan and to meet regularly with his or her mentor (if assigned), and agency staff. Agency staff are expected to work with the youth to help them locate resources necessary to achieve the outcomes and to provide needed training and encouragement.

Subsidy does not provide full financial support. Youth who receive subsidy are most likely lacking a current support system to adequately provide for their financial needs, struggling financially, unemployed or underemployed but actively searching for employment and have exhausted other resources. It is expected that the youth will assume increasing responsibility for meeting his or her own needs while receiving subsidy.

Subsidy is not a general entitlement program and is based on a youth's identified goal to achieve independence and willingness to enter into a contract and cooperate with the agency to work toward that goal.

7221 Secondary Education Plan

To be eligible for Independent Living Subsidy or Foster Care Transition Support services, youth shall be working on completion of secondary education, or the equivalent via an accredited institution. An education plan that details the completion of the education or equivalent is required for the youth to receive Foster Care Transition Support services or subsidy. Youth with educational plans must attend class on a regular basis, complete assignments and maintain passing grades. The plan shall be formally reevaluated by the Independent Living Coordinator (ILC), youth, and his or her mentor (if assigned), at a minimum of every six months. The youth must be enrolled in the educational program specified in the plan and passing to continue to receive subsidy or Foster Care Transition Support services. Documentation of each reevaluation shall be attached to the plan.
A. An education plan is written into the Self-Sufficiency Plan and may include the following:

1. Documentation of enrolled status in identified educational program;
2. Completed housing plan which includes the address of the residence, names of all household members occupying the residence, and copy of signed lease or rental agreement, and landlord’s name and telephone number if applicable;
3. Completed monthly budget plan PPS 7000A which includes documentation of all resources and projected needs. This budget plan should specify the amount and source (e.g. savings, job) of the youth’s income, and projected expenses including first month start-up security deposits (e.g. housing, utility, telephone), and on-going utilities, furniture/household, transportation, food, and school/work needs;
4. Documentation of regular attendance and a copy of grades shall be attached to the plan at the end of each semester of study, if requested by the ILC;
5. Documentation of employment or active pursuit of employment, if included in the youth’s Self-Sufficiency Plan;
6. Educational Advocate if appropriate.

B. The ILC and youth shall review the educational plan at least every 170 days or more frequently, if indicated.

C. The board of education of a Kansas school district must award a high school diploma to any person requesting a diploma if such person:

1. Is at least 17 years of age;
2. Is or has been a child in the custody of the Department for Children and Families (DCF) / (SRS) Secretary or KDOC-JS Secretary (JJA Commissioner) at any time on or after such person’s 14th birthday; and
3. Has achieved 21 minimum high school graduation requirements adopted by the Kansas State Board of Education that shall include the following:
   a. Four units of English language arts, which shall include reading, writing, literature, communication, and grammar.
   b. Three units of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography
   c. Three units of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
d. Three units of mathematics, including algebraic and geometric concepts

e. One unit of physical education, which shall include health and which may include safety, first aid, or physiology

f. One unit of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education

g. Six units of elective courses

4. Students should be allowed to participate in all graduation activities.
5. Students should be awarded a regular high school diploma.

D. Youth who have completed secondary education and who are enrolled in post-secondary education and/or certified training programs are not eligible for regular subsidy, but may be eligible for Foster Care Transition Support services. Youth participating in post-secondary education and/or certified training programs may receive room/board assistance through the Education and Training Voucher program (ETV).

7222 Employment Plan

If the youth is to receive subsidy as a part of an employment plan, there must be a reasonable expectation of completion of the plan. Youth with employment plans must be working with the agency on job readiness skills and actively seeking employment. All youth who apply for subsidy must have a signed employment plan. Subsidy is available to youth who are unemployed or underemployed but are actively searching for employment. Documentation is required to verify the youth's efforts toward becoming employed and the youth's willingness to accept part-time employment while seeking a full-time job. Staff and the mentor (if assigned) will verify that the youth is working with employment services and following up on job possibilities. Funds should be used to support the employment search needs of the youth.

A. An employment plan is written into the Self-Sufficiency Plan and may include the following:

1. Completed job search plan, which includes the development of a weekly log of not less than five employment opportunities where the youth will apply for employment and will document the name of the contact person for the job;

2. Completed Independent Living Monthly Budget Plan PPS 7000A, which includes documentation of all resources and projected needs. This budget plan should specify the amount and source (e.g. savings, job) of
the youth’s income; the projected expenses, including first month start-up security deposits (e.g. housing, utility, telephone); and on-going utilities, furniture/household, transportation, food, and school/work needs.

3. Referral to formal employment services (i.e. Vocational Rehabilitation, Pre-Employment Transition Services, Workforce Center, etc.).

B. The Independent Living Coordinator and youth shall review the youth’s employment plan at least every 170 days or more frequently if the youth’s circumstances change.

7223 Subsidy Rates

A. The maximum amount of subsidy for room and board is $350.00 per month. Most plans are less than this as the amount offered will depend on the youth’s income and resources. Earnings and social security, or SSI payments, are deducted in computing the amount of subsidy needed. The amount provided in subsidy will be reevaluated whenever the youth’s situation changes or at a minimum of every six months. A youth is considered to have attained self-sufficiency if current monthly gross earnings are greater than $2,000. Youth who have attained this level of earnings will not qualify for room and board subsidy; exceptions may be made on a case by case basis and shall be approved and documented by the Independent Living Supervisor on PPS 7300. The subsidy provided for room and board is used to supplement the youth’s earnings and to provide a minimum safety net while transitioning the youth to self-sufficiency.

B. Independent Living subsidy shall be provided on a tiered approach to help youth work towards self-sufficiency as they participate in the Independent Living program.

1. Tier 1: Months 1-12 100% of subsidy based on need (PPS 7000A)
2. Tier 2: Months 13-18 90% of initial subsidy amount
3. Tier 3: Months 19-24 80% of initial subsidy amount
4. Tier 4: Months 25-36 70% of initial subsidy amount

C. A youth’s maximum subsidy is determined based on need, and subsequent tiers are derived from the maximum subsidy amount. However, due to a change in the youth’s circumstances, the Independent Living Coordinator (ILC) may determine an upward adjustment in tiers is necessary to meet the youth’s needs. The ILC shall document the basis for change on the PPS 7300 Independent Living Case Determination form.
D. If a case is closed prior to age 21 after having received subsidy and the youth indicates a need for subsidy to be reopened, the starting tier will be determined based upon current need and resources.

7224 Subsidy Payment Procedures

The youth, mentor (if assigned), and DCF Independent Living Coordinator (ILC) will complete the PPS 7000 and 7000A, listing the youth’s income and expenses. Staff will complete the PPS 7210 form and send it to the DCF Regional payment unit. Subsidy payments will be disbursed monthly (i.e. December payments will be paid in early December). Subsidy payments may be sent to the mentor who will be working with the youth on an education or employment plan.

Subsidy payments may also be made directly to the youth if this arrangement is agreed upon by the youth, DCF ILC, and mentor. This arrangement will accommodate youth in making room/board payments in instances when mentors are not located in the same geographic area of the state or in other instances where this arrangement is more accommodating to the youth. Good judgment must be applied in using this procedure as not all youth may be capable of making good decisions regarding payment of their room/board upon transition to adulthood.

7230 Start Up Costs

A. Start Up Costs - not including rent or room and board

Youth who are leaving foster care to live on their own may need assistance with start up expenses, not including rent. These expenses may include utility deposits, necessary furniture, household supplies, or other items as deemed appropriate by the youth and the Independent Living Coordinator (ILC). Cumulative payments may not exceed $600.

B. Start Up Costs - rent or room and board

Youth who are leaving foster care to live on their own may need assistance with the rent/room and board costs, including deposits. Room and board are considered to be lodging and meals, often provided for a set fee. Cumulative payments may not exceed $600.
7240 Vehicle Repair and Maintenance

Vehicle repairs and maintenance must be approved by the Prevention and Protection Services (PPS) Independent Living Supervisor or designee. Cumulative payments may not exceed $1,000. Available transportation options must be explored prior to authorizing a vehicle repair or maintenance. Prior to authorizing a payment for vehicle repair or maintenance the Independent Living Coordinator shall consider and document in the case file:

A. The vehicle is currently registered in the youth’s name.
B. The vehicle is currently insured.
C. The youth has a valid driver’s license.
D. Other resources available to meet the youth’s transportation needs.
E. Documentation from authorized / certified mechanic of repairs or maintenance and itemized costs.

7250 Education and Training Voucher Program

A. Education and Training Vouchers are available to eligible youth for assistance based on need with post-secondary education and certified training programs. ETV funds may be used for costs associated with post-secondary education and/or training only and cannot exceed $3,500 or the total cost of attendance per youth per plan year, whichever is less. All youth must have an open service case to receive ETV. Youth may only participate in the ETV program for a total of five years, whether or not the years are consecutive.

B. Youth may elect to attend post-secondary education and/or certified training programs outside of Kansas and may use Kansas ETV for this purpose. If a youth is receiving ETV and attending post-secondary education and/or certified training outside of Kansas, all requirements still apply for case planning purposes. The DCF Independent Living Coordinator and youth may need to use phone or e-mail for regular contacts.

C. Youth who are moving to another state and establishing permanent residency in that state, for purposes other than attending a post-secondary educational institution or certified training program must apply for ETV funds through the state where they will establish permanent residency.

D. Youth must reapply for ETV funds on a yearly basis, as it coincides with the youth’s education or training plan. All plans shall be for a twelve-month period between July 1 and June 30th. If a youth finds themselves unsuccessful in completing their education or training plan, the youth may reapply at any time up until they are no longer eligible for the program. The DCF worker shall use good judgment in working with youth who have received ETV in the past and who have not been successful in continuing in their education or training plan. It is
foreseeable and acceptable that youth may make changes in their education or training plans as they move into different stages of their adult lives. These changes should not be used against youth in accessing ETV unless there is a pattern of the youth's inability to work through his/her education or training goals. Assistance should be provided to the youth to keep motivation towards completing their education or training goals.

E. ETV shall only be used at post-secondary educational institutions or certified training programs that meet all three of the following criteria:

1. Admits as regular students only persons with a high school diploma or equivalent; or admits as regular students persons who are beyond the age of compulsory school attendance; and
2. Public, Private, or Non-Profit; and
3. Accredited or pre-accredited and is authorized to operate in that state.

F. Youth who have not completed high school or GED requirements who are beyond the age of compulsory school attendance may be eligible for ETV services and supports at post-secondary educational institutions or certified training programs that accept students under this criteria.

7251 ETV Services and Supports

ETV services include services and supports that are necessary for the youth to participate in post-secondary education and certified training programs. Eligible expenses include but are not limited to the following:

A. Tuition and Fees for Post-Secondary Educational Institutions for youth not eligible or receiving the Foster Care Tuition Waiver. This may include special fees. The institution shall award a bachelor’s degree or at least a two-year program that is acceptable for full credit toward such a degree.

B. Tuition and Fees for Certified Training Programs that provide at least a one year training program to prepare students for gainful employment in a recognized occupation.

C. Room/Board associated with Post-Secondary Education or Training Program through ETV. Youth who meet eligibility for ETV funds can be awarded room and board assistance for costs associated with post-secondary education or certified training
program. Youth shall not receive room/board through both ETV and IL Subsidy. ETV room and board payments should be paid using the appropriate ETV program and object code for this service.

D. Books, materials and supplies associated with an allowable Post-Secondary Education or Certified Training Program to assist the youth in continuing their education or training program. This includes supplies associated with specific education or training programs (i.e. tools, welding boots, art supplies).

E. Special Fees associated with an allowable Post-Secondary Education or Certified Training Program. This may include fees associated with specific classes, assignments, or participation in educational or training activities associated with the institution. Fees associated with student loans or insurance premiums on the student loan may be included.

F. Child Care

Young adults participating in the ETV program may be eligible for childcare through EES or by using ETV funds. If a young adult is eligible for childcare through EES this program shall be utilized first. See EES PPM for policy guidelines. If the young adult is not eligible for EES childcare they may be eligible for childcare using ETV funds. Childcare providers must meet the same requirements as the EES childcare program specifies.

G. Technical Equipment associated with Post-Secondary Education or Certified Training Program (i.e. special calculators, computers or other technical equipment to aid in post-secondary education or training program). Accommodations related to a youth’s disability, such as a personal assistant or specialized equipment that is not paid for by another source, may be eligible.

H. Tutoring for youth in post-secondary education or certified training programs to assist youth in completing the program.
I. Transportation costs related to post-secondary education and/or training program (i.e. gas, taxi rides, bus tickets, tags and taxes).

J. Clothing and other items required for post-secondary education and/or training programs (i.e. nurse uniforms, special clothing or other personal items required for class or training program). May not be used to purchase clothing for normal daily use.

K. Medical policies, prescriptions and medical services to assist youth in their post-secondary educational goals or training programs. This service shall not be used for youth eligible for Aged Out Medical. Youth shall be encouraged to use policies provided through education institution if available.

7252 Procedures for ETV

A. The DCF Independent Living Coordinator or designee and youth shall complete the Self-Sufficiency Plan PPS 7000 and the Education and Training Voucher Program Plan PPS 7001 must have an identified education or training plan, along with all required information on the form. All youth participating in Post-Secondary Education and Training plans must be actively involved in all stages of the plan.

B. The Self-Sufficiency Plan PPS 7000 and the Education and Training Voucher Program Plan PPS 7001 shall have verification of eligibility for Chafee Foster Care Independence Program (CFCIP) and/or Education and Training Voucher Program (ETV) approved by DCF Independent Living Coordinator and DCF Independent Living (IL) Supervisor or designee.

C. Documentation to support all identified costs associated with Education and/or Training Plan shall be attached to the Education and Training Voucher Program Plan PPS 7001. In addition, documentation of all Federal or State Financial Awards associated with the Education and/or Training Plan must also be attached. (i.e. Pell Grant and Scholarships) All youth applying for ETV funds shall complete a minimum of three (3) scholarship applications with proof of documentation at the time of completing the PPS 7000 and PPS 7001 ETV Plan. An exception may be granted when there aren’t scholarships available for the planned educational track. An exception to the scholarship requirement must be approved by the DCF IL Supervisor or designee on the PPS 7001. Youth shall complete the Free Application for Federal Student Aid (FAFSA) prior to applying for ETV funds.
D. The Education and Training Voucher Program Plan PPS 7001 shall be signed by the youth, DCF Independent Living Coordinator, DCF Social Worker if different than Coordinator, Case Manager/Social Worker for contractor if youth still served by the contractor, and the DCF IL Supervisor or designee.

E. All ETV plans shall begin July 1 and end June 30 of each year. The initial ETV plan year shall be entered into the Self Sufficiency Information System (SSIS) within five working days of opening.

F. The DCF Independent Living Coordinator must track all expenses so that the total shall not exceed the maximum allowable funds per year or the total cost of attendance per youth. The Independent Living Program Manager may approve an exception for a youth to receive more than $3,500 per ETV plan year, not to exceed the federal maximum of $5,000 and state match of $1,250, for a total of $6,250 per year.

G. The DCF Independent Living Coordinator must track the number of years a youth participates in the ETV Program. A youth may not participate for more than five years, whether or not the years are consecutive. Participation is defined as a payment having been made within, or for, the year.

H. All youth with current ETV plans shall be notified within thirty (30) days of a change in their ETV plan. DCF Staff shall work with youth receiving ETV to make sure all avenues for funding for post-secondary education/certified training options are explored.

I. Services and supports through ETV are available as funding allows.

7260 Kansas Foster Child Education Assistance Act

A. The Kansas Foster Child Educational Assistance Act applies to eligible young people who enroll in a program at a Kansas educational institution which leads to the award of a certificate, diploma or degree upon satisfactory completion of course work requirements. This program will waive tuition and required fees at Kansas educational institutions to include any vocational school, area vocational-
technical school, community college, Washburn University and state educational institution or technical college. For complete list of individual schools please consult http://www.kansasregents.org/

B. The waiver will cover tuition and required fees only for undergraduate enrollment of eligible youth through the semester the eligible youth attains 23 years of age. Tuition will not be waived for any course repeated or taken in excess of the requirements for completion of educational program in which such eligible youth is enrolled. Youth eligible for the Foster Child Educational Assistance Act may also be eligible for assistance for other costs of higher education through ETV.

C. Procedures for Kansas Foster Child Educational Assistance Act

1. Prevention and Protection Services Administration staff will verify the applicant's eligibility.
2. The FACTS code ED04N shall be used to record the date of High School Graduation or GED completion to aid in verification of eligibility for the Kansas Foster Child Educational Assistance Act.
3. If a youth is interested in the Kansas Foster Child Educational Assistance Act Program, applications may be obtained from educational institutions in Kansas or by contacting your local DCF office. See PPS 7260 Application for Foster Child Education Assistance Program. All applications are submitted by the student to the Registrar's office at the educational institution. The Registrar's office will fax the application to Department for Children and Families (DCF) Administration for verification of eligibility and signature of Statewide Independent Living Coordinator or designee.
4. Within 30 days of enrollments, all accepted applicants are required to notify their DCF Independent Living Coordinator (ILC), as applicable, of their current enrollment status and intended program of study.

7270 Aged Out Medical Program

This program provides medical coverage to young adults who are released from custody of DCF, Kansas Department of Corrections- Juvenile Services (KDOC-JS) or Tribal Authority at age 18 and meet specific eligibility guidelines. In addition, youth placed in Kansas through ICPC who meet eligibility guidelines are eligible. Refer to Section 7100 Eligibility for Aged Out Medical Program.

Child Welfare Case Management Providers, local KDOC- Juvenile Services agency staff, and DCF staff working with youth who will leave care at age 18, shall inform the
youth about the Managed Care Organizations (MCO) and Aged Out Medical Program. Youth shall be assisted in choosing an MCO if appropriate and preparing the KanCare application “For Families and Children” prior to their release from custody.

After release of custody DCF IL staff shall assist young adults with completing the application, serving as Facilitator if appointed by the young adult, obtaining the medical card, and choosing a Managed Care Organization that best meets their needs.

DCF IL Coordinators shall inform young adults who have been released from custody, but have not submitted an application or obtained a medical card, of the Aged Out Medical Program by sending them the PPS 7240 You May Be Eligible Notice.

Documentation of the notification and assistance provided to should be made in the youth’s case file. A youth’s eligibility for the Aged Out Medical Program does not require the youth to participate in Independent Living services with DCF.

7280 Mentor

A. A youth may have a mentor who has agreed to complete the Mentor Application in Appendix 7H Mentor Application Packet, sign the PPS 7220 Independent Living Mentor Agreement, and carry out the responsibilities in PPM 7282, Responsibilities of Mentor. CWCMP staff, including DCF IL Coordinators, shall not serve as mentors.

B. If a youth receiving services from DCF is unable to identify an adult who will serve as the youth’s mentor, DCF will assist the youth in identifying a mentor as needed.

7281 Mentor Qualifications

The qualifications for Mentors include:

A. age 25 or older;
B. ability to pass Child Abuse/Neglect Central Registry clearance;
C. ability to pass Adult Abuse/Neglect Central Registry clearance;
D. ability to pass KBI security clearance;
E. ability to pass FBI fingerprint check, for persons who have resided outside of Kansas in the preceding five years;
F. ability and willingness to work with adolescents and young adults;
7282 Responsibilities of Mentor

A. The responsibilities for Mentors include the following:

1. Sign the PPS 7220 Independent Living Mentor Agreement.
2. Participate in orientation regarding the roles and responsibilities of being a mentor as required or offered.
3. Maintain regular contact with the youth and IL Coordinator as agreed to on the PPS 7000.
4. Document contact meetings with the youth on the PPS 7215.
5. Act as a source of counsel, advice and support to the youth.

B. Mentors who are providing counsel, advice and support to youth who are receiving monetary assistance must also:

1. Sign the PPS 7000.
2. Advise the youth on budgeting and money management.
3. Advise and consult with the youth on details specific to youth’s education or employment plan.
4. Receive and disperse Independent Living assistance payments (if this is the arrangement agreed upon by mentor and youth).

7283 Mentor Fees

Mentors who are providing council and support to youth who are receiving IL subsidy from DCF may receive up to a $50.00 monthly fee. This fee is not included in the amount of subsidy provided to the youth. The intent to provide a mentor fee shall be documented on the case plan. See PPM 7913 Other Payments for IL Youth.

7290 Kansas Youth Advisory Council
Youth 14 to 21 years of age and Chafee eligible may participate in organized Youth Advisory Councils in Kansas. Each Child Welfare Case Management Provider (CWCM) Region has a Regional Youth Advisory Council (RYAC) which is sponsored by an adult representative with the CWCM. The Kansas Youth Advisory Council (KYAC) is the state youth advisory council, which is made up of youth representatives from each of the RYACs. The KYAC and RYACs are the "Voice of foster youth in Kansas" and provide an excellent opportunity for youth to learn and demonstrate leadership skills.

7300 Case Closure

A. The DCF Independent Living services Self-Sufficiency case shall be closed for the following reasons:

1. At the youth's request;
2. When the youth has financial resources sufficient to meet his or her basic needs and/or has attained self-sufficiency goals;
3. When the youth attains age 21, and is not participating in the Education & Training Voucher (ETV) program;
4. When the youth is participating in the ETV program and attains age 26, or has participated in the ETV program for a total of five years (with the maximum amount of $3,500 per plan year), whether or not the years are consecutive;
5. If a youth does not meet or progress towards identified goals and is uncooperative in services;
6. The youth has not responded for a period of 60 days and the Independent Living Coordinator has utilized reasonable efforts to contact the youth. Reasonable efforts are defined as more than one attempt, utilizing more than one strategy for monthly contact. Strategies may include in person, phone, e-mail, letter, approved social media networks, and texting. Attempts to contact the youth shall be documented in accordance with PPM 0420.

B. The DCF Independent Living Coordinator shall submit the PPS 7300 Independent Living Case Determination to the Independent Living Supervisor for approval prior to closure.

7800 Entering Independent Living Youth Not in Agency Custody in FACTS
To establish a new case for a youth receiving independent living, use the allegation/presenting situation code of New Case Needed (NCN) on the BEGN screen. Enter a self-sufficiency plan (SS) on a youth who is not in DCF custody, but receives independent living services (See PPM section 3811H on entering a SS plan type). If receiving an independent living subsidy, the service requested is securing a member grant (SG). Enter a Service Action of IN04P for cash only subsidy or medical and cash subsidy with the appropriate service source code for the mentor, such as family member (FAM), friend (FRN), self (SLF), etc. If there is not an appropriate service source use other person (OTP). Initiate (IN) the responsibility status with the date the permanent independent living subsidy agreement is signed. Authorize max units of 1 and indicate a type of monthly (M). Enter the amount of subsidy in the charge unit field for what is initially paid on behalf of the child. Enter the name of the guardian on the PROM screen with a provider type of INL. For medical only, no FACTS case is opened.

For youth who have graduated from high school or completed their GED, enter the service action code of ED04N and date of GED completion or date of graduation.

For youth who are receiving independent living services, see PPM section 5840 D. For a complete list of independent living service action codes see the FACTS online user manual, the PPS 3057 form and the PPS 3057A form.

7900 Eligibility and Payment Procedures for the Independent Living Program

Eligibility and payment procedures for the Independent Living Program (IL) are found in section 7911 – 7913.

7911 Start Up Costs

Youth may be eligible for start-up costs up until 21 years of age, based on individual needs.

A. Start Up Costs- not including Rent/Room/Board

Youth who are leaving foster care to live on their own for the first time may need payment for start-up expenses, not including rent. These expenses may include utility deposits, necessary furniture, supplies, or other items as deemed appropriate.
by the youth and worker. A maximum payment of $500 is allowed for this purpose. If the youth’s budget indicates that he or she can manage without other financial support the case can be closed.

Payments shall be generated using the case and client numbers from a youth’s open KAECSES case. Payments shall be made using the vendor payment process (see the Handbook for Client Purchases for details on purchasing procedures). Payments shall be made using Speedchart ISD27812 and INF45 Code 8122.

An INF45 code listing can be found in the instructions for the PPS 2833 Client Purchase Agreement form. Definitions for INF45 codes for Youth IL Chafee Program Code 27812 and Youth IL ETV Program Code 27821 can be found at [http://dcfnet.dcf.ks.gov/Ops/FM/Pages/INF45.aspx](http://dcfnet.dcf.ks.gov/Ops/FM/Pages/INF45.aspx). Click on PPS Definitions.

B. Start Up Costs- Rent/Room/Board

Youth who are leaving foster care to live on their own for the first time may need assistance with the initial rent/room and board costs, including deposits. A maximum payment of $500 is allowed for this purpose. If the youth’s budget indicates that he or she can manage without other financial support, the case can be closed. (Note: Rent would be paid directly to the landlord. Room and Board costs would be paid directly to the youth for payment of services to the landlord on their own.)

Payments shall be generated using the case and client numbers from a youth’s KAECSES case. Payments shall be made using the vendor payment process (see the Handbook for Client Purchases for details on purchasing). Payments shall be made using Speedchart ISD27812 and INF45 Code 8100 (Rent).

An INF45 code listing can be found in the instructions for the PPS 2833 Client Purchase Agreement form. Definitions for INF45 codes for Youth IL Chafee Program Code 27812 and Youth IL ETV Program Code 27821 can be found at [http://srsnet/commissions/admin/VenPay_03/venpay_information.htm](http://srsnet/commissions/admin/VenPay_03/venpay_information.htm). Click on PPS Definitions.
7912 IL Subsidy Procedures for Room/Board

For program information see Section 7220.

Monthly payments are generated from an open Foster Care KAECSES case. Payments are made prospectively for a month at the beginning of the month. In order to open an independent living payment, case the eligibility specialist shall receive a copy of the Independent Living Subsidy Payment Unit Notification PPS 7210.

The subsidy amount may increase or decrease monthly and is clearly defined on the PPS 7000 Self Sufficiency Plan. To verify the correct information is entered on FCPD for each month, see PPS 7000 Self Sufficiency Plan.

If the Foster Care case is currently open on KAECSES, the payment is made by updating the SEPA, FOCA and FCPD screens. If the Foster Care case is not currently open on KAECSES, refer to the steps in E&P Appendix B, Section III, A for opening a new case.

A. On SEPA the following program (PGM) codes shall be used:

1. FC (youth who receive IL subsidy but have their medical card funded from another program); or,
2. FC AO (youth who were in DCF Custody, now receive IL subsidy & a medical card through the Medical Card Extension Program); or
3. FC AJ (youth who were in KDOC-JS Custody, now receive IL subsidy & a medical card through the Medical Card Extension Program).

The program should be coded IN for FC, FC AO, or FC AJ as applicable. Medical shall be coded OU when program type is FC; coded IN when program type FC AO or FC AJ.

B. On FOCA the following codes shall be used:

1. Source of Funding: GA
2. Legal Status: keep the most recent prior legal status prior to aging out
3. DISABLED AGE 18 AND OLDER: Y or N
4. TYPE OF CURRENT PLACEMENT: 8 or 19
5. GOAL: IL

C. On FCPD the following codes shall be used:

1. SOURCE OF FUNDING: GA
2. VENDOR ID: (obtain from SMART)
3. ADDRESS SELECTION: (obtain from SMART)
4. GRANT AMOUNT: Refer to DCF Independent Living Subsidy Payment Unit Notification PPS 7210. Not to exceed $350.00.

The subsidy amount may increase or decrease monthly and is clearly defined on the PPS 7000 Self Sufficiency Plan. To verify the correct information is entered on FCPD for each month, see PPS 7000 Self Sufficiency Plan.

D. Automating the Payment with the FCPD Screen

FC program types pay prospectively so payment screens are a month ahead. If updating or opening the case after the cash monthly issuance date, known as “roll over”, (occurs on the 4th working day before the end of the month), you will see DA in the Benefit Issuance area to generate the payment for the month showing. Continue to copy details into the next month, completing the FCPD screen for each new month, until you see MO in the Benefit Issuance area. This will ensure that the case is up to date.

Example 1: If opening case for subsidy eligibility starting in February on February 28, on the February FCPD screen, you would need to ensure Benefit Issuance of DA is present in order for the payment to generate for February as payments on the monthly cycle have already been processed. Do the same for the March FCPD screen. The April FCPD screen would be the first screen with a MO Benefit Issuance.

Example 2: If opening a case for subsidy eligibility starting in November on December 5, the benefit issuance indicator for the month of November is DA which is correct. When you copy the case to December, the benefit issuance indicator will be DA. This is also correct. The January FCPD screen would be the first screen with a MO Benefit Issuance.
Example 3: An independent living subsidy case is opened, but not caught up with rollover. The current month for the case is April and the last IL payment made was for April on April 1st. Today is May 27th and you copy details creating May. Since the monthly cycle to pay May’s benefits is past, you will see the Benefit Issuance as DA. The case must be copied into June and July to catch the case up with rollover.

E. How to Copy Details to Manually Roll Over a Case

1. Go to the APEM screen and enter "4" and the month/year for the next month. Press ENTER.

2. Go to the next field and enter FCPD; fill in the information on this screen. Press ENTER.

7913 Other Payments for IL Youth

Payments may be made to support IL youth in their educational and training plan as determined by the Case Plan. Payments may also be made to support IL youth in their educational and employment plan, and mentors who receive a $50.00 per month mentor fee, as determined by the Case Plan. For program information about mentors see PPM 7280.

There are some instances where payments for these services and/or goods will be made directly to the youth. When payments are made directly to the youth for services and/or goods, the youth shall provide a receipt of purchase or payment with a copy of the receipt to be kept in the DCF file for documentation. Purchase of Foster Care Transition Support services shall be accompanied by a written lease between the youth and foster family, specifying the beginning and end date of the service and agreement of the family to give the youth 30 days’ notice before terminating the lease. See PPM 7212.

These payments shall be generated using the case and client numbers from a youth’s KEES case. Payments shall be made using the vendor payment process (see the Handbook for Client Purchases for details on purchasing procedures). Payments shall be made using the following accounting codes:
1. IL Expenses and Mentor Fees: Speedchart ISD27812 and the appropriate INF45 code.

2. ETV Program: Speedchart ISD27821 and the appropriate INF45 codes.

An INF45 code listing can be found in the instructions for the PPS 2833 Client Purchase Agreement form. Definitions for INF45 codes for Youth IL Chafee Program Code 27812 and Youth IL ETV Program Code 27821 can be found at http://dcfnet.dcf.ks.gov/Ops/FM/Pages/INF45.aspx. Click on PPS Definitions.

For ETV, there is a $3,500 all funds limitation per case planning year on expenses. The Independent Living Program Manager may approve an exception for a youth to receive more than $3,500 per ETV plan year, not to exceed the federal maximum of $5,000 and state match of $1,250, for a total of $6,250 per year. Monthly tracking and reporting of individual youth expenses may be found on the Self-Sufficiency Information System and at the PPS SharePoint web site in the PPS Finance and Allocations section. Eligible students may receive ETV funds until they turn 26 years of age.

All youth applying for the Foster Care Tuition Waiver Program shall submit their application directly to the financial aid department of the educational institution. See PPM 7260 Foster Child Education Assistance Act for program details.

8000 Continuous Performance Improvement

The Department for Children and Families Prevention and Protection Services has leadership and ownership of a Continuous Performance Improvement (CPI) process which is applied consistently across the State. The process shall be utilized by state and provider staff at all levels as a systemic problem solving process and cycle of learning and improvement. The CPI cycle includes identifying and understanding the root cause of problems, researching and developing theories of change, developing or adapting solutions, implementation of solutions and monitoring and assessing solutions.

The functional components of CPI include data collection, data analysis and interpretation, communication and collaboration and support for sustainable CPI.
PPS shall maintain a CPI Procedure Handbook providing a comprehensive picture of CPI in Kansas Child Welfare. The handbook shall address CPI functions, activities and steps, annual training activities as well as the outcomes and standards reviewed on a regular basis.

Prevention and Protection Services (PPS) Continuous Performance Improvement staff shall be responsible for providing support and accountability for the structure, methodologies and administration of quality assurance and continuous performance improvement activities for the DCF Regions and Providers. Outcomes are reviewed at least quarterly by state and provider staff.

DCF Regions shall participate in Quality Assurance and Continuous Performance Improvement activities.

DCF Regions shall coordinate Continuous Performance Improvement activities with their Child Welfare Case Management Providers.

Standard case reads are conducted by the DCF Regional Offices on an ongoing basis and focus on the timeliness and accuracy of service delivery. Additional targeted case reads are conducted as required for policy compliance or continuous performance improvement projects.

Stakeholder meetings are organized at the case specific, community and statewide levels to involve customers and stakeholders in discussions about the delivery of Child Welfare services.

Residential/Group Home monitoring is conducted initially by the DCF Regional Offices and then annually by the Child Welfare Case Management Providers. Administrative Reviews are conducted annually by DCF/PPS.

A. Information systems, data collection and reporting:
The primary systems used for continuous performance improvement include FACTS, KIDS, KIPS, SCRIPTS and the Case Read Application.

PPS has processes in place to identify and address data quality issues which include the use of Federal Validation Utility program, a PPS Error and Reporting Correction process, and case record reviews for AFCARS elements in addition to other tools used by field offices to correct potential data entry errors.

PPS monitors federal requirements and guidelines related to AFCARS, NCANDS, CFSR data profiles, and NYTD through a review of information and utilization of quality tools for AFCARS and NCANDS.

PPS utilizes (not limited to) statewide stakeholder interviews, case specific stakeholder interviews, surveys, provider reports, statewide Management Information Systems (MIS) reports and standard and targeted case reviews to collect quantitative and qualitative data to assess performance and identify opportunities for improvement regarding systemic factors.

Outcomes data collection and reporting is standardized to provide consistency and enable comparison throughout the Agency on a statewide basis, by DCF Regions and Providers.

B. Method for establishing case read samples:

The case read sample for each program is derived from the respective case population that has been active during the last three months in a twelve month period under review. A “Stratified Random Sample” strategy is utilized to establish the sample size. The statewide population is broken out by DCF Region. The number of cases in the sample for each Region is proportionate to the number of cases in the total population for each Region. Cases are assigned a random ID
number and randomly selected until the correct percentage for each Region is achieved.

The number of cases in the sample is set at a level sufficient to maintain statewide statistical validity. This level is established by consulting a table of recommended sample sizes from the DCF Office of Strategic Performance Management.

C. Analysis of outcomes:

Data are analyzed to determine the performance of processes, and to identify opportunities for improvement.

Opportunities for improvement will range from those that are systemic or statewide to those that are specific to DCF Regions, Child Welfare Case Management Providers or individual staff.

Standard CPI reports include (not limited to) national and state outcomes and indicators reported from the state MIS and case read system. In addition, providers draw upon their internal QA and performance improvement activities and information to enhance the PPS CPI process.

D. Training:

Training shall be provided to state and provider staff on an annual basis and will include (not limited to) the understanding of: the PPS CPI Cycle and structure, utilization of MIS outcomes reports, case read reporting application basics, data analysis, performance improvement project tools and techniques, spreadsheet basics and orientation to individual case read instruments.

Training shall be offered to community stakeholders on the PPS CPI Cycle and structure and the availability and utilization of CPI reports.

E. Monitoring Contractor Performance:
To assess performance of the Contractor, the state will review and monitor accountability for child welfare programs through direct oversight, case read processes and administrative site visits. Case read and oversight activities are used to assess and improve the delivery of services to families. Results of case read and oversight activities may be published by DCF on the internet or in other public information material.

1. Poor performance on case read questions, nonconformities identified during an audit, not meeting the requirements of an administrative site review, or other sources identifying a significant or repeated problem impairing performance or compliance may lead to the implementation of a corrective action plan (CAP). If a problem is identified by DCF, the contractor shall develop a Corrective Action Plan (CAP) approved by DCF, to address the root cause of the issue and action steps to be taken to obtain improvements and prevent recurrence of the problem. Failure to meet CAP provisions shall require the Contractor to reimburse DCF for costs incurred in resolving the problem. The concepts of a CAP are:

   a. Using clearly identified sources of data which identify problems that will be investigated.

   b. Completing a root cause analysis to identify the cause of a discrepancy or deviation and suggest corrective actions to potentially prevent recurrence of a similar problem, or preventive action to ensure that discrepancies do not occur.

   c. Implementing corrections to rectify the problem which is identified.

2. Monitoring Contract Outcomes: Contractor performance is also measured, in part, through contract outcomes. Contract outcomes include the national data standards for safety, permanency, and well-being. Performance based outcomes shall not be rewarded with monetary or other bonuses/awards for staff.

The contract performance year is the state fiscal year (SFY) July 1- June 30. Reports published may reflect both federal and state fiscal year periods.

If contract outcomes are not met at the completion of the first SFY of the contract, the contractor shall develop a Program Improvement Plan (PIP) approved by DCF
to address unmet outcomes. The PIP shall include action steps to be taken to create improvements and demonstrate continued improvement for each unmet outcome. Failure of the Contractor to meet PIP requirements may result in liquidated damages.

The PIP will be developed for a period of 2 years, and individual outcome(s) will be deemed completed as successful when the outcome performance meets the negotiated improvement goals by the end of the SFY.

Failure of the contractor to meet the negotiated improvement goal(s) by the end of the SFY using year-end performance data may result in the termination of the contract. If negotiated improvement goals are not met a liquidated damage may be assessed for each outcome not met. DCF may withhold any damage amount from the July base payment in the year following the completion of the PIP. DCF may also impose liquidated damages if Outcomes/Standards are not met during the following year(s) of the contract.

8010 Conflict of Interest

DCF, CPI Case Review Staff shall have no direct contact, supervision, oversight or consultation for the cases they review. Case Review Staff shall not review or conduct third-party quality assurance on any case in which they participated or consulted in any way.

8020 Safety Concerns

Safety concerns identified by case review staff during the case review process shall be immediately communicated to the appropriate PPS Regional Administrator.

8200 Child Welfare Case Management Provider's Responsibility for Continuous Performance Improvement

Child Welfare Case Management Providers are responsible for working with the Prevention and Protection Services (PPS) Continuous Performance Improvement staff on Performance Improvement activities. The Child Welfare Case Management Providers shall:

A. Participate in continuous performance improvement activities.
B. Assure quality enhancement programs are comprehensive and on-going.
C. Submit quarterly management reports.
D. Participate in the Prevention and Protection Services Case Review program and in case reads.
E. Provide access to case files as requested by the Regions for ongoing and targeted case reads.

F. Participate in discussions about the results of regional case reads at the time of their completion. Child Welfare Case Management Providers shall review each case identified in the sample and reconcile findings with the DCF Region.

G. Develop a Corrective Action Plan for approval by DCF if warranted by performance.

H. Develop and submit for approval by DCF, a Program Improvement Plan if warranted by performance.

8300 Case Read Decisions

During the case read process, if there is disagreement on the scoring of a specific case read question that cannot be resolved, the Prevention and Protection Services (PPS) Regional PI staff will send a brief description of the disagreement to PPS Administration program staff with a copy to the Child Welfare Case Management Provider. PPS Administration program staff will facilitate resolution.

8400 Residential/Group Home Monitoring

All Residential/Group Home placement providers shall be licensed through DCF Foster Care and Residential Facility Licensing Division and meet the DCF/PPS Placement Standards and requirements in the Child Welfare Handbook of Client Purchases in order to obtain a provider agreement with DCF.

Implementing a new facility or modifying a provider agreement for an existing facility requires an onsite review conducted by DCF regional staff. Providers may initiate the process by contacting their DCF regional office.

A. Implementing a New Facility or Renewing/Changing a Provider Agreement:

1. DCF regional staff shall assess the need for the type of service requested for a new facility and/or a change in services listed in an existing provider agreement.

2. DCF regional staff shall provide information to the provider including a copy of the DCF Placement Standards, Child Welfare Handbook of Client Purchases and contact information for DCF Foster Care and Residential Facility Licensing Division.
3. DCF regional staff shall provide technical assistance relative to the DCF Placement Standards and Child Welfare Handbook of Client Purchases.

4. DCF regional staff shall collaborate with KDOC-JS if the facility wants to serve juvenile offenders and child in need of care youth.

5. DCF regional staff shall conduct an on-site review of the facility to ensure compliance with the Placement Standards and the Child Welfare Handbook of Client Purchases. The on-site review shall include a tour of the facility, review of policy and procedures, human resource files and staffing patterns using the site review instrument listed below. Ninety days after a new facility opens, or a change in services listed in an existing provider agreement is implemented, DCF regional staff shall return on site to review case records.

6. Each type of facility has a unique site visit review instrument. The types of facilities covered in this section include:
   a. Community Integration Program (CIP) (PPS 8400A)
   b. Emergency Shelter (PPS 8400B)
   c. Residential Maternity (PPS 8400C)
   d. Secure Care (PPS 8400D)
   e. Transitional Living Program (TLP) (PPS 8400E)
   f. Youth Residential II (YRC II) (PPS 8400G)

7. DCF regional staff shall provide technical assistance for compliance issues related to the Placement Standards and the Child Welfare Handbook of Client Purchases and provide a written site visit report of findings to the Provider.

8. The placement provider and DCF regional staff shall address any concerns prior to establishing a provider agreement. Program improvement activities for securing compliance shall be completed within 30 days.

9. The site visit report shall be maintained by DCF Regional Office who maintains the provider agreement and forwarded to the Provider.

B. On-going Monitoring:

The Child Welfare contractors for Family Preservation and Foster Care shall complete reviews annually. The purpose of the reviews is to maintain compliance with the DCF Placement Standards and Child Welfare Handbook of Client Purchases. The
contractors shall provide reports containing the results of their on-site reviews to DCF on an annual basis.

8500 Administrative Reviews of Child Placing Agencies

The DCF Audit Division is responsible for assuring the Administrative Requirements outlined in the Reintegration/Foster Care/Adoption and Family Preservation contracts are monitored. Through annual on-site Administrative Site Visits, DCF Audit staff examine documentation provided by the Child Placing Agencies who provide contract services, and assess whether the Child Welfare Case Management Providers are meeting expectations. If expectations are not met, Corrective Action Plans are developed and tracked for completion.

9000 Interstate Compact

A compact is a legal agreement among persons, nations, or states. An interstate compact creates a contract among states. Each state legislature has adopted, verbatim, the Interstate Compact on the Placement of Children (ICPC) language. This uniformity assures that the compact’s provisions are the same in every state.

Additional information about the ICPC, including the Regulations and Articles, can be found at www.aphsa.org. Click on affiliates, and then on AAICPC. The Articles and Regulations can also be found in Appendix 9D.

9120 Placements Subject to ICPC

The following placements require prior approval by the receiving state before a child can be placed:

A. Reunification with the birth parent(s) when the court has jurisdiction over the child to be placed. This will provide information to the court and will allow the receiving state to provide services upon placement.
B. Placement with relatives whenever the court has jurisdiction of the child to be placed.
C. Placement with a child with a non-related person (foster care). This provision is applicable whether or not there is a court jurisdiction. If there is no court involved, there’s no foster care.
D. Placement in a residential treatment facility. All facilities shall be licensed by the state in which they are located.
E. Placement with an adoptive family.
9130 Placements Not Subject to ICPC

Under the following circumstances the ICPC is not required:

A. A child in the custody of the Secretary of DCF is being placed with a parent in another state.

B. Birth parent to birth parent when there is no court jurisdiction over the child to be placed.

C. Birth parent to relative when there is no court jurisdiction. The following relatives may place or receive a child across state lines without ICPC approval:

1. parents(s)
2. step-parent
3. grandparent
4. adult sibling
5. adult aunt or uncle
6. legal guardian

D. Relative to relative when there is no court jurisdiction over the child. The same relatives as noted in C. above have such authority.

E. Placement of a child by parents or relatives into boarding schools.

F. Placement of a child in a public or private hospital, psychiatric hospital or medical facility; providing the hospital is not licensed as a residential treatment center.
G. Divorce and/or custody investigations or family assessments related to divorce.

H. International Adoptions when the Office of Immigration and Naturalization Services (INS) has issued an IR-E visa for the child.

I. The child is being adopted in his/her country of residence.

J. The consent to adopt has been issued by the child's country of residence or a foreign agency having custody or guardianship, and no state-side agency has custody.

K. Services requested through International Social Services or any branch of its overseas offices.

L. Youth in Job Corps.

M. Youth in the military.

N. Placements by a Native American Nation or Tribe within a territory controlled by a Native American Nation or Tribe.

9200 ICPC Referrals From Kansas to Other States

Referrals of children in DCF custody served by a Child Welfare Case Management Provider (CWCMP) shall be completed by the CWCMP. The CWCMP shall forward all referrals to the Kansas ICPC office, to exchange paperwork with the Kansas ICPC
Office and other states. Upon implementation of the National Electronic Interstate Compact Enterprise (NEICE) the CWCMP shall enter the referrals in NEICE.

9000 Interstate Compact

PPS - Policy and Procedure Manual

9210 The ICPC Referral Packet

A comprehensive ICPC referral packet is required to avoid a delay in the ICPC process. Complete information allows the receiving state to assess the prospective placement family's ability to care for the child's (children's) specific needs. Likewise, this information will aid the family in making an informed decision regarding their ability to care for the child.

The Kansas compact administrator or designee may request additional information on the child.

The National Electronic Interstate Compact Enterprise (NEICE) system shall be used upon implementation to enter ICPC paperwork and forward documents to Kansas ICPC. The referral packet for parent, relative, foster care, and residential placements shall include the following:

1. The ICPC 100A (PPS 9130) Interstate Compact request form shall be completed for each child. Upon implementation, the case will be entered in NEICE which generates the ICPC 100A. For cases not entered in NEICE, the CWCMP retains a copy, and one copy is included in the referral packet. This form is used to request and approve all placements from Kansas.

2. A comprehensive cover letter explaining the child's situation and the reasons for requesting placement with a family in another state. Special needs or specific issues that need to be addressed with the family shall be noted.

3. Social history to include child's current functioning, special needs, the reason the child entered DCF custody and as much information on the birth parents and siblings as possible. (See Appendix 3A for suggested social history outline.)
4. Journal Entry/Court Order signed by the judge granting custody to DCF. (If these documents are not signed, they will be returned to the Child Welfare Case Management Provider for the judge's signature.) Include a copy of the initial custody order and a copy of the most recent court order (within the past year) showing continued custody. For a Regulation 7 sample court order, see Appendix 9-G.

5. Case plans: the initial and most current.

6. PPS 9140, Financial/Medical plan form, shall be completed by the DCF worker or the Child Welfare Case Management Provider with the assistance of the DCF worker.

7. Copy of birth certificate. If the birth certificate is not available, include copy of birth certificate application. Upon receipt of the original birth certificate; forward a copy of the document to the ICPC Office.

8. Copy of the social security card or written verification of social security number from Social Security Administration. If child does not have a social security card, attach a copy of the application verifying that a social security card has been requested. Upon receipt of original social security card forward a copy to the ICPC Office.

9. If available, include child's medical history, including immunization records, psychological reports, and school records.

10. Statement of Case Manager/ICPC Potential Placement, form PPS 9100. This form shall contain the CWCMP case manager's signature.
11. Regulation 7 referrals shall include the documentation required in the above section 9210.1.a through 9210.1.i, and the following:

   a. Signed Regulation 7 court order. See Appendix 9-G for a sample regulation 7 court order, and
   
   b. Completed PPS 9145 (ICPC 101) form for each child.

12. For Psychiatric Residential Treatment Facility (PRTF) placements, include the following:

   a. Letter of acceptance from the PRTF.
   
   b. A statement acknowledging the responsibility to pick up and return the child to Kansas in the event of a disruption.
   
   c. Court order with a Delinquent Adjudication Statement per ICPC Article VI. Institutional Care of Delinquent Children.
   
   d. Current Mental Health treatment plan

13. Referrals for public adoptions shall include the documentation described in the above section 9210, and the following.

   a. Medical and Genetic Information. PPS 5340, Part I, II, and III forms shall be completed by the birth parents. However, if the birth parents are unavailable, the Child Welfare Case Management Provider may complete and sign these forms and send an affidavit explaining that birth parents were unavailable to complete the forms.
   
   b. Voluntary relinquishment signed by birth parents and accepted by DCF or a journal entry terminating parental rights signed by the judge.
   
   
   d. If applicable, adoptive resource home study completed prior to the ICPC adoption request. Requests will be forwarded to the receiving state requesting an updated case specific adoption home study.
If a pre-approved adoptive family is moving out-of-state, include the previous adoptive home study in the referral.

Should the child become free for adoption after ICPC has already been initiated, a new 100-A (PPS 9130) shall be completed requesting an adoptive home study. Attach three copies of the new case plan and legal documentation indicated above and forward to Kansas ICPC.

For adoptions finalizing in Kansas, please see Appendix 5R, Checklist for Request for Consent to Adopt.

9220 Visits to Another State for Kansas Children

A child may be sent on a visit to another state prior to ICPC being involved, but consideration for the safety of the child is first and foremost, and risk is high if there has not been checks, a walk through, or home study completed by the receiving state prior to the visit.

If a child is sent on a visit with a resource presently being assessed for placement through ICPC, notify PPS Administration, ICPC Specialists, through the workers regional ICPC liaison two weeks in advance, if possible. PPS Administration ICPC specialist will notify the receiving state as a courtesy and ask for a response. Should the receiving state not approve a visit, PPS Administration will notify the regional liaison upon receipt.

Visits shall have a beginning and ending date and last no longer than 30 days.
9230 Child Welfare Case Management Provider ICPC Financial Responsibilities as the Sending State

The Child Welfare Case Management Provider (CWCMP) assumes all financial responsibility for children who are placed out of state, including the following:

A. Financial support of the placement resource:

1. The CWCMP shall inform the relative or foster family about the options for financial assistance for the child(ren) being placed with them. Options for financial support may include:
   a. Applying for Temporary Assistance for Families (TAF)
   b. Applying to be the payee for Social Security benefits, including SSI, SSA, etc. if the child is eligible for benefits.
      The Social Security Administration makes the final determination regarding approval of the payee.
2. If the child is not eligible for Social Security benefits or the family is not chosen to be the payee, and the relative chooses not to receive TAF or is not eligible for TAF, the CWCMP shall negotiate a financial support plan with the relative. Refer to PPM 5234 B.
3. Check with Kansas ICPC for specific state information.

B. Services not covered by the medical card in the receiving state

C. Travel arrangements and costs for children being placed out of state or being returned to Kansas if their placement has disrupted.

DCF is responsible for paying adoption assistance.

9231 Child Welfare Case Management Provider ICPC Non-Financial Responsibilities as the Sending State

The Child Welfare Case Management Provider (CWCMP) designated Interstate Compact on the Placement of Children (ICPC) liaison staff shall understand the ICPC articles and regulations and monitor all timelines regarding the ICPC process on cases assigned to their case manager staff, to assure that all required services are being provided timely and in compliance with ICPC.

A. Child Welfare Case Management Provider ICPC liaison staff shall:
1. Ensure that all placements made in other states are in compliance with the ICPC.

2. If a staff person learns of a placement of a child in another state, which was made in violation of ICPC, the Child Welfare Case Management Provider liaison staff shall notify the designated Kansas ICPC Specialist for resolution. If issues are not resolved, the Kansas Deputy Compact Administrator (DCA) may be contacted.

3. Ensure that all case managers assist the court in adhering to ICPC requirements. The Guardian Ad Litem or Child Welfare Case Management Provider attorney or PPS regional attorney or prosecutor may be helpful if kept informed.

4. Ensure ICPC approval from the receiving state is received, prior to allowing the child to be placed in another state and prior to requesting consent to adopt. The approved PPS 9130 (ICPC 100A), Interstate Compact Placement request form shall be received by the CWCMP ICPC liaison prior to placement, in order to be in compliance. The ICPC 100A is a legal binding contract between both states while services are being provided.

5. Notify the designated Kansas ICPC Specialist and Child Welfare Case Management Provider attorney immediately, per local procedures, if the court orders placement of a child into another state without prior ICPC approval.

6. When the placement of a child in another state has been made, the ICPC liaison shall confirm the date of placement and forward, or upload in NEICE upon implementation, the completed PPS 9135 (ICPC 100B) to the designated Kansas ICPC Specialist within 3 days of placement. The receiving state will not provide supervision or services until they have received a completed ICPC 100B form that confirms the placement has occurred.

7. Neither the Child Welfare Case Management Provider ICPC liaison, regional DCF staff, nor the Child Welfare Case Management Provider staff is to contact the Compact Administrator in the receiving state. If it is warranted, the responsible worker shall request the designated Kansas ICPC Specialist to negotiate and resolve issues with the receiving state. The Deputy Compact Administrator (DCA) will be contacted by the Kansas ICPC Specialist, should further assistance be required.

8. Provide ongoing ICPC case management to ensure timelines are adhered to, including but not limited to the following:
a. Assuring a completed PPS 9135 (ICPC 100B) is sent, or uploaded in NEICE upon implementation, to the designated Kansas ICPC Specialist immediately, when:
   1. A child is placed in another state
   2. The type of referral changes, example: from Foster Care to Adoption
   3. The child achieves permanency and case is closing
   4. A family moves after the child is placed
   5. Any child is returned to Kansas.

b. Immediately follow up with the designated Kansas ICPC Specialist regarding issues/concerns outlined in the progress report.

c. Ensuring that all court reports are prepared and submitted to the court by due dates, requesting any information needed from the designated Kansas ICPC Specialist at least 10 days in advance of the court report due date.

d. Forward, or upload in NEICE upon implementation, all court decrees to the designated Kansas ICPC Specialist upon receipt.

B. Child Welfare Case Management Provider Case Manager or designee shall:

1. Contact the potential placement resource to discuss the requirements for ICPC placement approval and ascertain if the placement resource is a viable option, in advance of making an ICPC referral.

2. Complete the Statement of Case Manager Regarding ICPC Potential Placement form (PPS 9100), sign and submit to the court, if the potential placement was requested or ordered by the court, advising the court if the placement resource is a viable option or not and if an ICPC home study will be requested.

3. When it has been determined the placement resource is a viable option for placement of the child(ren), prepare the ICPC referral packet.


5. The Child Welfare Case Management Provider ICPC liaison will then forward, or upload in NEICE upon implementation, the packet to the designated Kansas ICPC Specialist.

6. Provide ongoing case planning for the child and all services needed to meet the case plan goal.
7. Ensure that all court reports are prepared and submitted to the court by due dates.

8. Make travel arrangements to place the child and return the child, if necessary. (Refer to PPM 9230 for Financial Responsibilities as the Sending State.)

9. Complete the ICPC 100B form showing the date placement was made or change in placement status, and forward it to the Child Welfare Case Management Provider ICPC liaison. This is required for the receiving state to begin supervision.

10. Ensure timely receipt of progress reports, as requested on the PPS 9130 (ICPC 100A), by email to the designated CWCMP ICPC liaison, who will contact the designated Kansas ICPC Specialist to follow up.

11. Request status report of home study or progress report by email to the designated CWCMP ICPC liaison, at least one week prior to court report due date. The CWCMP ICPC liaison will forward, or upload in NEICE upon implementation, the request for a status report of the home study or progress report to the designated Kansas ICPC Specialist for follow up with the receiving state.

12. Complete the Financial Medical Plan (PPS 9140) needed for financial planning (Title IV-E and/or SSI eligibility) and referrals for the Interstate Compact on Adoption and Medical Assistance (ICAMA), when the child is placed for adoption and has a signed adoption assistance agreement.

13. When permanency is achieved, send completed ICPC 100B and of the Decree of Adoption or appropriate court order to the ICPC liaison, who shall forward, or upload in NEICE upon implementation, to the designated Kansas ICPC Specialist.

9240 DCF Regional Responsibilities

A. If the child is placed out-of-state provide the Child Welfare Case Management Provider with documented verification of IV-E by completing the PPS 9140, Interstate Compact Financial/Medical Plan.

B. DCF PPS regional attorney and/or PPS Administration shall assist the Kansas ICPC office with legal issues pertaining to the ICPC and the court.

9250 Retention of Court Jurisdiction
A. The court may not discharge jurisdiction based solely on the fact that child has moved to another state. This jurisdiction shall remain in effect until the child is: legally adopted, reaches the age of majority in the receiving state or permanent guardianship/custodianship granted by the court, and the receiving state is in agreement.

B. The court also has the power to order the return of the child back to the sending state or transfers the child to another location or custody.

9300 ICPC Referrals From Other States to Kansas (Kansas as the Receiving State)

DCF or designee is responsible for providing services for children who are in the custody of another state, or jurisdiction of a court. All requests for services are routed by the sending states compact office to the Kansas compact office. A review of the packet will be completed to ascertain if the request is in compliance with the compact. The Kansas compact specialist approves or denies all placements coming into Kansas.

9310 Regional PPS Staff Responsibilities

Following are the regional PPS staff responsibilities:

A. Regional PPS staff shall notify Kansas ICPC Office of the assigned worker within 24 hours.

B. Enroll child/children in the Kansas medical card program, if appropriate. See Appendix 9F for reference.

C. The PPS regional worker or designee shall complete the family assessment using the ICPC Home Study Guideline in Appendix 9A. The assessment shall include a clear recommendation for placement. The worker shall forward the report to the Kansas ICPC office, or upload one copy in NEICE upon implementation. Refer to Section 9400 for timeframes for processing and completing home studies.

D. Obtain KBI and Central Registry checks on all individuals age 10 and over.

E. Due to Adam Walsh legislation, FBI fingerprint checks are required of all prospective foster and adoptive parents when completing foster and adoptive home studies. Reference PPM 5235 and 5234 for licensing requirements.

F. Central Registry checks shall be complete for all states in which the other adult household members have lived within the past five years.
G. If the family is being approved for relative foster care or non-relative foster care, the worker shall assist the family in completing the licensing packet which would have been included in the referral packet.

H. If relatives will require foster care payments, clearly state in recommendations. The family will need to agree to be licensed before this recommendation can be made. Alert the Kansas ICPC office immediately, so the sending state can complete a new PPS 9130 (100A). Upon receipt of the home study and recommendation for placement, the Kansas ICPC specialist shall make a placement decision and forward the signed PPS 9130 (100A) and home study to the sending state.

I. Upon receipt of the PPS 9135 (100B) or other written notification confirming placement, contact the family within 3 calendar days to arrange supervision and to provide services for the child and the family. Specialized services shall be purchased and paid for by the sending agency.

J. Meet with the child and family at least monthly to monitor the ongoing appropriateness of the placement. Whenever possible, the child shall be seen privately.

K. Provide written progress reports at least quarterly.

L. Provide or upload one copy in NEICE upon implementation, the progress reports as requested on the PPS 9130 (100A) form. All reports shall be sent, or uploaded in NEICE upon implementation, to the Kansas ICPC office for forwarding to the sending state's ICPC office. The ICPC 30 Day Supervision Report, Appendix 9C, or the ICPC 90 Day Supervision Report, Appendix 9B, shall be utilized for progress reports.

9315 Monitoring Out of State Children in Kansas Residential Placements

ICPC Staff shall initiate a report to the KPRC when a child/youth in the custody of another state is placed in a residential placement through the ICPC process.

The assigned CPS specialist shall meet the child/youth privately in the facility where the child resides, at a minimum, on a monthly basis.
The purpose of the visit is to assess the child’s adjustment, progress in treatment and overall well-being. Quarterly reports shall be submitted to the ICPC office. Appendix 9E shall be used for this purpose.

9400 Safe and Timely Interstate Placement of Foster Children Act of 2006 (P.L. 109-239)

Time Frames for Processing and Completing Home Studies:

A. All home study requests (parent, relative, foster care or adoption) shall be completed and reported to the ICPC office via email, or uploaded in NEICE upon implementation, within 60 calendar days from the date the request is received by the Kansas ICPC office. The due date is indicated on the notification sent with the packet.

B. If the family cannot pass the requirements FBI, KBI and CANIS background checks or the family is not interested in placement, complete a report and send or upload in NEICE upon implementation, to the Kansas ICPC office by the due date.

C. Foster care or adoption home studies under the federal law are not the same as the full home study requirements of Kansas. In order to meet the established time frames and to be in compliance with the federal law, the home study is a report of the home environment (using the home study outline) including FBI/KBI/CANIS checks. Full approval and recommendation for placement will occur once the family completes all requirements.

D. Upon completion of all requirements including PS-MAPP, the home study, supporting documents, and a placement recommendation, shall be submitted, or uploaded in NEICE upon implementation, to the Kansas ICPC Specialist for approval.

E. The Kansas ICPC Specialist will notify the sending state of pending home study approvals and/or delays.

F. Conditional approvals will not recommend placement unless all the requirements have been met. Full approval and recommendation for placement will be submitted upon completion of all home study requirements.

G. Placements shall be made within six (6) months from the date the ICPC 100A, Interstate Compact Placement Request is approved and signed by the compact administrator in the receiving state.

H. The DCF worker shall notify the Kansas ICPC office when placement has not been made within six (6) months. Upon notification, Kansas ICPC shall close the case.

I. Assessments completed for a foster family may be accepted within the time frame reflected on the foster home license, if the family remains in the same home.
J. If the family moves to another location in the same state, the home needs to be reassessed to assure it meets licensing standards.
K. At anytime the family’s composition changes or a significant event occurs, for example: new individuals are added to the family or family member leaves the household, the loss of a job or illness, the family assessment must be updated.

Either the Kansas compact administrator or the compact administrator in the sending state may request additional information before approving or denying the placement.

**9450 Runaways/Interstate Compact on Juveniles**

The Interstate Compact on Juveniles (ICJ) is under the jurisdiction of the Kansas Department of Corrections – Juvenile Services.

ICJ shall be the contact for the following:

a. A Kansas child in the custody of the Secretary or under court jurisdiction and reported as a runaway, fled out of state and apprehended by law enforcement. If the case involves ICPC, the ICPC Office shall be notified for information purposes.

b. A child from another state apprehended in Kansas by law enforcement and reported to be a runaway. If the case involves ICPC, the ICPC Office shall be notified for informational purposes.

c. Other states regarding any Kansas child reported as a runaway found in another state, regardless of custody status or DCF involvement.

To contact the Kansas ICJ, call 785-296-4213, or email: KDOC_Kansas_ICJ@ks.gov (KDOC_Kansas_ICJ@ks.gov).

**9600 Interstate Compact on Adoption and Medical Assistance (ICAMA)**
The Interstate Compact on Adoption and Medical Assistance allows for the uniform provision of the medical card for children with federally funded adoption assistance subsidy agreements, and guardianship subsidy agreements from states with an approved Guardianship Assistance Program, who move from one state to another. The majority of states are willing to also provide medical card coverage to children approved for state-only adoption assistance subsidy. See the website below for participating states.

New states continue to be added to the compact. Contact the ICAMA Compact Administrator at Department for Children and Families to ascertain if a specific state is a member of the compact or the website at www.aphsa.org/AAMICAMA.

9610 The Interstate Compact on Adoption and Medical Assistance (ICAMA) Eligibility

ICAMA is an agreement between states that allows for the transfer of medical card coverage for children receiving federal or state funded adoption assistance, or federal funded guardianship subsidy. The ICAMA compact is located in Appendix 9I. In order to be eligible for the medical card through ICAMA, a child must meet the following criteria:

A. With Regard to Title IV-E Eligibility

1. Have an Title IV-E Adoption Subsidy Agreement, or a IV-E State Plan Kinship Guardianship Assistance Program agreement (KIN-GAP), and

2. Live in Kansas with their parent/s or guardian/s, or,

3. Be currently residing in a Psychiatric Residential Treatment Facility in Kansas.

B. With Regard to State Funded Adoption Assistance Eligibility
1. Have a state funded Adoption Assistance Agreement, and

2. Live in Kansas with their parent/s or guardian/s.

9620 Procedures for Kansas Children Moving to Another State (Kansas as the Agreement State)

Upon notification that a Kansas Child with a Kansas Adoption Assistance Agreement is moving to another state, the DCF Regional ICAMA Specialist shall:

A. Compile an ICAMA referral packet consisting of the following forms:

1. PPS 9110 (ICAMA 7.01) Notice of Medical Eligibility/Case Activation form.
2. PPS 9115 (ICAMA 7.02a) Letter to Family, and attach PPS 9116 (ICAMA 7.02b) Important Information for Families.
3. PPS 6130, Adoption Assistance Agreement
4. The Decree of Adoption, if the adoption has been finalized.
5. PPS 9120 (ICAMA 7.03) Report of Change in Child or Family Status
6. PPS 9121 (ICAMA 7.5) Information Exchange
7. PPS 9122 (ICAMA 7.5) Additional Information

B. Procedures to be completed:

1. New ICAMA Referral, not a current open ICPC case: Regional Office ICAMA Specialist prepares the PPS 9110 (ICAMA 7.01) and attaches a copy of the PPS 6130, Adoption Assistance Agreement, and the Decree, and sends to DCF ICAMA Compact Administrator. Kansas requires written confirmation of enrollment. The Residence State is to complete the ICAMA 7.05 when enrollment is complete, and send it back to the Kansas ICAMA Compact Administrator. When all the information is on the 7.05, the Kansas ICAMA Compact Administrator shall send it to the Regional Office ICAMA Specialist. The Regional Office ICAMA Specialist shall notify the Kansas ICAMA Administrator if not received within 3 weeks.

2. New Referral which is also a current open ICPC case: Regional Office ICAMA Specialist shall prepare the PPS 9110 (ICAMA 7.01), attach the PPS Adoption Assistance Agreement and send to the Kansas ICAMA Compact Administrator. The same tracking for confirmation of enrollment shall be followed as described in B, 1, above. This is the Initial ICAMA Referral.
When finalization occurs, the Regional ICAMA Specialist shall prepare the PPS 9121 (ICAMA 7.5) and attach a copy of the Decree of Adoption, and send to the DCF ICAMA Compact Administrator. This documents the finalization for ICAMA purposes, and also is required to have the child’s name updated per the Decree. There is no form required back from the Receiving State.

3. Yearly Review. The Regional Office ICAMA Specialist shall send the PPS 6135 Adoption Assistance Review annually to the family. When it is completed, then it shall be sent to the DCF ICAMA Compact Administrator. The DCF ICAMA Compact Administrator shall process this and forward to the Residence State. When complete, it shall be then sent to the Residence State.

4. Changes. A variety of changes can happen during an ICAMA case, examples are family moves within the Residence State, parents’ divorce, child stays in High School past age 18, and etc. When notified of these changes, the Regional Office ICAMA Specialist shall prepare the PPS 9121, and PPS 9122 if needed (ICAMA 7.5), attach relevant information, and forward to the DCF ICAMA Compact Administrator. After documentation is complete, it is then sent to the Residence State.

5. Closures. When the Regional ICAMA Specialist becomes aware of changes which necessitate the case being closed, that shall be reported on the PPS 9120 (ICAMA 7.03) Report of Change in Child or Family Status, and forwarded to the DCF ICAMA Compact Administrator. After processing, the form and documentation, the DCF ICAMA Compact Administrator shall forward this to the Residence State.

6. For any specific payment information, see section 9970.

9630 Procedures for Out-of-State Children Moving to Kansas (Kansas as the Residence State)

When a child moves from another state into Kansas and is covered under ICAMA, the following procedures shall be followed:

A. The Kansas ICAMA Compact Administrator shall upon receiving an ICAMA referral from another state indicating that a child is moving to Kansas, process and forward the ICAMA referral to the DCF Regional ICAMA Specialist where the family resides.
B. The DCF Regional ICAMA Specialist shall facilitate the medical card approval and the issuance of a medical card for the child. The subsidy agreement signed in the other state is the basis for eligibility and no other determination is required.

C. When the Kansas medical card has been opened, the DCF Regional ICAMA Specialist shall forward the PPS 9120 (ICAMA 7.03) Report of Change in Child or Family Status form to the PPS ICAMA Compact Administrator to confirm that the Kansas medical card has been issued.

D. The PPS ICAMA Compact Administrator shall forward a copy of the Kansas PPS 9120 (ICAMA 7.03) Report of Change in Child or Family Status form to the originating state’s ICAMA Compact office to confirm that the Kansas medical card has been issued and the originating state can close their medical card case.

E. If later the adoption is finalized, the sending state shall send a copy of the Decree along with the PPS 9121 (ICAMA 7.5) Information Exchange for a name change to the PPS ICAMA Compact Administrator for processing and referral to the Regional ICAMA Specialist. This will help assure the child’s medical card in the receiving state is updated with the adoptive name.

9800 Recording Intake Action for ICPC Requests

ICPC requests from other states are recorded on BEGN, ROLE, and SORT with codes for requesting services (Y) and "ICP" as the report type. All individuals are coded on ROLE as family (FAM). Individuals to include on ROLE and EVRL are:

A. Adults listed on the ICPC 100A, Compact Placement Request Form, (this is the PPS 9130 form) for which the home study is being completed, and;
B. Child(ren) involved in the request, even if they are not yet living with the relative.

9810 Case Opening

After the ICPC event is screened in, a FACTS case establishing household members and children involved in the request is opened. Relationships for all family members shall be established on RELS.

9820 Recording Assessment Tools

Record on MAAS that a home study (HMS) was a tool engaged with this case. The presenting situation is ICP. The Work Start Date and Time is when the worker first attempted to contact family; per letter or log note. The Initial End Date is the date the home study was sent to the Kansas ICPC Administrator with PPS Administration.

9830 Recording Case Findings

No maltreatment findings are recorded on FIND in FACTS for ICPC referrals. Decisions regarding whether or not to provide services to the family are recorded on the top half of the FIND screen.
Placement of Child(ren) in Kansas

Upon receipt of ICPC 100A from Kansas Compact Administrator to approve or deny the permission to place the child, FIND is entered in the following manner:

1. Case Conference Date: Date ICPC 100A is received from ICPC with PPS Administration.
2. Presenting Situation: ICPC
3. Service Decision Type: DS (denied services) if outcome is not to place, or PS (provide services) if decision is permission to place the child.

9840 Entering Kansas ICPC Referrals to Other States in FACTS

ICPC referrals to other states are documented in FACTS as tasks on the RESP screen. Enter the service request as custody of a member (CM); service action code of case management (FUO1N); and service source of ICP. Service status is referred (RE) when the request is sent to the Kansas ICPC administrator. Once the receiving state has initiated their home study and concurs with placement of that child in their state, update the status to "IN". If the other state does not approve the placement, the status is updated with a source decision (SD).

9850 Recording Intake Action

ICPC courtesy supervision requests from other states are first recorded in KIPS and then the information is transferred to FACTS on the BEGN, ROLE, and SORT screens with codes for requesting services (Y) and "ICP" as the report type. Report Date and Time is the date the letter is received in Kansas indicating placement, and 12:00 am. Occurrence Date and Time is the date on ICPC 100B or letter received advising of the placement, and 12:00 am or time on the facsimile transmittal. The Presenting Problem is ICP. All individuals are coded in KIPS as family (FAM). Individuals to include in KIPS and on the EVRL screen in FACTS are:

A. Adults listed on the ICPC 100A (PPS 9130) for which the home study is being completed, and;
B. Child(ren) involved in the placement

9860 Case Opening

If necessary, reopen the case with the date of first contact with family subsequent to placement. If any child on CASE screen from the previous home study is not placed, remove them from the case by entering an "X" on ROLE type on the CASE screen for the child(ren). On MACL, enter the Reason Left as "LAF" (living with other family). Update any relationships (RELS) as needed.
9870 Recording Plans

Establish a family plan (FP) type for each child(ren) placed from the other state. The Plan and Goal Start Date is the date the agency first made contact with the family after the children were placed in Kansas. The goal type for each member is maintain within family (MFM).

9880 Recording Services

At least one service responsibility shall be initiated (IN) for each child. The plan type is FP. The service requested is voluntary placement (VP) with an achievement date 180 days from the effective date. The service action is Courtesy Supervision (OT06N), with a Service Source of Primary Social Worker (PSW). Initiate (IN) the status with an Effective Date of the date of first contact after placement.

9885 Other Involvement

Court involvement for children under Kansas ICPC courtesy supervision is not recorded. The case is closed upon receipt of notice form Compact Administrator.

9890 Requests for Courtesy Supervision of ICPC by Sending State

A new event is entered in KIPS to document the request for courtesy supervision if the case was closed between the request for home study and the request for placement. The data from KIPS then transfers to FACTS. If the case was closed waiting for ICPC approval, the status is changed to open. Case plans and corresponding responsibilities and client specific information are maintained in FACTS.

9900 Eligibility and Payment Procedures for Interstate Compact Cases

Resource parents are not required to live in the state through which their foster or adopted child came to live with them. Foster and adopted children from Kansas may move with their families to another state. Children from other states may come to live in Kansas. This section explains how to manage services for Kansas children who have moved out of state and children who have been placed in Kansas by another state.

Kansas, as the sending state, remains financially and ultimately responsible for children our department places out-of-state. Any state placing a child in Kansas remains responsible for a child in their legal custody.

9910 The Interstate Compact on the Placement of Children (ICPC)

The ICPC is a contractual agreement among all 50 states, the District of Columbia and the Virgin Islands. It is a legal and binding contract. The intent of ICPC is to provide an interstate placement and supervision mechanism for children placed across state lines.
ICPC is based on the belief that each child requiring placement out of state will receive the maximum opportunity to be in a safe, suitable environment with persons or institutions having appropriate qualifications, facilities, and commitment to care.

ICPC applies to any child being referred out-of-state under court jurisdiction. These placements must receive prior approval of the receiving state. Details regarding ICPC are contained in section 9000.

The Interstate Compact does not apply when a child is visiting in another state. If an ICPC request has been initiated on that resource, then overnight visits may not occur. A visit has a beginning date and an ending date. The child knows where he or she is returning to upon completion of the visit. A visit is intended to be for no longer than thirty days. A longer stay may be considered if it begins within the period of a child’s vacation from school.

**9920 The Interstate Compact on Adoption and Medical Assistance (ICAMA)**

ICAMA is an agreement between states that allows for the transfer of medical card coverage for children receiving federal or state funded adoption assistance, or federal funded guardianship subsidy. In order to be eligible for the medical card through ICAMA, a child must meet the following criteria:

**A. With Regard to Title IV-E Eligibility**

1. Have an Title IV-E Adoption Subsidy Agreement, or a IV-E State Plan Kinship Guardianship Assistance Program agreement (KIN-GAP), and

2. Live in Kansas with their parent/s or guardian/s.

**B. With Regard to State Funded Adoption Assistance Eligibility**

1. Have a state funded Adoption Assistance Agreement, and

2. Live in Kansas with their parent/s or guardian/s.
9930 Transferring Benefits for Eligible Children Who Are Leaving Kansas

DCF maintains a policy of retaining benefits received on behalf of foster children to recover the DCF foster care expenditures. Children who are placed out-of-state with a relative, the relative is encouraged to become the payee for the child’s benefits.

A. SSI and SSA are interstate programs transferrable from one state to another. SSI and SSA recipients, who move with either their foster or adoptive parent to another state, continue to be eligible for these benefits. PPS staff shall notify the local Social Security office of the planned move. The family needs to contact the Social Security office in their new location to become the payee.

B. Veterans, Railroad or other benefits received on behalf of the child are also transferrable to the out of state placements with a relative.

9940 Adoption Subsidy Payments

Kansas as the sending state, is financially responsible for youth in DCF custody and placed out of state the PPS Child Welfare Case Management Provider. The monthly adoption subsidy payments to adoptive parents continue to be generated in accordance with the Adoption Subsidy Agreement for the case.

9950 CW/CBS Provider Responsibilities

Children placed out of state by DCF and a PPS Child Welfare Case Management Provider are still the Child Welfare Case Management Provider’s responsibility. Foster care maintenance payments shall be directed by the Child Welfare Case Management Provider to the Foster Parent’s home, Group Home, or other residential provider in the receiving state.

For children placed with a relative out-of-state, the PPS Child Welfare Case Management Provider shall ensure that maintenance is provided for the child through Child Welfare Case Management Provider payments, social security benefits, TAF from the receiving state, or an appropriate support option.

9970 Eligibility for Medical Card Services Through ICAMA

Services funded by the medical card and delivered by providers in the receiving state through ICAMA, are dictated by the prevailing medical card regulations in that state, with one important exception. When a child has a valid adoption subsidy agreement in the sending state specifying services not covered under the medical card in the receiving state, the sending state remains responsible for payment of these services.
When Kansas is the Adoption Assistance Agreement state and a bill is received for services not covered by the receiving state’s medical card program and these services are indicated on the adoption assistance agreement, PPS is responsible for the bill. In order for the bills to be paid complete the PPS 2833 Client Purchase Agreement, attaching a copy of the Adoption Assistance Agreement and also the invoice. Use the applicable adoption accounting codes. See the Handbook for Client Purchases for details on purchasing procedures.

9990 Closing an Interstate Compact Case

DCF maintains custody of the child until both states agree to close the case because permanency has been established or the child ages out of the foster care system. Post-placement supervision, by an appropriate agency or person in the receiving state, is provided until both states agree to close the case.

PPS eligibility staff shall wait for the CPS specialist to provide documentation authorizing closure of an interstate case.

10000 Adult Protective Services

10000 Adult Protective Services Glossary

A

Abuse: Any act or failure to act performed intentionally or recklessly that causes or is likely to cause harm to an adult including: infliction of physical or mental injury; any sexual act with an adult when the adult does not consent or when the other person knows or should know that the adult is incapable of resisting or declining consent to the sexual act due to mental deficiency or disease or due to fear of retribution or hardship; unreasonable use of a physical restraint, isolation or medication that harms or is likely to harm an adult; unreasonable use of physical or chemical restraint, medication or isolation as punishment, for convenience, in conflict with a physician’s orders or as a substitute for treatment, except where such conduct or physical restraint is in furtherance of the health and safety of the adult; a threat or menacing conduct directed toward an adult that results or might reasonably be expected to result in fear or emotional or mental distress to an adult; fiduciary abuse; or omission or deprivation by a caretaker or another person of goods or services which are necessary to avoid physical or mental harm or illness K.S.A. 39-1430(a).

Administrative Hearing: A due process hearing which is held to appeal a decision made by a state agency.
of assistive technologies or other supports, is impaired such that the person lacks
the capacity to manage such persons’ estate, or to meet essential needs for
physical health, safety or welfare and is in need of a guardian or a conservator.

**Allegation**: A claim of abuse, neglect, exploitation, or fiduciary abuse.

**Alleged Perpetrator**: A person who has been accused of adult abuse, neglect,
exploitation or fiduciary abuse.

**Alleged Victim**: A vulnerable adult who is suspected of being abused, neglected,
exploited, or experienced fiduciary abuse.

**Appropriate Alternative**: Any program, service or use of a legal device or
representative enabling a person with an impairment to adequately meet essential
needs for physical health, safety welfare or to reasonably manage such person’s
estate. Appropriate alternatives may include but are not limited to; a power of attorney,
a power of attorney for health care decisions, a living will, a trust, a joint tenancy or a
representative payee K.S.A 59 – 3051(b).

**Caretaker**: A person who has assumed responsibility whether legally or not, for an
adult's care or financial management or both.

**Central Registry**: Name-based list of persons who have been substantiated for adult
abuse, neglect, fiduciary abuse, and/or exploitation. The name of the perpetrator is not
entered in the central registry until they have been afforded an opportunity
for an interview and have exercised their right of appeal or the time limit for appeal has
expired without action.

**Clear and Convincing**: Clear and convincing evidence is defined as the evidence
which shows the truth of the facts asserted is highly probable.

**Coercion**: Compulsion, constraint, compelling by force or arms or threat. It may be
actual, direct, or positive, as physical force is used to compel act against ones will, or
implied, legal or constructive, as in one party is constrained by subjugation
to other to do what this free will would refuse.

**Conservator**: An individual or corporation appointed under law to act and make
decisions regarding the financial resources or estate of an adult with an impairment,
known as a "conservatee" K.S.A. 59-3051(d).

There are three (3) types of conservator:

**Ancillary Conservator** – Person appointed by the court for an individual who:
  1) does not reside in Kansas;
2) a court in another state has determined the person is unable to manage their own estate and appointed a conservator in the state where the conservatee resides;
3) has property in Kansas for whom a conservator is required K.S.A. 59-3051(n).

**Temporary Conservator** (Emergency Conservator under former statute) – Person or approved corporation appointed by the court when there is imminent danger that the estate will be significantly depleted. The court can appoint a temporary conservator pending the hearing on the petition for appointment of a permanent conservator K.S.A. 59-3073.

**Voluntary Conservator** – Created when an adult petitions the court to have a person or corporation appointed to make financial decisions. There is no judgment of impairment of the individual or lack of appropriate alternatives for managing the person’s estate K.S.A 59-3056.

**Corrective Action Plan (CAP):** A written plan established and agreed upon between the APS Specialist and the alleged perpetrator(s) following the completion of the investigation and making of a substantiated finding of fiduciary abuse or exploitation.

**D**

**Developmental Disability:** K.S.A. 39-1803 – Developmental Disability means a severe, chronic disability which:

1. is attributable to a mental or physical impairment, a combination of mental and physical impairments or a condition which has received a dual diagnosis of mental retardation and mental illness;
2. is manifested before 22 years of age;
3. is likely to continue indefinitely;
4. results, in the case of a person five years of age or older, in a substantial limitation in three or more of the following areas of major life functioning: self-care, receptive and expressive language development and use, learning and adapting, mobility, self-direction, capacity for independent living and economic self-sufficiency;
5. reflects a need for a combination and sequence of special interdisciplinary or generic care, treatment or other services which are lifelong, or extended in duration and are individual planned and coordinated;
6. does not include individuals who are solely and severely emotionally disturbed or seriously or persistently mentally ill or have disabilities solely as a result of the infirmities of aging.

**Disability Rights Center of Kansas (DRC):** (formerly Kansas Advocacy and Protective Services) is a public interest legal advocacy agency empowered by federal law to advocate for the civil and legal right of Kansans with disabilities. DRC is the official Protection and Advocacy System for Kansas and is part of the national network of
federally mandated and funded protection and advocacy systems. As such, DRC advocates for the right of Kansas with disabilities under state or federal laws (ADA, the Rehabilitation Act, Federal Medicaid Act, Kansas Act Against Discrimination, etc.). DRC is a private nonprofit corporation, independent of both state government and disability service providers, allowing DRC to focus on the disability rights needs of Kansans with disabilities.

**Due Process for Guardianship/Conservatorship Hearings**: The right of a proposed ward and/or conservatee to receive notice and opportunity to be heard, to have legal counsel and a court hearing.

**Duress**: An illegal imprisonment, or legal imprisonment used for an illegal purpose, or threat of bodily harm, or other means amounting to or tending to cause the will of another, and actually inducing him to do an act contrary to his free will.

**Elder Justice**: Efforts to prevent, detect, treat, intervene in, and prosecute elder abuse, neglect, and exploitation and protect elders with diminished capacity while maximizing their autonomy; the recognition of an elder’s rights, including the right to be free from abuse, neglect, and exploitation. (H.R. 3590- Elder Justice Act).

**Ex parte**: A judicial proceeding in which the court or tribunal hears only one side of the controversy (such as in temporary guardian or temporary conservator hearings).

**Exploitation**: Misappropriation of an adult's property or intentionally taking unfair advantage of an adult's physical or financial resources for another individual’s personal or financial advantage by the use of undue influence, coercion, harassment, duress, deception, false representation of false pretense by a caretaker or another person K.S.A. 39-1430(d).

**Fiduciary Abuse**: A situation in which any person who is the caretaker of, or who stands in a position of trust to, an adult, takes, secretes, or appropriates his/her money or property, to any use of purpose not in the due and lawful execution of such person’s trust or benefit.

**Financial Institution**: Any bank, trust company, escrow company, finance company, savings institution or credit union chartered and supervised under state or federal law.

**Findings**: The agency’s conclusion regarding whether abuse, neglect, exploitation or fiduciary abuse occurred based on facts gathered during the investigation as follows:
Unsubstantiated – The facts or circumstances do not provide clear and convincing evidence to meet the KSA definition of abuse, neglect, exploitation, or fiduciary abuse.

Substantiated – The facts and circumstances provide clear and convincing evidence to conclude the alleged perpetrator’s actions or inactions meet the KSA definition of abuse, neglect, exploitation, or fiduciary abuse.

G

Guardian: An individual, or approved corporation or nonprofit corporation appointed under law to act and make decisions of “physical health or safety on behalf of an adult with an impairment known as a “ward” K.S.A. 59-3051(e).

Governmental Assistance Provider: An agency or employee of such agency, which is funded solely or in part to provide assistance within the Kansas Senior Care Act, K.S.A. 75-5926 et seq. and amendments thereto, including Medicaid and Medicare K.S.A. 39-1401(n)

H

Harassment: Words, gestures, and/or actions which tend to annoy, alarm, and verbally abuse another person.

Harm: Physical or psychological injury or damage.

I

In Need of a Conservator: A person who because of both impairment and the lack of appropriate alternative for managing such person’s estate requires the appointment of a conservator K.S.A 59-3051(g).

In Need of a Guardian: A person who because of both an impairment and the lack of appropriate alternative for meeting essential needs, requires the appointment of a guardian K.S.A 59-3051(f).

In Need of Protective Services: An adult who is unable to provide for or obtain services which are necessary to maintain physical or mental health. K.S.A. 39-1430(f)).

Involved Adult: An adult who is the subject of a report of abuse, neglect, exploitation, or fiduciary abuse under this act K.S.A. 39-1430(m)
Kansas Protection Report Center (KRPC): The 24/7 centralized call center within Department for Children and Families where reports of abuse, neglect, exploitation, and fiduciary abuse are received, initial assessments are completed, and if assigned response time is determined.

K.A.R.: Kansas Administrative Regulation

K.G.P.: Kansas Guardianship Program. KGP recruits volunteers to be guardians and conservators for certain eligible individuals.

K.S.A.: Kansas Statutes Annotated

Lacks Capacity to Consent: An impairment by reason of mental illness, developmental disability, organic brain disorder, physical illness or disability, to the extent that an adult lacks sufficient understanding of the nature or consequences of decisions concerning their person or property.

Law Enforcement: Public office which is vested by law with the duty to maintain public order, make arrests for crimes investigate criminal acts and file criminal charges, whether that duty extends to all crimes or is limited to specific crimes K.S.A. 39-1430 (l).

Least Restrictive Action: The provision of protective services and accommodations in a manner no more restrictive of an individual’s personal liberty and no more intrusive than necessary to achieve acceptable and treatment objectives K.S.A 39 – 1442.

Legal Representative: An agent designated in a durable power of attorney, power of attorney or durable power of attorney for health care decisions or a court appointed guardian, conservator or trustee K.S.A. 39- 1401(p).

Life Estate: An estate whose duration is limited in duration to the life of the party holding it, or to the life of some other person (Black’s Law Dictionary, Fifth Edition).

Likelihood: Implies more than speculation and less than certainty. An event is likely if a reasonable person using common sense, training or experience concludes that, given the circumstances, an event is probable without a change in those circumstances.

M

Mandated Reporter: Any person who is licensed to practice any branch of the healing arts, a licensed psychologist, a licensed masters level psychologist, a licensed clinical psychotherapist, the chief administrative officer of a medical care facility, a teacher, a licensed social worker, a licensed professional nurse, a licensed practical nurse, a
licensed dentist, a licensed marriage and family therapist, a licensed clinical marriage and family therapist, licensed professional counselor, licensed clinical professional counselor, registered alcohol and drug abuse counselor, a law enforcement officer, a case manager, a guardian or conservator, a bank trust officer or any other officers of financial institutions, a legal representative, a governmental assistance provider, a rehabilitation counselor, a holder of a power of attorney, an owner or operator of a residential care facility, an independent living counselor and the chief administrative officer of a licensed home health agency, the chief administrative officer of an adult family home and the chief administrative officer of provider of community services and affiliated thereof operated or funded by the department of Social and Rehabilitation Services or licensed under K.S.A 75-3307(b) and amendments thereto K.S.A 39-1431(a).

Meet Essential Needs for Physical Health, Safety or Welfare: Making determinations and taking actions which are reasonably necessary in order for a person to obtain or be provided with shelter, sustenance, personal hygiene or health care, and without which serious illness or injury is likely to occur K.S.A. 59-3051(i).

Mental Illness: A mental disorder which is manifested by clinically significant behavioral or psychological syndrome or pattern and associated with either a painful symptom or an impairment in one or more important areas of functioning, and involving substantial behavioral psychological or biological dysfunction, to the extent that the person is in need of treatment K.S.A. 59-2946.

Mental Retardation: Substantial limitations in present functioning that is manifested during the period from birth to age 18 years and is characterized by significantly sub average intellectual functioning existing concurrently with deficits in adaptive behavior including related limitations in two or more of the following applicable adaptive skill areas: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work K.S.A 39-1803 (n).

Neglect: The failure or omission by one’s self, caretaker or another person with a duty to supply or to provide goods or services which are reasonably necessary to ensure safety and well-being and to avoid physical or mental harm or illness K.S.A. 39-1430 (c).

Power of Attorney: A written instrument authorizing another to act as one’s agent or attorney in fact:

Durable Power of Attorney – A power of attorney by which a principal designates another as the principal's attorney in fact in writing and the writing contains the words “this power of attorney shall not be affected by subsequent disability or
incapacity of the principal", or similar words showing the intent of the principal that the authority conferred shall be exercisable notwithstanding the principal’s subsequent disability or capacity K.S.A. 58-610. All acts done by an attorney in fact pursuant to a durable power of attorney during any period of disability or incapacity of the principal has the same effect an inure to the benefit of and bind the principal and principal’s successors in interest as if the principal were competent or not disabled K.S.A. 58-611. All power of attorney documents may be filed at the Register of Deeds K.S.A. 58-602.

**Durable Power of Attorney for Health Care Decisions** – A durable power of attorney for Health Care Decisions is a power of attorney by which a principal designates another as the principal’s agent in writing and the writing contains the words “this power of attorney for health care decision shall not be affected by subsequent disability or incapacity of the principal” or “this power of attorney for health care decision shall become effective upon the disability or incapacity of the principal”, or similar words showing the intent of the principal the authority conferred shall be exercisable notwithstanding the principal’s subsequent disability or incapacity K.S.A. 58-625.

**Prehearing Conference**: A procedure that is used in an administrative hearing to determine questions of discovery, witnesses, issues, procedures and to set a hearing date. Usually, this is done with the hearing officer and the attorneys for the Appellant and Respondent.

**Protective Services**: Services provided by the state, other governmental agencies, private organizations or individuals which are necessary to prevent abuse, neglect, or exploitation. Such protective services shall include, but not be limited to, evaluation of the need for services, assistance in obtaining appropriate services, and assistance in securing medical and legal services K.S.A. 39-1430(h).

**Report**: Description or accounting of an incident or incidents of abuse, neglect, exploitation or fiduciary abuse under this act and for the purposes of this act shall not include any written assessment or findings K.S.A. 39-1430(k).

**Resident**: Any individual kept cared for, treated, boarded or otherwise accommodated in facilities licensed by Kansas Department of Health and Environment or Kansas Department for Aging and Disability Services K.S.A. 39-923(a) (13).

**Risk Assessment**: The process by which the involved adult is evaluated for risk of harm and for the physical and cognitive abilities to protect his or her interests and personal safety. Other factors such as the living situation and, support systems are also evaluated to determine the impact on the individual's ability to become or remain safe.
Service Plan: A written plan (PPS 10500) which assists the APS Specialist and the involved adult identify services and goals to be achieved through APS intervention.

Services Necessary to Maintain Physical and/or Mental Health: Services that include, but are not limited to, the provision of medical care for physical and mental health needs, the relocation of an adult to a facility or institution able to offer such care, assistance in personal hygiene, food, clothing, adequately heated and ventilated shelter, protection from health and safety hazards, protection from maltreatment, the result of which includes, but is not limited to, malnutrition, deprivation of necessities or physical punishment and transportation necessary to secure any of the above stated needs, except that shall not include taking such persons into custody without consent, except as provided in this act K.S.A. 39-1430(g).

Social Security Representative Payee: A person appointed by the Social Security Administration (SSA) to take control and responsibility of another person’s Social Security funds. A person or agency interested in becoming a payee must apply to the SSA. The SSA is not required to appoint the conservator as payee. The SSA can appoint anyone they deem appropriate based on their standards.

State Agency: Any officer, department, bureau, division, board, authority, agency, commission or institution of this state, except the judicial and legislative branches, which is authorized by law to promulgate rules and regulations concerning the administration, enforcement or interpretation of any law of this state as defined in K.S.A 46-224.

Temporary Guardian (Emergency Guardian under former statute): Person or approved corporation appointed by the court when there is an imminent danger to the health, or safety of the proposed ward.

Trust: A right of property, real or personal, held by one party for the benefit of another. An irrevocable trust cannot be revoked or recalled after its creation.

Undue Influence: Misuse of position of confidence or taking advantage of a person’s weakness, infirmity or distress to change improperly that person’s action or decisions.

Vulnerable Adult: An individual 18 years of age and older adult who is at risk of self-harm or harm from another individual due to physical, emotional or mental impairments that severely limit his/her ability to manage his/her home, or personal or financial affairs.

10010 Program Description
Adult Protective Services (APS) are interventions directed towards safeguarding the well-being and general welfare of vulnerable adults who are in need of protection. A vulnerable adult is defined as a person who has been harmed, or is at risk of harm due to impairments that severely limit his/her ability to manage themselves, home or personal or financial affairs. Intervention is available to adults in need of assistance dealing with abusive, neglectful or exploitative situations, are unable to protect themselves. Every action taken by Adult Protective Services must balance the duty to protect the safety of the involved adult with the adult’s right to self-determination.

Interventions provided by adult protective services include receiving reports of abuse, neglect or exploitation (ANE), investigating these reports, and making findings regarding reports. In addition, APS may assist in arranging for or making referrals for medical, social, legal, housing, law enforcement or other protective emergency supportive services. Findings made are for administrative purposes for tracking and maintenance of the Adult Abuse Central Registry.

APS Specialists investigate reports and provide protective services to adults residing in the community, adults residing in facilities and adult care homes licensed/certified by the Kansas Department for Aging and Disability Services when the perpetrator is not a resident or employee.

Emergency support services and guardian / conservatorship services may also be provided.

10020 Confidentiality

Federal Regulations related to Confidentiality – Health Insurance Portability and Accountability Act (HIPAA) – Effective April 14, 2003 HIPAA privacy regulations established that personal information must be kept confidential and, safeguard the privacy and confidentiality of consumer health information. The regulations specific to APS are 45 CFR 164.508 and 45 CFR 164.512. Additional Department for Children and Families (DCF) policy material is found in the HIPAA Policy as published at: http://dcf.ks.gov/Agency/Pages/HIPPA%20Overview.aspx.

General Principle – All case records are presumed confidential and should not be revealed to other parties without a specific release from the involved adult naming who can receive information and what may be revealed in a specific time frame. This would include information requested by attorneys and other agencies. However, there are situations in which an APS Specialist is not able to obtain a signed release form, and may need to share certain information with providers or other community helpers in order to benefit the involved adult. In this situation, the APS Specialist is to share only the information necessary to help the involved adult. Prior to sharing this information, the APS Specialist shall consult with the Regional attorney and follow instructions regarding the method of sharing the information.
Information Gathering – Kansas Statutes give DCF the authority to contact other agencies, individuals, and professionals to gather the information necessary to complete an investigation. Whenever possible, the APS Specialist should attempt to have the client or, his or her guardian sign a consent form. When interviewing collaterals, the APS Specialist is to ask only that which is necessary to obtain the required information. The APS Specialist shall at all times take steps to protect client confidentiality. Information is shared with collaterals only on a need to know basis.

10030 Investigations in KDADS Institutions and APS Adult Abuse Registry

Department for Aging and Disability Services (KDADS) institutions are: Kansas Neurological Institute (KNI), Larned State Hospital, Osawatomie State Hospital, Parsons State Hospital and Training Center. Designated staff in these institutions will conduct the investigation regarding staff to patient abuse/neglect/exploitation allegations according to their Risk Management procedures. If the finding of the institution investigation is substantiated, the designated staff shall e-mail a copy of their investigative records and finding recommendation to the APS Program Administrator.

Upon receipt of the investigation records, the APS Program Administrator shall review and determine if the information meets the criteria for an APS investigation. If the criterion is met, the Program Administrator shall make a report to (Kansas Protection Reporting Center) KPRC and have the investigation assigned to the region in which the institution is located. The report shall be assigned to the APS Program Administrator. The APS Program Administrator shall afford the alleged perpetrator the opportunity to be interviewed. If the APS Program Administrator determines there is sufficient information to substantiate the alleged perpetrator (ALP) for abuse/neglect/exploitation, the APS Program Administrator shall follow procedures in PPS 10320 for notifying the ALP and other required parties of the agency decision. Adult Protective Services statutes, time frames and Due Process for the alleged perpetrator shall be followed.

For substantiated findings, when due process has passed, if the name of the individual is going to be placed on the Adult Abuse/Neglect Registry, the APS Program Administrator shall:

A. Complete the PPS 10310 Notification to Regional Adult Abuse/Neglect Registry Contact and enter information into the Adult Abuse Registry.

B. Notify the Institutional Risk Manager/Designee via e-mail of the individual’s name being added to the Adult Abuse/Neglect Registry.

10100 Intake
The Department for Children and Families (DCF) receives reports of Adult Abuse/Neglect 7 days/week, 24 hours/day. Reports are made to the Kansas Protection Report Center (KPRC) via the toll-free number, fax, mail, or web intake.

For reports received after hours, on weekends and holidays, the KPRC staff shall request a welfare check when an adult may be in imminent danger. This request shall be entered in the intake via a Kansas Intake/Investigation Protection System (KIPS) note.

If the PPS 10120 is being completed during the intake/screening process, it shall be attached to the intake and forwarded to the APS Specialist.

All reports and allegations received by the department shall be recorded on form PPS 10100 via KIPS. The Kansas Eligibility Enforcement System (KEES) is utilized to complete identifying information and information regarding DCF involvement.

A KEES search shall be completed on all reports. If the KEES search identifies dates of birth or social security numbers for participants, these shall be added whether the case is open or closed. If the KEES case is open and the address conflicts with information provided by the reporter, the KEES address shall be documented on the “Prior DCF Involvement document” in KIPS.

All Waiver information in KEES found on the CAP2 screen, by KPRC staff shall be documented on the prior history document in KIPS.

For reports received via letter or fax, the report date and time shall be the same time the information is added to KIPS.

A. Necessary Information

Information must be obtained on the PPS 10100 which is sufficient to:

1. Determine whether the adult meets the definition in K.S.A. 39 – 1430(a);
2. Determine whether the concern meets the definition of abuse, neglect, exploitation or fiduciary abuse, as defined in K.S.A. 39 – 1430(b), (c), (d), or (e);
3. Locate the involved adult;
4. Determine how immediate the needs of the adult may be.

B. Questions Related to Safety

If the report alleges abuse, neglect, exploitation or fiduciary abuse pertaining to a vulnerable adult the reporter shall be asked questions to elicit the information needed to make decisions related to safety. Questions asked shall cover the following areas.

1. Reason for referral-what happened;
2. The adult’s ability to care and protect self;
3. Imminent danger;
4. Other people or agencies that have information;
5. Involved adult’s exposure to ongoing risks and;

6. Guardian or conservator information.

**10110 Initial Assessments**

The initial assessment process is complete when a licensed Kansas Protection and Reporting Center Specialist (KPRC) determines whether or not the report is assigned for further assessment. KPRC shall complete the PPS 10110.

A. Completion of initial assessment

The initial assessment shall be completed by the end of the next half work day from when the report was received.

Examples of when initial assessments shall be completed:

1. Reports received between 8:00 am and 12 noon will need an initial assessment decision made by 5:00 pm of the same day.

2. Reports received between 12:01 pm and 5:00 pm will need an initial assessment decision by 12 noon the following work day.

3. Reports received by KPRC after 5:00 pm, including reports received during weekends will need an initial assessment decision by 12 noon the following work day.

If additional information is needed to make an initial assessment decision and the report is within the allowed time frame KPRC may contact the reporter for additional information.

If information in the report indicates the adult is in imminent danger law enforcement shall be contacted.

If information indicates a criminal act may have occurred, and the report is not assigned for further assessment, law enforcement shall be notified via e-mail by KPRC, using the PPS 10100 and 10110.
If KPRC receives a report the alleged vulnerable adult has died and the report is not assigned for further assessment, KPRC shall forward this intake in an e-mail to the APS Program Administrator.

B. Reports Assigned for Further Assessment

1. Reports are to be assigned for further assessment when information in the intake indicates the adult meets the definition of adult in K.S.A. 39 – 1430(a) and one or more of the following:

   a. The allegation(s) meet the definition(s) for abuse, neglect, and exploitation ANE in K.S.A. 39 – 1430(b), (c), (d), (e);

   b. The allegation(s) occurred in a community based facility or agency licensed by Kansas Department for Aging and Disability Services (KDADS), which are:

      1. Residential Care Facilities (RCF), Community Service Providers (CSP), Community Developmental Disability Organizations (CDDO) Affiliates;

      2. In-Home services provided to the involved adult by a KDADS licensed community based facility and the alleged perpetrator is an employee of that facility;

      3. Community Mental Health Centers (CMHC), Affiliated Community Mental Health Service Providers, and Private Psychiatric Hospital which does not include psychiatric units in a local community hospital which are licensed by KDHE.

   c. The allegation(s) occurred while a Home Health agency licensed by Kansas Department of Health and Environment (KDHE), was providing services to the involved adult and the alleged perpetrator is an employee of that agency.

   d. The allegation is a consumer to consumer incident and information in the report alleges neglect by agency/facility staff;

   e. The allegation involves the death of a consumer receiving services from a KDADS licensed community based facility or agency and there is reason to believe the death occurred as a result of abuse and/or neglect by the KDADS licensed provider and an Adult Protective
Services (APS) investigation is warranted for the protection of other consumers;

f. When a reporter indicates the allegation occurred in an Adult Care Facility licensed by KDADS or medical facility licensed by KDHE and the alleged perpetrator is not a resident or staff person;

g. Reports indicate a need for a guardianship and/or Conservatorship and there are concerns of abuse, neglect, and/or exploitation that meet the criteria based on K.S.A. 39 – 1430(a) references in numbers 1 and 2.

C. Reports Not Assigned for Further Assessment
   1. The adult does not meet the definition in K.S.A. 39 – 1430(a);
   2. The allegations do not meet the definitions for ANE in K.S.A. 39 – 1430(b), (c), (d), (e);
   3. The report is a consumer- to- consumer incident in a CDDO or affiliate and there is no indication of neglect by staff. Forward a copy of the PPS 10100 and 10110, to the KDADS.CSSPRC@ks.gov mailbox.
   4. The incident has been previously investigated;
   5. DCF does not have the statutory authority to investigate;
   6. Insufficient identifying information to locate the adult;
   7. Reports indicating a need for a guardianship and/or conservatorship and there are no concerns of abuse, neglect, and/or exploitation that meet the criteria based on K.S.A. 39 – 1430(a) reference in number 1;
   8. Report is responsibility of another agency;
   9. Reports that indicate a need for a guardianship and/or conservatorship for youth in DCF custody that are 18 years of age or are within twelve months of turning 18 years of age. Send the PPS 10100 and PPS 10110 to the APA in the region where the youth is residing. See PPS 10630 for guidance on these reports.
   10. Adult passed away prior to date of report and the report does not meet the criteria for a Critical Incident or the IA was not a consumer receiving services from a KDADS licensed community based facility or agency.

D. Employee Reports
   When a Department for Children and Family (DCF) employee is identified as the alleged perpetrator and the allegation meets the criteria for assignment for further assessment, the report shall be forwarded to the appropriate Region and the APS APA. DCF employees include any employee of any division or branch of DCF.

E. Reports Occurring in the Past
   KPRC staff shall consider the following factors:
   1. Current need of the adult;
   2. Whether law enforcement has been notified and/or;
3. How long ago the incident occurred.

F. Reports Which DCF Does Not Have Authority to Investigate

1. Kansas Department of Health and Environment (KDHE) investigates consumer-to-consumer and staff-to-consumer allegations in the following settings:
   
a. Medical care facilities which includes hospitals, critical access hospitals and ambulatory surgery centers.

b. Non-long term care entities licensed as certified home health agencies, rural health clinics, outpatient physical therapy (OPPT), renal dialysis center (ESRD), hospice providers and mobile x-ray.

c. Psychiatric units in a local community hospital which are licensed by KDHE.

2. Kansas Department of Aging and Disability Services (KDADS) licenses and investigates resident-to-resident and staff-to-resident allegations in the following settings:

   a. Adult Care Homes (nursing facilities, nursing facilities for mental health, Intermediate Care Facilities for Mental Retardation (ICF/IDD, Assisted Living, Residential Health Care, Homes Plus and Board and Care facilities).

   b. Long term care units within hospitals

3. Native American Tribes investigate reports of alleged abuse/neglect/exploitation when the involved adult is a registered member of a tribe and resides on a tribal reservation. When reporter informs KPRC intake staff the involved adult resides on a tribal reservation, KPRC staff shall forward these reports to the appropriate tribal office. Tribal social service and/or law enforcement staff may request DCF assistance with the investigation. DCF staff is not authorized to make contact with a person residing on a tribal reservation unless such a request for assistance has been made by the tribal staff.

   The following tribes have reservations in Kansas:

   a. The Iowa Tribe of Kansas and Nebraska,
b. Sac and Fox Tribe of Missouri in Kansas,

c. Prairie Band of Pottawatomi and;

d. Kickapoo.

G. Referring other Abuse, Neglect, and Exploitation Reports

1. Reports occurring in KDADS institutions (Osawatomie, Larned, Kansas Neurological Institute (KNI), and Parsons) shall be forwarded to the risk manager at the institution.

2. For reports occurring in state correctional facilities contact the Director of Corrections Facility Management at 785.296.0460. If a report is taken, fax it to 785.296.2309 or 785.296.0759.

3. For reports occurring at a local detention/jail, forward the report to the local Sheriff’s Department.

4. For reports involving juveniles over 18 in custody of the Kansas Department of Corrections in a juvenile facility, refer to the Attorney General’s office at 1.888.428.8436.

5. Allegations of death shall be referred to law enforcement.

6. Fax reports on adults residing in another state to the appropriate out-of-state APS contact/hotline number.

7. When a reporter indicates the allegation occurred in a facility licensed by KDADS and the alleged perpetrator is a resident or staff person; reporter should be referred to the KDADS complaint line at 1.800.842.0078. This complaint line is staffed Monday-Friday, 8:00 am-5:00 pm. If the reporter wishes to make the report to DCF, KPRC will receive the report and will forward it to KDADS for investigation/assessment email kdads.complainthotline@ks.gov.

8. When a reporter indicates the allegation occurred in a facility licensed by KDHE and the alleged perpetrator is a consumer or staff person; reporter shall be directed to KDHE Bureau of Health Facilities 1.800.842.0078. If the reporter wishes to make the report to DCF, KPRC will receive the report and will forward it to investigation/assessment email kdads.complainthotline@ks.gov.

10111 Preliminary Inquiry
A. **Purpose of Preliminary Inquiry:**
   The purpose of a Preliminary Inquiry is:
   1. Determining whether an allegation of abuse, neglect, and/or exploitation is known to the agency through a current completed investigation,
   2. Gaining additional information regarding an allegation, and/or
   3. Determining whether the interests of the involved adult require further assessment.

B. **Reports Requiring Preliminary Inquiry:**
   If a report is not immediately accepted for further investigation and/or assessment based on information from the reporter, a Preliminary Inquiry shall be completed for any one of the following reasons in order to complete an initial assessment decision:
   1. Report of an involved adult with a current case open for investigation and/or assessment or service plan and previous reports with the same allegation and same alleged perpetrator or
   2. Report involves an alleged perpetrator previously investigated for abuse/neglect/exploitation and/or found on the abuse/neglect central registry; or
   3. Reported information is vague and/or not consistent, and additional information may be available from other sources such as, health care providers, DCF Programs, case management providers, law enforcement, schools, or other agencies; or
   4. Reported information identifies persons with additional information necessary to make an assessment decision; or
   5. The KPRC specialist assessing the report identifies any other source of additional information to form the Initial Assessment Decision.

C. **Time Frame for Preliminary Inquiry:**
   The Preliminary Inquiry information shall be obtained as soon as practical and shall not exceed three (3) working days from the date the report is received by the agency, three working days begin the first working day after the report is received by the agency according to the date recorded on the PPS 10100, page 1. If it appears from a reporter’s information that an involved adult may be harmed within the preliminary inquiry time frame, the report shall be assigned for investigation and/or assessment.

D. **Preliminary Inquiry Activities:**
   Preliminary Inquiry may include any of the following activities relative to the case:
   1. Gathering additional information from DCF Adult Protection Specialist and/or Adult Protective Investigator staff assigned to a current open case or a recently closed case regarding the involved adult subject to the report.
2. Gathering information to locate or identify the involved adult.
3. Gathering additional information from other DCF programs.
4. Contacting the reporter to clarify information received or request additional information.
5. Contacting any person in the report identified with possessing additional information.
6. Contacting, health care providers, schools, or any agency identified as providing services to the involved adult.

E. Review of APS History of Involved Adult and/or Alleged Perpetrator:
If the search of KIPS and KEES finds any involved adult and/or alleged perpetrator has previous involvement, the KPRC specialist shall determine what, if any, history is relevant to the Initial Assessment Decision of the current report. When the KPRC specialist has determined history is not relevant to the assignment to the current report, an explanation shall be documented on the PPS 10100.

1. Information to Consider:
The KPRC shall consider the following in review of KIPS history:
   a. Are the past allegations substantiated or unsubstantiated?
   b. If unsubstantiated, consider the severity and seriousness of the allegations of abuse, neglect, and/or exploitation and safety or risk concerns.
   c. Is the current report an isolated incident of abuse, neglect, self-neglect, exploitation, and/or fiduciary abuse or a pattern of abuse?
   d. How recent was the last report or case closure?
   e. Does history indicate one or more risk factors such as caregiver and/or alleged perpetrator has an untreated mental illness, substance use or abuse and/or history of abuse, neglect, self-neglect, exploitation and/or fiduciary abuse or physical violence?
   f. Any additional information which informs the current report.

F. Documenting the Preliminary Inquiry:
KPRC specialist shall document in a KIPS note:
1. The request for a Preliminary Inquiry,
2. The specific information requested,
3. The time frame within which it is required,
4. The information obtained, and
5. The decision.

10112 Subsequent Reports On an Open Case

All subsequent reports received on an open investigation and/or service plan shall receive an Initial Assessment by the Kansas Protection Report Center. If the initial assessment decision is to not assign the report for further assessment, notification will
be forwarded to the APS Specialist by linking the associated intake as well as linking the open associated investigation.

The APS Specialist with the open investigation and or service plan shall consider the information contained in the report. If after consulting with an APS supervisor, and a determination is made to request the report be assigned for further assessment, the APS supervisor shall request assignment via the PRcups mailbox. If the information contained in the report meets definitions of a critical or significant incident per PPM 10212, the APS Specialist shall notify his/her immediate supervisor.

**10113 Requests for Adult Protective Service Courtesy Interviews From Other States**

Requests for a courtesy interview from another state shall be forwarded to the KPRC. The intake shall have an initial assessment decision of not assigned due to DCF not having statutory authority to investigate. KPRC shall send an email to the regional mailbox listed below in the region responsible and provide the KIPS intake number. The intake documents are available in KIPS for the APS Specialist completing the courtesy interview.

Kansas City Region: KCPRC@ks.gov

East Region: EastIntake@ks.gov

Wichita Region: WIC_Scheduler@ks.gov

West Region: WPRC@ks.gov

If the state requesting a courtesy interview contacts KPRC for follow up on their request, KPRC shall forward the request to the APA in the region responsible for the interview. The APA shall forward the request to the assigned APS Specialist.

**10115 Assigning Reports When Involved Adult Resides in Another State**

A report alleging abuse, neglect, or exploitation of an involved adult who now resides in another state may be assigned in the following circumstances:

A. The incident occurred in Kansas, and
B. The allegation is not self-neglect.

The alleged perpetrator may be living in Kansas or another state at the time the report is made.
If the report meets the criteria for being assigned for further assessment, the investigation shall be forwarded to the region where the alleged incident occurred.

10120 Initial Contact Timeframe

Initial contact refers to the timeframe the APS Specialist has to make a face-to-face visit with the involved adult.

Twenty four (24) clock hours: When a report indicates the adult is in imminent danger face-to-face contact shall be completed in 24 clock hours. The 24 hour timeframe for contact begins when the report is assigned for further assessment.

“Imminent danger” means a substantial probability that a vulnerable adult is in immediate risk of death or serious physical harm.

A. Three (3) working days: When a report of suspected abuse indicates the adult is not in imminent danger, contact shall be made in three working days.

B. Five (5) working days: When a report of neglect or exploitation indicates the adult is not in imminent danger, contact shall be made within five working days.

When a report does not indicate imminent danger, count the day after the report is assigned for further assessment as day one for initial contact with the adult.

10130 Notification to Quality Management Specialist of Reports not Assigned

Kansas Department for Aging and Disability Services (KDADS) Quality Management Specialist shall be notified when one of the following reports is not assigned for investigation:

1. Reports indicating the involved adult is residing in or receiving services from: Residential Facilities (RF), Community Developmental Disability Organizations or an affiliate (CDDO), or an Independent Living Resource Center (ILRC).

2. Reports indicating the involved adult is receiving services on waivers: Intellectual and Development Disabilities (I/DD), Physical Disability (PD), Frail Elderly (FE), Technology Assisted (TA), Money Follows the Person (MFP), and Traumatic Brain Injury (TBI).

3. Reports indicating the involved adult is receiving mental health services from a Community Mental Health Center.
Notification of reports not assigned shall be sent by the Kansas Protection Report Center (KPRC) specialist by sending the PPS 10100 and 10110 to the appropriate mailbox below.

A. If the report alleges the adult is on an I/DD waiver, TBI Waiver, PD Waiver, FE Waiver, TA Waiver, or MFP Waiver, the report shall be sent to the KDADS.CSSPRC@ks.gov mailbox.

The subject line of the e-mail shall contain specific information necessary to identify the type of report for KDADS:

1. Type of communication: Intake
2. Type of Facility or Service: Residential Facility (RF), a Community Development Disability Organization or an affiliate (CDDO), or an Independent Living Resource Center (ILRC)
3. County where the facility is located: Two letter code
4. Name of facility or involved adult if name of facility is unknown: The name of RF, CDDO, ILRC, or involved adult name.

For example, the subject line of the e-mail shall read:

Intake-CDDO-SN-Sheltered Living

B. If the report indicates the involved adult is receiving mental health services from a Community Mental Health Center the report shall be sent to the KDADS.MHPRCReports@ks.gov mailbox.

1. Type of communication: Intake
2. Type of Service: Community Mental Health Center (CMHC),
3. County where the Community Mental Health Center is located: Two letter code
4. Name of Community Mental Health Center

For example: The subject line of the e-mail shall read:

Intake-CMHC-DG-Bert Nash

10150 Notifications to the Reporter

Department for Children and Families shall disclose the initial assessment decision to the reporter, if requested.
KPRC staff shall mail the PPS 10130, Notice of Action to Reporter of Suspected Adult Abuse/Neglect/Exploitation, to the reporter, if the reporter’s identity and address has been provided.

If the reporter is requesting information specific to an investigation beyond the initial assessment decision refer the caller to the Regional APS Assistant Program Administrator.

10200 Conducting an Investigation

Conducting a thorough investigation is critical to ensuring the safety and well-being of the involved adult. The APS Specialist shall use his/her professional judgment throughout the investigation.

A. Statutes pertaining to the investigation
   KSA 39-1433(a)
   The department of social and rehabilitation services upon receiving a report that an adult is being, or has been abused, neglected, or exploited or is in need of protective services, shall:
   1. When a criminal act has occurred or has appeared to have occurred, immediately notify, in writing, the appropriate law enforcement agency; by sending the PPS 10100, 10110, and 10120.
   2. Make a personal visit with the involved adult:
      a. Within 24 hours when the information from the reporter indicates imminent danger to the health or welfare of the involved adult;
      b. Within three working days for all reports of suspected abuse, when the information from the reporter indicates no imminent danger;
      c. Within five working days for all reports of neglect or exploitation when the information from the reporter indicates no imminent danger.
   3. Complete, within 30 working days of receiving a report, a thorough investigation and evaluation to determine the situation relative to the condition of the involved adult and what action and services, if any, are required. The evaluation shall include, but not be limited to, consultation with those individuals having knowledge of the facts of the particular case. If conducting the investigation within 30 working days would interfere with an ongoing criminal investigation, the time period for the investigation shall be extended, but the investigation and evaluation shall be completed within 90 working days.

   KSA 75-723 Section 3 (7) (e)
   Whenever a state agency reports a matter involving suspected abuse, neglect or exploitation of an adult to a law enforcement agency or a county or district attorney, such state agency shall simultaneously forward such report to the unit (ANE unit of Attorney General Office). Notification to ANE Unit shall be made by sending the PPS 10100, 10110, and the 10120.
B. Documentation in KIPS

Throughout the investigation, documentation shall be accurately and timely recorded in the appropriate chapters in KIPS. Timely documentation shall be considered no more than five working days after the activity, event, or incident occurred.

C. Reports on DCF Employees and/or Their Relatives Identified as Alleged Perpetrators

If a report has been assigned for investigation and a DCF employee is identified as the alleged perpetrator, the following shall occur:
1. The report shall be forwarded to the APS supervisor by the assigned APS Specialist.
2. The APS supervisor shall set the investigation to confidential in KIPS once it has been assigned.
3. Using the KPRC supervisors e-mail mailbox (PRCsups), the APS supervisor shall request, the intake be set to confidential.
4. The report shall be referred to the local law enforcement agency by the APS supervisor.
5. The referral to law enforcement shall contain a request for a copy of the completed law enforcement investigation.
   a. If law enforcement agrees to conduct an investigation, the APS supervisor shall obtain a copy of the investigation report for the purposes of APS making a case finding.
   b. If law enforcement is not going to pursue an investigation, the APS supervisor shall consult with the APA to determine if the investigation should be conducted by another DCF region.

The exception is when the report alleges self-neglect by an employee of DCF. In that situation, APS staff in the region in which the employee resides shall conduct the investigation or request a courtesy interview from another DCF region.

When the alleged perpetrator of abuse/neglect/exploitation (ANE) is a relative of a DCF employee, the investigation shall be conducted by APS staff in another portion of the region in which the involved adult resides, or a request for a courtesy investigation from staff in another region shall be made by the supervisor. If the decision has been made to request a courtesy investigation, the APS APA shall send an e-mail requesting the courtesy investigation to the APS APA for the region to which the request is being made.

D. Conflict of Interest

When an employee is given an assignment that is or could be construed as a conflict of interest, the employee shall notify the supervisor who shall, in consultation and concurrence with the Regional APS Assistant Program
Administrator, determine whether it is appropriate to continue the assignment in question or to reassign the work to another staff person.

E. Joint Investigations with Law Enforcement
A joint investigation between the APS Specialist and law enforcement may occur in the following situations:

Per K.S.A. 39 – 1433(1), when a report includes information regarding an alleged criminal act the appropriate law enforcement agency shall be contacted immediately in writing.

The PPS 10100, 10110, and 10120 shall be used to notify law enforcement and includes a request for assistance from law enforcement in contacting the adult, if necessary.

The supervisor/designee shall:

a. Notify law enforcement DCF will not conduct an investigation relating to the alleged criminal offense, but will complete an APS investigation, and offer protective services as needed and appropriate.

b. Check with law enforcement to ensure APS involvement does not interfere with the criminal investigation or case.

c. Document in KIPS record all contacts with law enforcement.

Per KSA 75-523 Section 3 (7) (e), whenever a state agency reports a matter involving suspected abuse, neglect or exploitation of an adult to a law enforcement agency or a county or district attorney, such state agency shall simultaneously forward such report to the ANE unit of Attorney General Office.

The PPS 10100, 10110, and 10120 shall be used to notify the ANE unit of all reports, excluding self-neglect, forwarded to law enforcement or county or district attorney of alleged abuse, neglect, exploitation which include information regarding an alleged criminal act.

a. If the report/assessment indicates the involved adult is in a life endangering situation, including self-harm or neglect, the APS Specialist shall determine if law enforcement assistance is needed.

b. If determined there is a safety risk to the APS Specialist.

There shall be a free exchange of information between the APS Specialist and law enforcement. Upon completion of the criminal investigation by the law enforcement agency, a full report shall be provided to the Department for Children and Families K.S.A. 39-1443(b).

If a dispute develops between agencies investigating a reported case of abuse, neglect, exploitation or fiduciary abuse, the appropriate county or district attorney shall take charge of, direct, and coordinate the investigation.

F. Notification to KDADS licensed community based facility Chief Administrative Officer
If the report is assigned for further assessment, and the allegation occurred in a KDADS licensed community based facility or agency or the involved adult is receiving in-home services provided by a KDADS licensed community based facility and the alleged perpetrator is an employee of that facility, the assigned APS Specialist shall forward to the CAO of the involved KDADS licensed community based facility the following:
1. Completed PPS 10125
2. A copy of the PPS 10110 with the following information redacted (if provided in PPS 10110):
   a. Name and any identifying information about the reporter
   b. Name, address, and relationship of alleged perpetrator to the involved adult

A community based facility or agency licensed by Kansas Department for Aging and Disability Services include:
1. Residential Care Facilities (RCF),
2. Community Service Providers (CSP),
3. Community Developmental Disability Organizations (CDDO) Affiliates,
4. Community Mental Health Centers (CMHC),
5. Affiliated Community Mental Health Service Providers, and
6. Private Psychiatric Hospitals which does not include psychiatric units in a local community hospital which are licensed by KDHE.

10201 Responsible Region for Conducting Investigation

The DCF region in which the involved adult is a resident is responsible for conducting the investigation. This includes situations in which the involved adult is a resident of one DCF Region but the ANE occurred in another DCF Region.

10202 Request for Courtesy Interview

If an in person interview is required with the alleged perpetrator, involved adult, and/or a collateral witness (s) who lives in, or temporarily resides in a DCF Region different than where the involved adult resides, a request for a courtesy interview shall be made by the APS supervisor or designee in the region in which the involved adult resides to the APS supervisor in the region in which the person to be interviewed is located.

10203 Transferring an APS Assigned Case to Another Region

A. In the event an assigned case needs to be transferred to another region due to one of the following reasons:
   1. assignment error by PRC staff;
   2. the involved adult has moved to another region since the date of the report or
   3. the alleged perpetrator is a DCF employee in the region in which involved adult resides and the decision has been made by the APS Assistant Program
Administrator in that region to transfer to a neighboring region, the following process shall occur:

B. The sending Supervisor or APS HSA (Human Service Assistant) shall send an e-mail to the appropriate receiving Supervisor, APA, and/or HSA. The e-mail shall contain the following:
   1. CASE TRANSFER in the subject line, and high priority designation in Outlook for the e-mail.
   2. The KIPS investigation number and a brief explanation of the situation, which would include any response time, or priority need information.

C. The receiving Supervisor or APA shall:
   1. Clarify any questions;
   2. Make any needed changes in KIPS to accept the case to their region;
   3. Contact KPRC to make the corrections on the intake side of KIPS;
   4. Notify the sending supervisor of acceptance of the transfer.

D. If a response is not received from the receiving supervisor within 4 hours from the initial e-mail, or contact is due within the working day, the sending Supervisor or HSA will make phone calls to the other region to determine who is available to review and process the Transfer Request.

10205 Additional Perpetrators or Abuse/Neglect/Exploitation Allegations Identified after Initial Assignment

If during the course of an investigation/assessment of a report, there is reason to believe there is another perpetrator for the same allegation and incident reported, the additional perpetrator shall be added to the current investigation and does not require a new report to the Kansas Protection Report Center (KPRC).

If the assigned APS Specialist becomes aware of other abuse or neglect issues (other than self-neglect), not contained in the assigned report, a new report to the KPRC is required.

If during the course of an investigation of neglect by caregiver or neglect by other, the assigned APS Specialist finds the allegation of self-neglect should also be investigated, the allegation of self-neglect may be added to the assigned report by the APS Assistant Program Administrator or designee. A new report to KPRC is not required.
If the investigation was assigned as fiduciary abuse and additional information obtained meets the criteria for exploitation rather than fiduciary abuse, the APS Specialist can request the allegation of exploitation be added and fiduciary abuse be closed after assignment. Same if the initial allegation assigned is exploitation and additional information is obtained that would warrant a fiduciary abuse allegation rather than an exploitation. The PPS 10205a shall be sent to the ALP to notify them of the change in allegation.

10210 Contacts During the Investigation

A. Reasonable Efforts to Determine Safety

K.S.A. 39 – 1433(2) requires a personal visit with the involved adult. Telephone or letter contact is not sufficient. This personal visit shall be made within the assigned response time to assess the adult’s safety. Reasonable effort is made if the APS Specialist attempted to contact the involved adult in a location where it is reasonable to expect the adult to be found. If the APS Specialist is able to locate the adult, a personal visit shall be made within the assigned response time. The APS Specialist shall attempt at least two (2) times to locate the adult. The two (2) attempts must be made within the assigned response time.

B. Allowable Reasons to Not Determine Safety within Required Response Time

There may be instances when it is not possible to determine safety of the involved adult within the assigned response time. If contact is not made in the assigned response time, notify APS supervisor. Allowable reasons include:

1. Unable to locate adult;
2. Adult has left the state;
3. Referred to Law Enforcement and APS Specialist has been directed by law enforcement or the county/district attorney not to proceed;
4. After two attempts, the adult refuses contact;
5. Adult fails to keep scheduled appointments;
6. Natural or man-made disasters which create conditions that make it unsafe to get to the adult. Attempt to contact as soon as conditions permits. If the immediate safety of the adult needs to be assessed, contact law enforcement to request assistance.
C. Initial Contact/Safety Determination of the Involved Adult

Initial contact with the involved adult shall be made within the timeframe assigned on the intake and in accordance with KSA 39-1433(a). During the interview with the involved adult the APS Specialist shall:

1. Gather information in regard to the allegations contained in the report;

2. Assess the safety/risk of the involved adult;

3. Obtain information regarding any current services the adult is receiving from community agencies or more informal providers, such as family or friends;

4. Advise the involved adult the APS Specialist is required to contact law enforcement if the APS Specialist suspects a crime has occurred. If contacting law enforcement may increase the risk to the involved adult, discuss options with the supervisor prior to notifying law enforcement.

5. Provide the involved adult the Client Rights brochure, PPS 10205, if the allegation is self-neglect or the PPS 10208 for all other allegations and document in KIPS.

If APS Specialist did not provide the appropriate brochure during the initial in-person contact, the brochure can be mailed, using the reported address or last known address of the involved adult or provided to them on a subsequent visit.

If the APS Specialist is not able to make in person contact with the involved adult and the address of the involved adult was provided in the report, the appropriate Client Rights brochure shall be mailed to the involved adult at that address.

If the reporter did not provide the address for the involved adult and the APS Specialist has not been able to obtain an address, this information shall be documented in KIPS as the reason the Client Rights brochure was not provided to the involved adult.

If the involved adult has a guardian and the identity and contact information for the guardian is available, the appropriate Client’s Rights brochure shall be provided to the guardian, rather than to the involved adult.

D. Use of Authorized Collaterals for Safety Determination
On rare occasions, with supervisory approval, information gathered from authorized collaterals may be used to ascertain safety. The date of the in person visit by the authorized collateral shall be entered into KIPS as the initial face to face date. Authorized collateral may be any one of the following:

1. Another DCF Specialist
2. A law enforcement officer
3. Director of Nursing, Charge Nurse, or Licensed Social Worker for reports of abuse, neglect, and exploitation occurring when an adult is residing in a long-term facility.
4. Director of Nursing, Charge Nurse, or Licensed Social Worker for reports of abuse, neglect, and exploitation when the involved adult has been admitted to the hospital and/or a psychiatric hospital.

Once safety has been ascertained by one of the above collaterals, the assigned APS Specialist shall follow up with the involved adult as soon as possible.

E. Contacting the Guardian/Conservator

If the APS report indicates the involved adult has a guardian/conservator, the APS Specialist shall make diligent efforts to contact the guardian/conservator to coordinate contact with the involved adult.

1. If the APS Specialist is unable to make contact with the guardian/conservator after making diligent efforts, and further efforts to do so would cause the initial contact with the involved adult to not be made within the required time frame, the APS Specialist may proceed with personal contact with the involved adult. If the guardian/conservator was not able to be contacted prior to the initial contact with the involved adult, the APS Specialist shall continue to make diligent efforts during the course of the investigation to contact the guardian/conservator.

2. If the APS Specialist does not find out until after contact is made with the involved adult there is a guardian/conservator, the guardian/conservator shall be notified after initial contact.
3. If the guardian/conservator is named as the alleged perpetrator the APS Specialist shall contact their supervisor or legal for advice on how to proceed.

F. Death of Involved Adult during Investigation

When a report has been assigned and the involved adult dies following assignment of the report, the investigation shall be continued in the following instances:

1. The death may be related to the allegation, and the allegation was not self-neglect;

2. Collaterals or alleged perpetrator were interviewed by APS or law enforcement (or both) and a finding can be made;

3. Documentation (e.g. law enforcement, medical, banks) was obtained and a finding can be made or;

4. The alleged perpetrator was in a position of trust to the involved adult (e.g. Power of Attorney, Durable Power of Attorney, and Guardian/Conservator) or is employed as a caregiver.

The APS Specialist shall also follow procedures for reporting critical incident (PPS 10212) upon learning of the death of the involved adult for reason which could be related to abuse/neglect at any time following case assignment.

10211 APS Investigator

The role of the Adult Protective Service Investigator (APSI) is to assist the assigned APS Specialist with specific tasks of the investigation. When the APS Specialist has been assigned an investigation, the APS Specialist shall consult with the APS Supervisor to determine if the (APSI) will be assisting in the investigation.

A. Time frame for Initiating Assistance:
The (APSI) can begin assistance with an open investigation only after the APS Specialist has completed the initial face to face safety determination. This includes instances when the APS Specialist has made two unsuccessful attempts to locate the involved adult during the assigned response time frame. If the APS Specialist continues to attempt contact with the involved adult after the assigned response time frame, the initial face to face safety determination must still be completed and documented in KIPS before the (APSI) can begin assisting with other investigative tasks.
B. Tasks Assigned to APS Investigator:
1. The (APSI) may conduct the following tasks, working in coordination with the assigned APS Specialist:
   a. Accompany the APS Specialist to conduct the initial face to face safety determination the (APSI) shall not conduct this safety determination on their own;
   b. Interview the alleged perpetrator(s);
   c. Interview reporter and any collateral witness(es);
   d. Obtain relevant records from law enforcement, banks and other financial institution’s, medical providers or other relevant entities;
   e. Provide input to APS Specialist and make referrals to appropriate resources to meet the needs of the involved adult;
   f. Provide input to APS Specialist regarding development of a service plan or corrective action plan. The APS Specialist develops and monitors these plans.

2. The (APSI) shall perform the following tasks for cases on which they are assisting the assigned APS Specialist:
   a. Participate with the APS Specialist in staffing’s with supervisor during the course of the investigation;
   b. Document in the KIPS record all activities performed, including updates with APS Specialist and participation in case staffing to determine agency decision;
   c. Participate with assigned APS Specialist in the case staffing with supervisor to determine agency decision;
   d. Work closely with the APS Specialist or supervisor when responding to an appeal of agency decision or an appeal hearing.

10212 Critical or Significant Incident Notification Procedures

A. Definitions

1. Critical Incident: Includes any incident such as an adult death as defined below which may draw public, legislative, or media concern.

2. Significant Incident: Unanticipated event which does not rise to the level of a critical incident, but has the potential risk of a serious adverse outcome. This includes work related injury or death of a Department for Children and Families (DCF) staff or an incident in which staff safety was seriously compromised such as incidents involving threats with a gun or other weapons.

3. Adult Death: An adult who is the subject of an Adult Protective Services (APS) investigation whose death is related or potentially related to an allegation of abuse, neglect and/or exploitation or an adult who received adult protective services and dies under suspicious circumstances.
4. Near Death: An adult who is the subject of an APS investigation who is near death or dying related to an allegation of abuse, neglect or and/or exploitation.

5. DCF Critical Incident Team: Individuals and positions designated by the Secretary of DCF to receive information regarding critical incidents. DCF_Critical_Incident@ks.gov is the e-mail address.

B. Reporting an Adult Critical Incident

Information regarding critical Incidents and significant incidents may be received by the Kansas Protection Report Center (KPRC) or by DCF staff. When KPRC or DCF staff become aware of an incident, they shall complete the initial notification verbally or by e-mail immediately and no later than 12 hours of knowledge of the critical or significant incident.

1. Critical or Significant Incident Information Received by the KPRC

   a. Critical Incidents

      If a critical incident is reported to the KPRC during DCF business hours, the KPRC shall send the report to the PPS Director, Assistant Regional Director, KPRC Supervisors via PRCSups@ks.gov (PRCSups mailbox), APS Program Administrator, and the Regional APS Assistant Program Administrator (APA). The Initial Assessment shall be completed on the report per section 10110.

      Outside of DCF business hours, KPRC may receive reports involving a critical incident. The report shall be documented per normal procedures. The report shall be immediately emailed to the PPS Director, Assistant Regional Director, KPRC Supervisors (via PRCSups mailbox), APS Program Administrator, and the Regional APS APA.

   b. Significant Incident

      Reports involving a Significant Incident which are not assigned for further assessment are forwarded to the APS Program Administrator.

      Critical or Significant Incident Information Received by DCF staff

      Upon receiving a critical or significant incident, the following shall occur:

      i. DCF staff shall notify their immediate supervisor within 12 hours of receiving a critical or significant incident.
ii. The supervisor shall notify the APS APA by e-mail no later than 12 hours after receiving the notification from DCF staff.

iii. The APS APA shall complete a written report using form PPS 10212 on the incident by the close of business on the next working day of their knowledge of the incident.

iv. A copy of the completed PPS 10212 shall be forwarded to the Assistant Regional Director, Regional Attorney, APS APA, APS supervisor, other Regional staff as appropriate, and APS Program Administrator.

v. For critical incidents, the PPS 10212 shall be sent to the DCF Critical Incident Team using the DCF critical incident e-mail address.

C. Review of Critical Incident by DCF Critical Incident Team:

If the critical incident involves a death as the result of abuse, neglect or exploitation, the APS Program Administrator shall schedule and coordinate a review of the facts within 2 working days, or as soon as practical, from the receipt of the Critical Incident Response. The review may occur via teleconference or in person. Participants invited include: Critical Incident Team, the PPS Director or designee, PPS legal, the Regional Director or designee, APS Program Administrator, APS APA, and if needed the APS Supervisor and/or APS Specialist.

If the critical incident does not involve a death, the PPS Director or Regional Director may request a Critical Incident Review if it is believed the incident warrants review by the DCF Critical Incident Team.

D. Providing Additional Information and Updates

The DCF critical Incident Team may request additional information or updates to case status. This information shall be provided as requested through the DCF Critical Incident e-mail address within 2 business days of the request, or within a timeframe designated by the Regional Director or designee. The subject line of the e-mail shall state, Case Name- “Attorney/Client Privileged Information”.

E. Review of a Significant Incident

Upon request of the PPS Director or designee, a review of the significant incident is scheduled and coordinated by the APS Program Administrator within two working days of receiving the request for a review. The review may be in person or teleconference. The Regional Director, or their designee, APS APA, PPS Director
and Deputy Directors, PPS Legal, and APS Program Administrator shall be invited to participate.

10213 Contacting the Alleged Perpetrator

A. Contact with the alleged perpetrator shall be made unless:

1. The APS Specialist is unable to make contact with the involved adult (exceptions to this may be if the IA is deceased), or
2. The involved adult does not want the APS Specialist to contact the alleged perpetrator, when doing so would put the involved adult at further risk. The APS Specialist shall consult the supervisor to discuss how to proceed in cases where there is an inability to contact the alleged perpetrator. The inability to contact the alleged perpetrator may result in a report being made to law enforcement.

B. Notifying the Alleged Perpetrator of Their Rights

The alleged perpetrator shall be informed of the allegation(s) and notified of their rights and provided a copy of the PPS 10240 brochure “What Happens if You Are Accused of Abuse, Neglect, Exploitation or Fiduciary Abuse”. The APS Specialist shall document in KIPS the PPS 10240 was provided to the alleged perpetrator.

C. Contact with the Alleged Perpetrator

Two documented attempts to contact will be considered due diligence. Contact with the alleged perpetrator may be made through letter, telephone, or in person:

1. If contact is by letter, a copy of the PPS 10240 shall be sent with the Interview Notice to Alleged Perpetrator (PPS 10230).
2. If contact is by telephone, the APS Specialist shall review with the alleged perpetrator the rights listed in the PPS 10240 prior to conducting the interview. A copy of the PPS 10240 shall be sent to the alleged perpetrator after the interview. If the two attempts to contact the alleged perpetrator are by telephone, and the attempts have not been successful, the APS Specialist shall send a PPS 10230 and PPS 10240 to the last known address for the alleged perpetrator.
3. If contact is in person, the alleged perpetrator shall be advised of their rights and given a copy of the PPS 10240 prior to beginning the interview. If the alleged perpetrator refuses to accept a copy of the PPS 10240, this shall be documented in KIPS.
4. If the decision is made to not contact the alleged perpetrator, the PPS 10240 brochure and PPS 10300 shall not be sent to the alleged perpetrator. This shall be documented in KIPS.

D. Contacting Alleged Perpetrator Who Is a Minor

If the alleged perpetrator is a minor, the APS Specialist shall obtain permission from the minor’s parent(s) or guardian prior to attempting to interview the minor and shall provide a copy of the PPS 10240 to the parent(s).

If contact is by letter, the PPS 10230 and PPS 10240 shall be mailed to the parent(s) or guardian of the minor.

The process for contacting the alleged perpetrators who are minors is the same as those in 10213 A (1) and (2). The exception is contact shall occur with the parent(s) or guardian of the minor prior to any contact with the minor.

The PPS 10300 and all forms shall be sent to the alleged perpetrator in care of the parent or guardian.

If the minor is in the custodianship of the Secretary, the assigned DCF Specialist, in consultation with the PPS supervisor (or designee, see PPM 0140), and the APS Assistant Program Administrator, shall consider retaining legal counsel to represent the minor as an alleged perpetrator.

10215 Non-Critical Death Notification

When there is an open abuse or neglect (excluding self-neglect, fiduciary abuse or exploitation) investigation and the Involved Adult (IA) dies and the death is not related to abuse or neglect:

A. The APS Specialist shall complete the PPS10215 and forward it, along with a copy of the obituary, if available, to their Supervisor.

B. The Supervisor shall forward the PPS10215 and the obituary, if available, to the Regional Assistant Program Administrator (APA).

C. The APA shall forward a copy of the PPS10215 and the obituary, if available, to the APS Program Administrator and the Deputy Director.
D. The investigation shall be reviewed by APS Supervisor and APS APA as a possible Critical Incident if question number 4 on the PPS 10215 is answered “yes”.

10216 Closure After Assignment

A. Factors to consider when requesting approval for closure after assignment include, but are not limited to:

1. The adult does not meet the definition in K.S.A. 39 – 1430(a);

2. The allegations do not meet the definitions for ANE in K.S.A. 39 – 1430(b), (c), (d), (e);

3. The report is a consumer to consumer incident in a CDDO or affiliate and there is no indication of neglect by staff. Forward a copy of the PPS 10110 to the appropriate KDADS Quality Management Specialist staff per section PPS 10130;

4. The incident is currently being investigated. The KIPS ID number shall be included in the basis;

5. The incident has been previously investigated; The KIPS ID number shall be included in the basis;

6. DCF does not have the statutory authority to investigate. The agency responsible for the investigation shall be documented along with the reason for closure after assignment request/approval;

7. Insufficient identifying information to locate the adult;

8. Reports indicating a need for a Guardianship and there are no concerns of abuse and neglect that meet the criteria based on K.S.A. 39 – 1430(a) reference in number 1;

9. Unable to locate adult. Reasonable attempts to determine safety as defined in PPM 10210 were made to locate the involved adult. Attempts to locate the
involved adult could include but are not limited to: Contacting the reporter, if known, attempting to contact via mail, landlord, employees, known friends or relatives. Any additional information received from these contacts shall be utilized to locate the adult. Documentation of all attempts shall be attached to the report as a note in KIPS;

10. Report is the responsibility of another agency.

B. Process for Requesting Closure After Assignment

Closure after assignment may be requested prior to or following the initial face to face contact with the involved adult.

If the intake and/or initial face to face contact information indicates the investigation could be closed after assignment the following process shall occur:

1. If the request for closure after assignment is made prior to the initial face to face contact, the request shall be made in time to allow timely face to face contact if the request is denied by APS Supervisor, APS APA, or KPRC Supervisor. If the KPRC Supervisor approves closure after assignment within the required initial face to face contact time frame for the allegation(s), a face to face contact is not required. If the KPRC Supervisor approval/denial comes after the required time frame for initial face to face contact, the APS Specialist shall have made a face to face visit or have made at least 2 reasonable attempts within the required time frame.

2. If the initial face to face visit has been made or the adult is unable to be located, the request for closure after assignment shall be made within five working days from date of initial face to face contact or date of second unsuccessful attempt.

3. The APS Specialist shall complete the PPS 10216 and consult with the APS Supervisor to determine if further assessment is needed. The investigation shall continue when there is an indication contacts are needed with caregivers, family members, or other collateral witnesses to obtain additional information regarding the allegations of abuse/neglect/exploitation or to sufficiently assess the risk and/or safety concerns of the involved adult.

4. Upon review of the information by the Specialist and APS Supervisor, if it is recommended the investigation need not proceed, the APS Supervisor shall forward the completed PPS 10216 and consult with the APS APA. The APS Specialist shall document in KIPS the information which was obtained and reviewed to make the determination to request closure after assignment.
5. The APS APA shall make a determination to continue on with the investigation or refer back to KPRC Supervisor to make a final determination to either continue on with the investigation or close after assignment.

6. If the APS APA concurs the investigation should be closed after assignment, the APA shall submit the PPS 10216 request to the Kansas Protection Report Center supervisor’s email address: DCF.PRCSUPS@ks.gov. The subject line of the email shall indicate an APS Closure After Assignment request. The APA shall also enter a Case Management Activity note in KIPS, with the description of: Closure After Assignment Request, providing this information.

7. If the closure after assignment request is denied by either the APS APA or KPRC, the reason shall be documented in the Kansas Intake/Investigation Protection System (KIPS) and the investigation shall proceed.

C. KPRC Tasks to Approve/Deny Closure after Assignment Request

1. A KPRC supervisor shall determine whether the documentation submitted meets the criteria to override the Initial Assessment Decision.

2. Upon review of the information, the KPRC supervisor may request additional information from the APA.

3. Upon determining the submitted information is sufficient, the KPRC supervisor shall make a decision by the end of the next working day. The KPRC supervisor shall attempt to make a decision in time to allow the worker to meet this contact requirement.

4. The KPRC supervisor shall add documentation in the PPS 10110 supporting the decision to either close after assignment or continue with the investigation. The original basis statement indicating acceptance of the report shall not be deleted.

5. Upon final review by the KPRC Supervisor and the final determination is to close after assignment, the KPRC Supervisor sets the intake to “complete” in the Kansas Intake/Investigation Protection System (KIPS).

6. KPRC Supervisor shall make a note of their decision in KIPS Notes in the Intake and
Investigation Chapters for the APS APA and APS Supervisor. The PPS 10216 shall be attached to this note. The APS Specialist, APS Supervisor and APA will be notified from the KIPS note.

7. KPRC Supervisor shall change the status of the case in the Investigation and Allegation Chapters to Close After Assignment and set to complete.

D. Procedure When Investigation is the Responsibility of Another Agency or DCF Does Not Have Authority to Investigate

1. Request Made Prior to the Initial Face to Face Contact:
   When the information provided by the reporter clearly identifies this report being one which is the responsibility of another agency or one which DCF does not have authority to investigate, regional staff shall follow the process in PPS 10216B to request closure after assignment. KPRC staff shall follow the process in PPS 10216C to approve closure after assignment. KPRC staff shall forward the intake to the appropriate agency or to the appropriate CSS or MH mailbox, if applicable. See PPM 10110 (G).

2. Request Made Following Initial Face to Face Contact:
   When the request for closure after assignment is made following the initial face to face contact, the regional APS APA shall request closure after assignment following the process in PPS 10216B. The KPRC staff shall follow the process in PPS 10216C to approve closure after assignment. The APS Specialist shall forward the intake to the appropriate agency or to the appropriate CSS or MH mailbox, if applicable, regardless of whether the information from the reporter clearly identified this report being one which is the responsibility of another agency or one which DCF does not have authority to investigate. See PPM 10110 (G).

Regional APS staff shall document these activities in the notes section of the investigation chapter of the KIPS record and check to ensure closure after assignment has been entered by KPRC staff as the closure reason on the investigation page and in the allegation chapter.

10220 Investigations Involving Other Agencies
Joint investigations may be conducted with Kansas Department for Aging and Disabilities (KDADS) licensed facilities or agencies. If it is determined joint investigations will be done, there shall be a Memorandum of Agreement (MOA) between the Region and the agency or facility. The MOA must be approved by the Regional attorney.

There may be instances when joint investigations are not in the best interest of the adult. Therefore, the decision to conduct a joint investigation is solely the decision of the APS Specialist and supervisor.

A. Memorandum of Agreement

The Memorandum of Agreement shall contain the following information:

1. Applicable APS Statutes (K.S.A. 39 -1430 et seq.).
2. Roles and responsibilities of APS Specialist.
3. Roles and responsibilities of agency/facility staff and a designated contact to carry out responsibilities.
4. Interviewing protocols to be used with the involved adult, alleged perpetrator and collaterals.
6. Statement that rights of the involved adult and the perpetrator will be protected.
7. Statement indicating APS makes the final decision(s) regarding the allegation(s)
8. Statement the facility will independently determine what action needs to be taken and the facility cannot use the finding made by APS as the sole basis for any adverse personnel action.
9. The effective date of the Agreement.
10. Date for review (at least annually) and
11. Conditions under which termination of the Agreement may occur.

B. Contacting Abuse Neglect Exploitation Unit of Attorney General’s Office When Unable to Complete an Investigation
When the APS Specialist and supervisor have determined the investigation cannot be completed and determine further action may be needed to protect the involved adult, the APS Specialist shall e-mail a copy of the intake documents, log notes, and other case documents to APS Program Administrator and Prevention and Protection (PPS) Legal Division/designee. This would include cases where the APS Specialist has been unable to gain necessary cooperation and/or documentation to determine if abuse/neglect/exploitation has occurred. This does not include cases where there is an ongoing criminal investigation by law enforcement which has not resulted in a finding.

APS Program Administrator and PPS Legal Division/designee shall review the information and forward to the Abuse, Neglect, and Exploitation (ANE) Unit. This shall occur within ten (10) working days of reaching the decision the investigation cannot be completed upon review of information, ANE Unit may direct investigation of allegations by the appropriate law enforcement agency.

C. Request for Information from the ANE Unit in the Attorney General's Office

1. When the ANE Unit requests additional information on an APS investigation in which it appears a crime may have been committed and the PPS 10100, 10110, and 10120 have been sent to LE and the ANE Unit, the APS specialist will respond directly to the ANE Unit staff requesting the information.

2. When the ANE Unit requests information regarding a substantiated finding packet, the APS specialist shall provide the requested information to the APS supervisor and Assistant Regional Program Administrator. The Assistant Regional Program Administrator will review the information to ensure all requested information has been provided, and shall, within 10 working days of the request, forward the requested information to ANE unit staff making the request.

3. If the request is for a copy of the case record. The Assistant Regional Program Administrator shall ensure the contents of the KIPS file are up to date and complete. Upon completion of the case review. The APA shall email the PPS Deputy Director or APS Designee. who is responsible for coordinating all requests for information/records and serves as liaison to the ANE unit. PPS Administration staff shall prepare the file for electronic submission and notify the PPS APS Deputy Director when ready to send. The PPS APS Deputy Director shall review the documents and forward to ANE Unit staff.

APS Program Administrator and PPS Legal Division/designee shall review the information and forward to the Abuse, Neglect, and Exploitation (ANE) Unit. This shall occur within ten (10) working days of reaching the decision the investigation cannot be completed upon review of information, ANE Unit may direct investigation of allegations by the appropriate law enforcement agency.
C. Request for Information from the ANE Unit in the Attorney General’s Office

1. When the ANE Unit requests additional information on an APS investigation in which it appears a crime may have been committed and the PPS 10100, 10110, and 10120 have been sent to LE and the ANE Unit, the APS specialist will respond directly to the ANE Unit staff requesting the information.

2. When the ANE Unit requests information regarding a substantiated finding packet, the APS specialist shall provide the requested information to the APS supervisor and Assistant Regional Program Administrator. The Assistant Regional Program Administrator will review the information to ensure all requested information has been provided, and shall, within 10 working days of the request, forward the requested information to ANE unit staff making the request.

3. If the request is for a copy of the case record, a copy of the full record including intake documents, log notes in KIPS, photos, reports received from other sources, etc. shall be scanned to the APS Assistant Regional Program Administrator. The Assistant Regional Program Administrator shall forward the case information to the APS Program Administrator and the PPS Legal Division/designee who is responsible for coordinating all requests for information/records and serves as liaison to the ANE unit. The PPS Legal Division/designee shall review the documents and forward to ANE Unit staff.

10222 Investigations Involving Other States

A. If a report has been assigned for further assessment, per PPM 10115, and the involved adult is residing in or temporarily staying in another state, the assigned APS Specialist shall:
   1. Contact the Adult Protective Services agency and/or the appropriate law enforcement agency in the other state to request courtesy interviews with the involved adult who is residing or temporarily staying in that state.
   2. Consult with supervisor to determine if the APS Specialist shall conduct interview with the alleged perpetrator by phone or request other state to conduct the interview in person
   3. Request a written summary of the information obtained by the other state, and this shall be scanned into the KIPS record.

If the involved adult is receiving inpatient medical/psychiatric services in the other state, a nurse or social worker assigned to the adult can determine safety. The day the nurse or social worker determines safety shall be the date of initial face to face contact. The assigned APS Specialist will follow up with the involved adult upon their return to Kansas and will complete the other tasks associated with the investigation.

B. Completing the Investigation
   1. The assigned APS Specialist shall:
a. Complete all other tasks associated with investigation of the allegations within 30 working days.
b. Document in KIPS the date of initial face to face contact with the involved adult. If the involved adult resides in, or is temporarily staying in, another state, the date the assigned APS Specialist contacted the other state to request a courtesy interview shall be the date of initial face to face contact.

C. Other state unwilling to conduct the interview

If Adult Protective Services and/or law enforcement in the other state are not willing to conduct the interview with the involved adult, and the involved adult is now residing in the other state or the length of stay for that adult may exceed 30 working days, regional APS staff shall request closure after assignment and make an APS report to that state. The reason for the CAA request shall be the “Adult has left the state”.

If the plan is for the involved adult to return to Kansas within 20 working days, the investigation shall remain open and continue when the involved adult returns to Kansas.

**10224 Assessment of Involved Adult**

Within 30 working days of receiving a report, the APS Specialist shall complete a thorough investigation and assessment. The goal of the investigation and assessment is to determine the safety of the involved adult and to recommend services required to address any needs identified through the assessment.

If conducting the investigation within 30 working days would interfere with an ongoing criminal investigation, the time period for the investigation shall be extended, but the investigation and assessment shall be completed within 90 working days.

Assessment is an ongoing process. The assessment is based on the APS Specialist's observations, interviews with the alleged victim and the alleged perpetrator, and information obtained from collateral contacts.

A. Components of the assessment:

The following areas may be considered in the assessment for each alleged victim as part of the APS investigation. Examples include:
1. Environment:

Assess the daily living environment to make a judgment whether this contributes to the adult’s endangerment. This should include consideration as to whether:

b. The adult is mobile to the extent that he or she can exit the building
c. The living quarters are adequately heated or cooled
d. Toilet facilities are available and in working condition.
e. There is refrigeration and other adequate storage for food.
f. There is ready availability of a telephone to contact help.
g. There is no animal, rodent, or insect infestation.
h. Utilities are working.
i. There are no other endangering housing deficiencies.

The assessment of the physical environment should include identification of type and feasibility of needed improvements or changes to the adult’s environment, and whether the adult is isolated in his or her environment.

2. Functional Ability

There is a direct relationship between an adult’s risk of being abused, neglected, or exploited and his or her dependence on others for performance of activities of daily living (ADLs). An assessment of the adult’s ability to manage these daily living activities is one consideration in assessing his or her need for protective services. Examples include:

a. Bathing
b. Dressing
c. Toileting
d. Transferring
e. Eating
f. Using the telephone
g. Shopping for essential supplies
h. Preparing food
i. Performing housekeeping and laundry tasks
j. Travelling independently
k. Assuming responsibility for medication
l. Managing his/her own finances.

3. Physical/Health

The assessment of the adult’s physical health may be based on reports of illness, disabilities, and symptoms by the individual or by friends, relatives, or other contacts, or by the APS Specialist’s observation of apparent medical problems. Additional areas to consider when assessing physical health include:
a. Current medical condition, including any diagnosis or prognosis available, and any services being used.

b. Symptoms observed by the APS Specialist or reported by the adult or other observers that may not have been diagnosed or treated.

c. The number and types of medication(s) the adult is currently taking (prescription and non-prescription) and whether medication is being prescribed by multiple physicians.

d. Eating habits (nutrition and hydration).

e. Need for assistive devices (eyeglasses, hearing aids, dentures, and mobility aids to compensate for physical impairments, etc.)

4. Mental/psychosocial health

While an APS Specialist's assessment of an adult's psychological functioning cannot take the place of a formal clinical evaluation, it can suggest a psychiatric condition is present and is contributing to the adult's endangerment. This assessment can provide the APS Specialist with reason for recommending a more complete assessment by mental health professionals. Areas to consider when assessing psychosocial status include:

a. General appearance is appropriate and consistent with age, social, and economic status. This includes, but is not limited to, an evaluation of appropriateness of dress and personal hygiene

b. Perceived emotional or behavioral problem(s)

c. Orientation to person, place and time as well as memory and judgment capacity

d. Manifestations of emotional or behavioral problems (i.e., insomnia, nightmares, crying spells, depression, agitation, unusual fears, thoughts, perceptions, delusions, hallucinations, etc.)

e. Major life changes/crises in the past year (i.e., death of a significant person, loss of income, a move, an illness, divorce, institutional placement, etc.)

f. Ability to follow simple instructions

g. Ability to manage financial affairs

h. Appropriate responses to questions

i. Self-endangering behavior of the adult (i.e., suicidal behavior, refusal of medical treatment, gross self-neglect, wandering, aggressive acts that are likely to precipitate retaliation, etc.)

j. The APS Specialist’s evaluation regarding the adult's ability to make responsible, rational, and informed decisions as well as the ability to understand the probable consequences of his or her decisions.

B. Guidelines for determining capacity to consent
Mental illness, intellectual disability, physical illness, dementia, disability, alcoholism, substance abuse, and other conditions may be reasons why an adult is unable to make, communicate, or carry out responsible decisions concerning his or her well-being.

A review of the following abilities will help the APS Specialist differentiate between those who are and those who are not able to make, communicate, or carry out responsible decisions concerning his or her well-being.

1. Ability to communicate a choice

   Assess the adult’s ability to make and communicate a choice from the realistic choices available. Assess the adult’s ability to maintain the choice made until it can be implemented.

2. Ability to understand relevant information

   Assess the adult’s ability to understand information that is relevant to the choice that is to be made (i.e., without treatment gangrene will likely cause death).

3. Ability to compare risks and benefits of available options

   Assess the adult’s ability to compare risks and benefits of available options. This requires weighing risks and benefits of a single option and weighing more than one option at the same time. Can the adult give a logical explanation for the decision he or she reached in terms of risks and benefits?

4. Ability to comprehend and appreciate the situation

   Assess the adult’s ability to comprehend and appreciate the situation. An adult may be able to understand relevant information (i.e., without treatment gangrene will likely cause death) and yet be unable to appreciate his or her own situation (i.e., believes his or her own gangrenous foot will not cause his or her death or disregards medical opinion and denies the foot is gangrenous). An adult who comprehends and appreciates the situation will acknowledge illness when it is shown to be present and acknowledge the risks and benefits of available treatment options for him or herself.

C. Support System

To assess the adult's support system, the APS Specialist’s shall first identify those family, friends, neighbors, religious and other voluntary groups, and any formal supports
that comprise the adult’s social network. To assess the support of these persons or
groups, it may be helpful to answer the following questions:

1. Does the adult have family, friends, neighbors, and organizations available to assist him or her?
2. Are these persons and organizations able to provide effective and reliable assistance?
3. What is the frequency and quality of assistance available to the adult from informal and formal support systems?

D. Income and resources

Assess the adult’s knowledge of his income and resources and his ability to manage his financial affairs. Dementia, disorientation, and short-term memory loss leaves an individual vulnerable to financial exploitation by others or can lead to self-neglecting circumstances such as utility cut-offs or the inability to purchase needed medication. If the adult is unable to discuss his income and financial management ability, the APS Specialist should contact family members, supportive friends, substitute decision makers or financial institutions who have knowledge of an individual’s income and resources. Obtaining this information will not only address the issue of exploitation but also be useful for service planning and assistance with benefit program eligibility determinations.

10300 Case Findings

All case findings shall be staffed with the Supervisor/designee and a finding made within thirty (30) working days of the case assigned for further assessment.

A. Types of Findings

The standard of evidence applied to all case findings is clear and convincing. Clear and convincing evidence is defined as the evidence which shows the truth of the facts asserted is highly probable.

1. Unsubstantiated – The facts or circumstances do not provide clear and convincing evidence to meet the K.S.A. definition of abuse, neglect, exploitation, or fiduciary abuse.
2. Substantiated – The facts and circumstances provide clear and convincing evidence to conclude the alleged perpetrator's actions or inactions meet the K.S.A. definition of abuse, neglect, exploitation, or fiduciary abuse.

In the rare event where there is clear and convincing evidence that the abuse/neglect/exploitation did occur but the evidence to substantiate on the
perpetrator is not clear and convincing, a substantiated finding can be made without an identified perpetrator.

B. Law Enforcement Involvement

When law enforcement has directed APS to not interview the alleged perpetrator until the completion of the criminal investigation, the APS protection specialist shall contact the alleged perpetrator after receiving instructions from law enforcement for the APS investigation to move forward. The APS protection specialist shall follow procedures in 10213 for contacting the Alleged Perpetrator.

The report of a law enforcement investigation may be used to help make a finding.

C. Allowable late finding reason

If completing the case finding within thirty (30) working days interferes with an ongoing criminal investigation, the time period for the investigation shall be extended, but the investigation and evaluation shall be completed within ninety (90) working days from the date of assignment.

If a finding is made prior to the conclusion of the criminal investigation, the investigation and evaluation may be reopened and a new finding made based on any additional evidence provided as a result of the criminal investigation.

10315 Corrective Action Plans

A Corrective Action Plan (CAP) may be offered when the allegation is exploitation or fiduciary abuse, the finding is substantiated, and the name of the perpetrator would be added to the Adult Abuse Central Registry if a CAP were not implemented and completed. A CAP may be offered on a case by case basis, after consulting with the Adult Protective Services (APS) supervisor and other Regional staff as appropriate.

The incentive for an alleged perpetrator to complete the CAP is his/her name will not be placed on the APS Central Registry and the finding will be amended from substantiated to unsubstantiated.

Corrective Actions Plans are individualized plans which shall be written with input from the involved adult and the alleged perpetrator.

A CAP may only be used for the purpose of restoring money or property.

A. A Corrective Action Plan is not available to an alleged perpetrator who is:

1. Employed by a Community Developmental Disability Organizations (CDDO) or an affiliate; or
2. A paid Medicaid provider. This includes Home and Community Based Services waiver attendants, employees of community service providers (CSPs), and Residential Care Facility or Adult Family Home staff.

B. When determining whether to offer a CAP the APS Specialist may consider the following information:

1. If the alleged perpetrator is able to pay the money back;
2. If the exploitation or fiduciary abuse deprived the involved adult of needed goods and/or services;
3. If the alleged perpetrator acknowledges why his/her action was exploitative or abusive;
4. If there have been no prior instances on the part of the alleged perpetrator.

C. To initiate a CAP, the APS Specialist shall:

1. Determine what the needs are (for example, money or property to be restored).
2. Designate a timeframe for completion of the CAP. If the timeframe will exceed six (6) months, prior approval will be needed from the APS Program Administrator. Document approval in KIPS notes.
3. Complete the PPS 10250 (CAP) with the perpetrator.
4. Establish a schedule for the alleged perpetrator to provide documentation to the APS Specialist. It is the alleged perpetrator’s responsibility to provide documentation. Failure by the perpetrator to provide documentation may result in termination of the plan.
5. Scan a copy of the PPS 10250 into the notes section of the KIPS record and document all contacts, letters, and other documentation provided by the alleged perpetrator.
6. Have a parent or guardian sign the PPS 10250 if the perpetrator is under age 18 or if the involved adult has a guardian.
7. Provide a copy of the PPS 10250 to the Abuse Neglect and Exploitation Unit in the Attorney General’s Office and to law enforcement within 10 working days of the completing the PPS 10250.
8. Review the CAP every 30 days for compliance and document in KIPS notes.

D. Once the alleged perpetrator successfully completes the CAP, the APS Specialist shall:

1. Within 5 working days, complete the PPS 10315, Notice of Termination of Corrective Action advising the alleged perpetrator of the outcome of the CAP.
2. Amend the finding to unsubstantiated and his/her name will not be placed on the registry.
3. Provide a copy of the PPS 10315 to the Abuse Neglect and Exploitation Unit in the Attorney General’s office and law enforcement.
4. Scan a copy of the PPS 10315 into the notes section of the KIPS record.
E. If the Alleged Perpetrator fails to complete the CAP, the APS Specialist shall:
   1. Within five (5) working days of the decision to terminate the CAP, complete and send the PPS 10315, Notice of Termination of Corrective Action, to the perpetrator.
   2. Within 5 working days of the decision to terminate the CAP, send the PPS 10315 to the ANE Unit in the Attorney General’s office and the appropriate law enforcement agency.
   3. Scan a copy of the PPS 10315 into the KIPS record and document in KIPS.

F. If the perpetrator does not complete the CAP within the agreed upon time frame, they may still pay the remaining balance of the funds and/or property. This payment shall be made prior to the deadline to request a fair hearing to appeal the substantiated finding and placement of the name on the Adult Registry.

10320 Required Documentation for Case Findings

The social worker shall review all abuse, neglect, exploitation, and fiduciary abuse findings with the supervisor or designee. Once a finding is reviewed, the social worker shall complete all necessary documentation in the Kansas Intake/Investigation Protection System (KIPS) notes section within 5 working days.

A. Notes Section Documentation

   The necessary documentation shall include the following information:

   1. Finding reviewed with supervisor and documented as a Meeting/Case Conference note type

   2. Notice of Agency Decision note type including documentation of recipients of the notices.

B. Notice of Agency Decision

   The Notice of Agency Decision shall be sent to the alleged perpetrator on all findings, excluding self-neglect, within five (5) working days of making the finding. The Notice shall include a brief explanation of the allegation, basis for the finding, and the Prevention and Protection Services Policy and Procedure Manual (PPM) reference for the definition of substantiated or unsubstantiated. The PPS 10300 shall not be sent to the involved adult.
The involved adult or, if applicable, his/her guardian shall also be notified, including closure of a self-neglect investigation. The APS Specialist shall use professional judgment based on interaction with the involved adult and his/her understanding as to whether notification is made by personal visit, telephone, or letter. If notification is in written form, the PPS 10320A form letter shall be used for self-neglect assessments, and the PPS 10320B form letter shall be used for investigations of all other allegations.

If the guardian is the alleged perpetrator, the PPS 10320B shall not be sent to the guardian, as they receive notice of the agency decision by receiving the PPS 10300.

When there are allegations of self-neglect and one of the other allegation types, the involved adult shall be sent only the PPS 10320B.

The APS Specialist shall consult with the supervisor, and if necessary the Regional attorney, if there are concerns notification to the involved adult and/or alleged perpetrator might jeopardize the safety of the adult. If the involved adult lives with the alleged perpetrator and notifying the alleged perpetrator of the unsubstantiated finding may result in safety concerns an exception to sending the Notice of Agency Decision may be made. The decision not to send a Notice of Agency Decision shall be documented in KIPS. In all substantiated cases, the alleged perpetrator shall be notified.

C. Notification to Law Enforcement, County/District Attorney
   If the finding is substantiated, a copy of the PPS 10350 shall be forwarded to law enforcement within five (5) working days of the finding date and if appropriate, the county/district attorney’s office.

D. Notification to Economic and Employment Services (EES) Regarding APS Finding
   If the finding is the result of an EES referral for misappropriation of funds, provide the PPS 10300 to the EES worker who made the referral.

E. Memo Notifications to Community Based Facility Regarding APS Finding (PPS 10340)
   The Memo Notification to the community based facility regarding the APS finding shall be sent to the Chief Administrative Officer of the KDADS licensed community based facility in the following situations:
1. The abuse, neglect or exploitation (ANE) occurred in the facility (residential, day services, etc) or

2. The alleged perpetrator of abuse, neglect, or exploitation is an employee of the KDADS licensed community based facility and the facility is providing in-home services to the involved adult.

The PPS 10340 shall be sent within five (5) working days of the finding decision. The memo shall not include the name of the perpetrator.

See PPM 10110 (B)(1)(b) for examples of community based facilities licensed by KDADS.

F. Notification to Quality Management Specialists (QMS) Regarding APS Finding

The QMS shall be notified of the investigation outcome by sending the PPS 10100, 10110, and 10300 or 10320 A (as applicable) to the KDADS.CSSPRC@ks.gov mailbox for adults on a waiver or to the KDADS.MHPRCReports@ks.gov mailbox for adults receiving services from a Community Mental Health Center within five (5) working days of the finding date.

The QMS shall also be sent the Memo Notification to Community Based Facility Regarding APS Finding (PPS 10340) for all cases in which the PPS 10340 is sent to the Chief Administrative Officer of the KDADS licensed community based facility, per PPM 10320(E).

The subject line of the email shall contain specific information necessary to identify the type of report for KDADS:

1. Finding: Substantiated or Unsubstantiated

2. Waiver Type: FE, PD, IDD, TBI, etc. or name of Community Mental Health Facility

3. County where the facility is located: Two letter code
4. An example for the subject line of the e-mail shall read:

Unsubstantiated PD JO

Substantiated Pawnee Mental Health Center RL

If additional information is obtained during the investigation which was not fully described on the PPS 10100, PPS 10110 or PPS 10340 the social worker may provide a summary in the email notification.

G. Notification to the Abuse, Neglect, and Exploitation (ANE) Unit

The following shall be faxed or e-mailed to the ANE Unit of the Attorney General's office within (10) working days of the date of finding if the finding is substantiated:

1. A copy of the PPS 10300, Notice of Agency Decision, except self-neglect;

2. Notification to Law Enforcement: PPS 10120 and PPS 10350;

3. A summary of finding printed from KIPS Notes Section;

4. PPS 10100 and PPS 10110;

5. PPS 10370 Coversheet located in the forms section of the Manual. If there is a delay in making a finding, the reason for the delay shall be included on the cover sheet.

6. The ANE Unit prefers the documents be faxed, but if e-mailing, include in the subject line the wording “New Finding” and “encrypt”. E-mail documents to the following address: ane@ag.ks.gov

H. Reports to State Regulatory Authority from Adult Protective Services Regarding Finding of Abuse, Neglect, or Exploitation (PPS 10360)

The APS Specialist or designated staff shall, within five (5) working days of the conclusion of the appeal period, forward the substantiated finding involving providers of
services licensed, registered, or otherwise authorized to provide services in this state to the appropriate state authority, using the PPS 10360. K.S.A. 1433(4)(b).

I. Notification to PPS Administration of Substantiated Finding on Person who Works, Resides, or Volunteers in a child care facility (foster or group homes) regulated by DCF:

When a substantiated finding is made on an alleged perpetrator who works, resides, or volunteers in a child care facility regulated by DCF Licensing or KDHE, PPS Administration shall be notified of the substantiated finding. The steps are as follows:

1. The APS worker notifies the supervisor

2. The Supervisor informs the APA.

3. The APA will complete the PPS 10212 Critical Incident Form and send it, along with the copy of PPS 10100, 10110 and the 10300 to Assistant Regional Director, Regional Attorney APS Program Administrator, and the DCF Critical Incident mailbox by close of business on the next working day after finding made:

   In the subject line of the e-mail indicate this is a substantiated finding on a person who works, resides, or volunteers in a child care facility regulated by DCF Licensing or KDHE.

   Review of the substantiated finding and providing additional information shall follow PPS10212C-E.

10330 Request for a Fair Hearing

K.S.A. 75-3306 mandates Department for Children and Families (DCF) provide a fair hearing “to any person who is an applicant, client, inmate, other interested person or taxpayer who appeals from the decision or final action of any agent or employee”. The fair hearing will be conducted in accordance with the Administrative Procedure Act, K.S.A. 77-501, et seq.

DCF fair hearings are conducted by the Office of Administrative Hearings (OAH). The Director of OAH assigns an appeal case number and a Presiding Officer to each request for fair hearing received.
Printed Documentation

If an appeal has been filed, the name of the alleged perpetrator for whom a substantiated finding has been made shall not be placed onto the Adult Abuse/Neglect/Exploitation Registry until the final decision upholding the substantiated finding has been made.

The alleged perpetrator has 30 days from the date of the Notice of Agency Decision (PPS 10300) to request a fair hearing. By statute, an additional three (3) days is added to the time allowed to file the request if the Notice of Agency Decision was mailed to the alleged perpetrator.

A. Request for Fair Hearing

A request for fair hearing shall be in writing and shall be submitted to either DCF or the Office of Administrative Hearings (Per K.A.R. 30-7-68 Appeals, Fair Hearings, et al.).

Submitted to DCF means the request is received by any DCF employee at any DCF office.

If the request for a fair hearing is initiated on a perpetrator under the age 18, it must be signed by the parent or guardian.

B. When the written request for fair hearing is submitted to DCF:

1. Within one working day of receipt, the APS Specialist shall forward the request to:

   Office of Administrative Hearings
   1020 S. Kansas Avenue
   Topeka, KS 66612.

2. The APS Specialist shall review the KIPS record to determine if the request has been received within 30 days after the date the Notice of Agency Decision was provided to the alleged perpetrator in-person or 33 days if the Notice of Agency Decision was mailed.

3. APS Specialist shall promptly provide notice of a request for a fair hearing to DCF regional attorney and indicate if the request was or was not received within the time frames in B.2.

4. The request for a fair hearing shall be documented in KIPS and a copy of the request placed in KIPS.
10331 Agency Response to a Request for Fair Hearing

A. Department for Children and Families (DCF) Process for reviewing decision

Upon notification of a request for fair hearing, the agency shall review and reconsider its decision. The agency may amend or change its action or decision before or during the hearing.

1. Each Region shall designate a reviewer. The designated reviewer shall be a Regional Attorney or designee. The Regional Attorney or their designee shall provide a recommendation to the APS Specialist as to whether to uphold, modify, or reverse the action in question.

2. If the request for a fair hearing has been filed timely, the APS Specialist shall provide a copy of the request to the Regional Attorney or designee.

3. The Regional Attorney or their designee shall promptly notify the APS Specialist in writing of their recommendation.

4. The APS Specialist and supervisor, taking into consideration the recommendation of the Regional Attorney or their designee, shall review the investigation record, including the finding, to determine if facts warrant upholding, modifying or reversing the original finding.

B. If the agency decision is modified or reversed, the APS Specialist shall:

1. Send an amended Notice of Agency Decision, the PPS 10300, to
   a. the alleged perpetrator,
   b. law enforcement,
   c. ANE Unit of the Attorney General Office and
   d. Quality Management Specialist mailbox: KDADS.CSSPRC@ks.gov or KDADS.MHPRCReports@ks.gov.

2. Notify the involved adult and/or guardian /conservator (if applicable) of

3. If applicable, send an amended PPS 10340 to KDADS licensed agency/facility at which the abuse/neglect occurred and to the Quality Management Specialist mailbox: KDADS.CSSPRC@ks.gov.

4. Notify Regional Attorney or designee of the decision to modify or reverse original agency finding
5. Notify PPS Administration when there has been a reversal of a substantiated finding made on an alleged perpetrator who works, resides, or volunteers in a foster home regulated by DCF

Notification shall be made by e-mailing the amended PPS10300, the PPS 10100 and 10110 to the following:

Assistant Regional Director
Regional Attorney,
APS APA,
APS Supervisor,
APS Program Administrator, and
DCF Critical Incident mailbox

In the subject line of the e-mail indicate this is a reversal of substantiated finding on a person who works, resides, or volunteers in a foster home regulated by DCF.

6. Scan a copy of the amended PPS10300 and, if applicable, the PPS 10340 into the KIPS record.

C. Regional Attorney staff shall submit a written report to the hearing officer.

The appeal shall remain pending until the appellant submits a signed, written statement withdrawing the appellant's request for fair hearing. If the appellant fails to timely submit a signed, written statement withdrawing the request for fair hearing, the hearing officer may dismiss the request for fair hearing.

D. If the agency decision is upheld, and the request for fair hearing was filed timely, the APS specialist shall:

1. Prepare the appeal summary which has been ordered by the Administrative Hearing officer.

2. Mail or fax one copy of the appeal summary and attachments to the Presiding Officer and one copy of these documents to the appellant or their representative within fifteen (15) days of receipt of the fair hearing request. If the documents are more than 20 pages, they shall be mailed to the Presiding Officer.

3. Provide a copy of the appeal summary and attachments to the Regional Attorney.
4. Scan a copy of the appeal summary, into the notes section of the KIPS record.

10335 Pre Hearing and Fair Hearing

DCF fair hearings are governed by the Kansas Administrative Procedure Act, K.S.A. 77-501et seq. APS Specialists shall consult with their regional staff attorney concerning the specifics of hearing strategy and witness presentation.

The APS Specialist requests subpoenas from the Presiding Officer before the deadline established in the Prehearing Order. Normally subpoenas are not necessary for employees of DCF. DCF is responsible for serving subpoenas upon the witnesses and completing the Return of Service form.

The burden of proof is on DCF to support its finding and will present its case first. The appellant has the opportunity to present witnesses and evidence in support of his/her position. DCF may present witnesses in rebuttal to those called by the appellant.

A. Questionnaire

1. Once Office of Administrative Hearings (OAH) has received the appeal summary prepared by the APS Specialist, the assigned hearing officer will set the matter for pre-hearing and send a pre-hearing questionnaire to the APS Specialist.

2. The prehearing questionnaire form will be sent to DCF and the appellant with the notice to send the original to the Presiding Officer with a copy to the opposing party at least one (1) week prior to the date of the prehearing conference. The APS Specialist shall scan a copy of the completed questionnaire into the notes section of the KIPS record.
   a. If the perpetrator is not represented by an attorney:
      i. The APS Specialist may consult with a regional staff attorney to determine if the case will be handled by a regional staff attorney.
      ii. If a regional staff attorney will not handle the appeal, the APS Specialist will prepare the pre-hearing questionnaire. The APS Specialist may consult with agency attorneys regarding wording, etc. on the pre-hearing questionnaire.
      iii. The APS Specialist shall contact the key witnesses to determine their availability to be present at the hearing.
b. If the perpetrator is represented by an attorney:

   i. The APS Specialist notifies a regional staff attorney immediately and an agency attorney will represent the APS Specialist during the hearing process.

   ii. The APS Specialist will send the case file to the regional staff attorney handling the case who will prepare the pre-hearing questionnaire. The assigned attorney may schedule a meeting with the APS specialist to discuss the case prior to filing the pre-hearing questionnaire.

   iii. The assigned regional staff attorney shall contact the key witnesses to determine their availability to be present at the hearing.

B. Pre-Hearing

The primary purpose of the pre-hearing is to schedule the matter for hearing. If the perpetrator does not appear or contact the Administrative Hearing Officer, the matter can be dismissed at the pre-hearing. The prehearing conference may be conducted by phone.

The APS Specialist should have spoken with all potential witnesses ahead of time to determine possible scheduling conflicts.

At the pre-hearing, the hearing officer will set deadlines for exhibits to be exchanged, additional witnesses to be identified and the date, time and place of the hearing.

C. The Hearing

The Administrative Hearing Officer convenes the hearing on the date, time and place specified in the pre-hearing order. Both parties are given an opportunity to make opening and closing arguments. DCF has the burden of proof and presents the agency evidence through witnesses and exhibits. The perpetrator may cross-examine the agency witnesses. The perpetrator then presents their witnesses and the agency representative is permitted to cross examine. The agency may call rebuttal witnesses.

The hearing officer is required to issue a written decision within thirty (30) days from the date of the hearing. The hearing officer’s decision is called an initial order.

10340 Post Fair Hearing Appeals

A. Appeal of Initial Order to State Appeal Committee

The perpetrator or Department for Children and Families, may appeal the decision of the Administrative Hearing Officer to the State Appeals Committee (SAC).
K.A.R 30 – 7– 78 empowers the Secretary to appoint a State Appeals Committee comprised of three (3) impartial persons to review the initial orders entered by the Presiding Officers.

Either DCF or the appellant may petition the State Appeals Committee. The petition for review by the SAC shall be filed within 15 days plus the additional 3 days, if the decision of the hearing officer was mailed. If the filing deadline falls on a weekend, the time to file is extended to the first working day following the weekend. The party appealing bears the cost of having a transcript prepared of the hearing. If an alleged perpetrator appeals to State Appeals Committee and the hearing was handled by the APS Specialist at the original hearing, a regional staff attorney shall be notified immediately to represent the agency.

The decision of the State Appeals Committee constitutes a final order of the agency and may not be appealed by DCF. See PPM 10345 for actions after final order.

B. Appeal of State Appeals Committee Decision to District Court

The alleged perpetrator has 30 days from the date the SAC decision is mailed to them to request a review of the decision by the District Court. By statute, an additional three (3) days for mail delivery time shall be added to the time allowed to file the request.

Only the alleged perpetrator may appeal to District Court. The appeal is docketed in the District Court and the assigned judge will handle the scheduling and briefing of the case.

A decision of the District Court is final after 33 days have passed from the date the decision was mailed to the alleged perpetrator and neither DCF nor the alleged perpetrator has filed an appeal of the decision to the Kansas Court Appeals. See PPM 10345 for actions after final order.

C. Appeal of District Court of Kansas Decision to Kansas Court of Appeals

Either party, DCF or alleged perpetrator, can appeal the District Court decision to the Kansas Court of Appeals. The appeal must be filed within 33 days from the date the District Court decision was mailed to alleged perpetrator and DCF.

The appeal is docketed in the Clerk of the Appellate Court and the assigned Court of Appeals panel will handle the scheduling and briefing of the case.

A decision of the Kansas Court of Appeals is final after 33 days have passed from the date the decision was mailed to alleged perpetrator and DCF and neither party has filed
an appeal of the decision to the Kansas Supreme Court. See PPM 10345 for actions after final order.

D. Appeal from Kansas Court of Appeals to Kansas Supreme Court

Either party can appeal the Kansas Court of Appeals decision to the Kansas Supreme Court. The appeal shall be filed within 33 days from the date the decision of the Kansas Court of Appeals was mailed to alleged perpetrator and other parties. The Kansas Supreme Court will issue a written decision. See PPM 10345 for actions after final order.

10345 Actions Following Final Decision

A decision is final when the time for further appeal has expired or the ruling at the highest level of appeal has been rendered.

1. When the final decision is to reverse the substantiated finding, the APS Specialist shall follow procedure outlined in PPM 10331 (B):

2. When substantiated finding decision is affirmed, the APS Specialist shall:

   a. If applicable, send the PPS 10360 to state regulatory agency through which perpetrator is licensed/registered, if the perpetrator is a licensed, registered, or otherwise authorized service provider in this state.

   b. Document and scan a copy of the final ruling in KIPS.

10400 Accessing Information from the Central Registry

The Secretary of Department for Children and Families (DCF) maintains a registry of substantiated perpetrators of abuse, neglect, exploitation or fiduciary abuse. Substantiated perpetrators on the registry may be prohibited from working or volunteering with children and/or vulnerable adults. Names of substantiated perpetrators cannot be placed on the Adult Protective Services (APS) Central Registry until due process is exhausted.

A. Accessing Information for the Central Registry of Substantiated Perpetrators

The names of individuals listed in the registry are those with a substantiated finding since July 1, 1997.
1. An agency identified in K.S.A. 65-6205 (Community Developmental Disability Organizations, Community Mental Health Center, and Independent Living Centers) which provides services to adults age 18 or above may submit a request for information using PPS 10400. For these agencies the request does not require a signature from the individual for which the inquiry is made.

2. Agencies not identified in K.S.A. 65-6205 may conduct background checks on potential employees using form PPS 10400. This form shall be signed by the person on whom the check is being completed.

3. The Registry is available to any individual who wishes to know if his/her name is on the registry. Individuals may submit a signed PPS 10400 form to learn if their name is on the Adult Abuse Central Registry.

APS Specialist may verify a record for business reasons. The designated staff in the region responsible for placing names on the registry may verify a name per APS Specialist request.

10410 Requests for Expungement

A substantiated perpetrator may apply in writing to the Secretary of the Department for Children and Families (DCF) to have his/her name expunged from the registry when the following conditions are met:

1. Three years have elapsed since the perpetrator’s name was entered on the registry, and
2. There has been a change of circumstances or identification of new information, and
3. Twelve months have passed since the last request for expungement has been submitted

The initial request for an expungement hearing shall be made by the perpetrator and sent to the Adult Protective Services (APS) Program Administrator. The APS Program Administrator shall send a questionnaire to the perpetrator to be completed and returned to the APS Program Administrator. When a request is received and three (3) years has not passed, a letter will be sent to the perpetrator indicating they are not yet eligible to request expungement.

If 1-3 above conditions are met, a regional recommendation form will be sent to the APS Regional Assistant Program Administrator to provide input regarding the applicant’s request for expungement. All documentation provided will be reviewed by a panel and a hearing held that includes the perpetrator, Regional Office, and PPS
Administration Office representatives. A recommendation shall be given to the Secretary regarding the request.

The final decision whether to approve or deny the expungement request is at the discretion of the Secretary. Written notification of the decision shall be sent to the individual requesting expungement.

There is a right to appeal the Secretary’s or Director of Institution’s decision pursuant to K.S.A. 77-601 et seq.

10411 Retention of Records

Effective January 1, 2019, all cases accepted for investigation shall be retained indefinitely. Prior to January 1, 2019, unsubstantiated/unconfirmed cases and guardian/conservator cases were destroyed after six years.

Records are retained or destroyed using the following criteria:

A. Hardcopy files prior to KIPS

   1. Retain reports not assigned for further assessment for two (2) years.

   2. Retain indefinitely, all cases accepted for investigation. Guardian/conservator cases shall also be retained indefinitely. On cases involving self-neglect allegations only, substantiated/confirmed cases may be destroyed after six years if the adult is deceased.

   3. In situations where there is a question as to whether or not a case should be retained beyond the required timeframe, the supervisor may consult the Regional attorney.

B. KIPS Records

   All records in the Kansas Intake/Investigation Protection System (KIPS) shall remain indefinitely.

10500 Providing Services
Assessments for protection needs are ongoing throughout the life of the case. The APS Specialist shall discuss with the involved adult and others, as appropriate, what services, if any, should be offered. The APS Specialist will make referrals for services and document in KIPS notes section.

The APS Specialist shall obtain a release of information (PPS 10210) from the involved adult or the legally responsible party for referral to community services.

When an involved adult is in need of protective services and the APS Specialist has reason to believe the involved adult lacks the capacity to consent, the APS Specialist shall assess whether a petition for appointment of a guardian/conservator shall be filed on behalf of the involved adult. If appropriate, the APS Specialist shall begin the process to secure a guardian/conservator (See PPM Section10600 Guardian/Conservator).

A. Continuum of Interventions
Assessment shall determine appropriate service delivery. The APS Specialist shall consider least restrictive options first. If it is unclear what level of assistance the involved adult may need, the APS Specialist may complete the PPS 10610, Decision Making and Functional Assessment: Criteria for Legal Impairment: A Multi-Disciplinary Tool.

The following is a continuum of interventions in order of least restrictive, informal support to most restrictive, full guardianship:

1. Informal community intervention including family, friends, financial assistance such as bill paying, etc. from banks or other;

2. Formal community intervention including but not limited to Home and Community Based Services, Home Health Care or power of attorney if the adult has capacity and there is an appropriate option for health care decisions;

3. Social Security Payee;

4. Voluntary conservatorship;

5. Temporary Guardianship and/or Temporary Conservatorship;

6. Full Guardianship and/or Conservatorship with a plan;

7. Full Guardianship and/or Conservatorship;

8. Full Guardianship and Conservatorship with placement in a treatment facility or nursing facility.
B. Provision of Necessary Protective Services

When needs are identified, services are accepted by the involved adult, and the services cannot be completed prior to the end of the 30 working day investigation period, the APS Specialist shall:

1. Staff with supervisor and document in KIPS notes section, the initiation of service planning;

2. Develop a service plan with the involved adult by the end of the thirty (30) working day investigation period using the APS Service Plan, PPS 10500. If services can be completed during the 30 working day investigation period, a PPS 10500 is not required.

   a. The involved adult may identify family members to assist with tasks.

   b. The APS Specialist may identify appropriate individuals to work with the involved adult, with the consent of the involved adult.

   The service plan shall be signed by the involved adult. If the adult is unable or unwilling to sign due to apparent lack of capacity, the APS Specialist shall document reason in the PPS 10500. If the adult has a guardian, the guardian must consent and sign the service plan on behalf of the incapacitated adult.

   Adult Protective Service Plan (PPS 10500) shall be completed in the Documentation section of KIPS. The signed service plan shall be scanned and attached in KIPS.

   The Service Plan shall be written for no more than 180 calendar days and reviewed with the supervisor every sixty (60) days or sooner if there is a change in the involved adult's situation, to determine if continued services are needed. Documentation of the review shall be in the KIPS record note section. The decision to continue provision of services shall comply with the consent provision of K.S.A. 39-1440.

3. Assist in coordination of service delivery with other DCF staff and/or community agencies including Area Agencies on Aging, Independent Living Centers, Kansas Guardianship program etc.

   When a referral is made for Guardian/Conservator, the service case shall remain open while G/C is pursued.
Once the involved adult is no longer in need of protective services, the outcomes identified on the service plan are accomplished, or the adult withdraws consent for services the service plan shall be closed. Document the reason for closure in the KIPS record note section.

10511 Emergency Admissions to Nursing Facilities

Nursing facilities (NF) are not obligated to admit an adult. If the adult does not have a Guardian/Conservator in place, s/he must be willing to go to a nursing facility. The purpose of the Emergency Adult Protective Services (APS) Admission to Nursing Facility (PPS 10510) is to assist the nursing facility when admission is occurring without a current Client Assessment, Referral and Evaluation (CARE) assessment in place.

When an adult is in need of emergency admission to a nursing facility and no CARE assessment has been completed by staff of the appropriate Area Agency on Aging (AAA), the APS Specialist may do an emergency admission using the following procedure:

A. Obtain medical consultation, if appropriate.

B. Contact AAA to request and schedule emergency CARE assessment. Provide information regarding the involved adult's condition, if known. Assist with NF admission as needed.

C. Contact the NF to inquire if they will admit the involved adult. If no CARE Assessor is available, inform the NF there is no AAA CARE assessor available. Provide information to the NF regarding the condition of the adult and the reason for the emergency admission request.

D. If the NF agrees to the admission, make arrangements for the admission. If there are others (guardian, family, caretaker, etc.) appropriate and willing to assist with the admission arrangements, involve them.

E. Complete the PPS 10510, and scan a copy into the Notes section of the KIPS record.

F. It is the responsibility of the Nursing Facility to distribute the remainder of the copies, to notify the local AAA of the admission, and to obtain a CARE Assessment for the adult on the next working day.

10512 Adult Emergency Services and Support Funds

The Department for Children and Families (DCF) may provide emergency services to adults who are the subject of an Adult Protective Services (APS) investigation at any point during an investigation.
Medically necessary expenses paid by APS Emergency Support Funds may be allowable against spend down for Medicaid.

A. Emergency Services may be provided when the following conditions are met:

1. Individual must be 18 years of age or older and not in the custody of DCF.
2. Individual resides in the community.
3. There is an open Adult Protective Service investigation.
4. There are no other existing resources to provide the services on an emergency basis.
5. The individual does not have resources, including family and friends readily available.

B. Uniform Expenditure Categories and examples within:

1. Rent: For one-time deposits, rent payment, and emergency temporary lodging (i.e., motel room).
2. Furniture
3. House Repairs
4. Household Items
5. House Cleaning
6. Moving Expenses
7. Bank Records: Fees related to retrieving bank records; costs for copies.
8. Utilities
9. Clothing
10. Food: Includes liquid nutritional supplemental such as Ensure.
11. Transportation (Excluding Car Repairs & Fuel)
12. Car Repairs
13. Fuel for Transportation
14. Medical Care: Includes mental health services.
15. Medications/Prescriptions: Includes over the counter medications.
17. Dental: Includes exams, dentures, repairs.
18. Eye/Vision Care: Includes exams, glasses.

10600 Guardian, Conservatorship, and the Kansas Guardianship Program

During the course of an APS investigation, if the involved adult is in need of protective services and lacks capacity to consent, statute K.S.A. 39-1437 allows for the Secretary of Department for Children and Families (DCF) to make determination to pursue a petition with the district court to appoint the involved adult with a guardian and/or
conservator. Depending on the needs of the involved adult, several options for guardian and/or conservatorship are available.

A. Types of Guardianships and Conservatorships

1. Voluntary Conservator – An adult may petition the court to have a voluntary conservator appointed to make financial decisions for him or her.

   a. To sign a petition the proposed conservatee must have the capacity of knowing what s/he is signing.

   b. The proposed conservatee must sign a petition which is filed with the Probate Court.

   c. The conservatee may request the court revoke the conservatorship at any time.

B. Temporary Guardian and/or Conservator – A temporary guardian/conservator may be filed at the same time or after the petition for guardian/conservator. An ex parte hearing is held and at that time a temporary guardian/conservator may be appointed pending the regular hearing. A temporary placement order can be made at the temporary guardianship hearing.

   1. Temporary Guardian – A temporary guardian can be appointed when there is an imminent threat to the health or safety of an alleged impaired adult. A petition for temporary guardianship may be necessary if during the pendency of a proceeding, it appears there is imminent danger, that the physical health or safety of the proposed ward will be seriously impaired unless immediate action is taken. The proposed ward, or any adult interested in the welfare of the proposed ward, may petition the court in which the proceeding is pending for the emergency appointment of a guardian.

   2. Temporary Conservator – A temporary conservator can be appointed when there is an imminent threat to the financial resources of a person may be depleted unless immediate action is taken.

C. Involuntary Guardian and/or Conservator – Any person may file in the district court in the county of the residence or presence of the proposed ward/conservatee, a verified petition for appointment of a guardian and/or conservator. The following may occur:
1. After the petition is filed, the court will then issue mandatory preliminary orders which will order the time and place of hearing on the petition, no earlier than seven (7) days or later than fourteen (14) days after the filing of the petition.

2. This order appoints an attorney for the proposed ward and/or conservatee and demands a mental evaluation of the proposed ward and/or conservatee be conducted by a psychiatrist, psychologist (PhD), or physician.

3. The law also allows the court to make whatever discretionary orders it deems appropriate. This could include an order for an investigation or home visit by DCF.

4. The court will also require notice be sent to all persons having involvement with the petition.

The Kansas Guardianship Program (KGP) is a partnership of the state of Kansas and trained citizen volunteers charged with assisting adults who have been legally determined to be unable to manage for themselves.

10610 Eligibility for the Kansas Guardianship Program

Adult Protective Services may be involved in the process for filing of a guardianship and/or conservatorship. Eligibility is based on Prevention and Protection Services involvement.

A. APS may be involved with a guardianship/conservator case if one of the following criteria below is met:

1. An open investigation of abuse, neglect, exploitation or fiduciary abuse; or

2. An open APS service plan; or,

3. A youth in DCF custody in need of a guardian/conservator. Refer to PPM Section 10630.

B. To be eligible for the Kansas Guardianship Program (KGP) the potential ward or conservatee shall:

1. Be an adult; and

2. Have no appropriate, willing or able family or other individual available to assist the adult; and
3. Be Medicaid eligible or have income of no more than 150% of poverty guidelines or have resources which do not exceed $30,000.00.

10620 Referral to Kansas Guardianship Program (KGP)

Once eligibility has been established for KGP services and the case has been reviewed with the APS supervisor and Regional attorney, the APS Specialist shall complete the APS portion of the PPS 10600 Guardianship Referral/Notification and send to KGP.

When the KGP returns the PPS 10600 to the APS Specialist, a copy shall be forwarded to the Regional attorney for the petition to be filed.

The APS Specialist may assist KGP recruiters in locating volunteers for its program. Information regarding the prospective volunteer shall be sent to KGP, prior to completing the petition. Information shall include the name, address, and telephone number of the prospective volunteer.

The APS Specialist shall continue to assess and provide necessary services during the time in which the adult is waiting for a guardian/conservator to be appointed. The APS Specialist shall complete the PPS 10500 to provide services.

When KGP has made a formal match they send the completed PPS 10600 with the information about the proposed guardian/conservator to the APS Specialist. The APS Specialist forwards a copy to the Regional attorney for filing the petition.

If the need is urgent and the volunteer is available before KGP can make a formal match, the APS Specialist shall consult with the supervisor and Regional attorney about referring for petition. If the referral is made using the proposed volunteer, the APS Specialist shall follow up with KGP after the petition to make sure the match is completed and provide necessary services during the time in which the adult is waiting for a guardian to be appointed. The APS Specialist shall complete the PPS 10500 to provide services.

10622 Bonding of Conservators
The Secretary of Department for Children and Families (DCF) is appointed by the court to act as surety on the bond of any conservator providing advocacy services to a conservatee under contract with the Kansas Guardianship Program (KGP). This means:

A. KGP volunteers do not have to provide a surety bond, either paid by themselves or the conservatee.

B. The DCF bond should be large enough to deal adequately with the estate (the law says 125% of the liquid assets of the estate) but not over the amount required by law K.S.A. 59-3014(d).

C. Total resources must be included.

D. It may be necessary to write two bonds; one at the time of the hearing when resources may not be known, and one after the inventory has been filed thirty (30) days following the hearing. In some cases, there may be substantial funds in the estate.

E. The DCF surety bond cannot be used unless DCF is the petitioner.

F. The court may waive a bond if there is no property in the estate. However, it is important that there be at least a minimum bond in KGP cases.

In situations where the conservator is a non-KGP volunteer, the court will sometimes allow bonds solely upon the signature of the conservator. This happens when family members are appointed to serve as conservator for a very small estate. In that instance, the individual may sign a signature bond of certain amount.

10630 Guardianship and/or Conservatorship Services for Youth in DCF Custody

The Child Welfare Case Management Provider (CWCMP) shall attempt to identify an appropriate resource for the older youth in Department for Children and Families (DCF) custody who will be aging out of custody and require a guardian and/or conservator in adulthood. If an appropriate resource is identified, the CWCMP staff shall pursue the adult guardian and/or conservatorship.

If the CWCMP has not been able to identify a resource, the CWCMP shall consult with DCF Adult Protective Service (APS) staff in the Region where the child was referred to the Child Welfare Case Management Provider, to determine the appropriateness of DCF making a referral to the Kansas Guardianship Program (KGP) for the appointment of a guardian and/or conservator.
See Section PPM 3240 for additional information.

A. Initial process for referral to APS for KGP guardian and/or conservatorship

1. Prior to the youth turning 18 years of age, the Child Welfare Case Management Provider (CWCMP) shall complete and forward the PPS 10600B and the PPS 10610, Decision-Making and Functional Assessment: Criteria for Legal Impairment to the appropriate DCF Regional APS Assistant Program Administrator (APA).

The referral packet shall also include:
   a. A copy of the Child in Need of Care (CINC) Journal entry & CINC court case number.
   b. A copy of the youth’s transition plan, PPS 3059.
   c. If applicable, any psychological evaluations that have been completed.
   d. Names and contact information for parents, adult siblings, and other relatives who are required to be notified of the guardian and/or conservatorship hearing. This information is required for cases in which parental rights of the youth have not been voluntarily relinquished or terminated by a court.
   e. A copy of the youth’s current driver’s license or KS ID card.

1. In consultation with the regional staff attorney APS shall determine the county in which the guardian/conservatorship appointment will occur. If the county of residence is in another Region and it is determined that the guardian/conservatorship appointment will occur in that county, the APS Assistant Program Administrator (APA) shall forward the referral to the APS APA in the appropriate Region.

2. The APS APA shall forward the referral to the APS Supervisor.

3. The APS Supervisor shall review the referral packet and if appropriate/complete, assign an APS Specialist to continue the process for obtaining a guardian and/or conservator. The APS supervisor shall notify the CWCMP regarding the approval for a referral or the need for further information.

4. If the APS Supervisor is not in agreement with the CWCMP recommendation to pursue guardianship, the APS Supervisor shall assist the CWCMP in locating resources and the CWCMP shall continue with transition planning for the youth.
B. Referral process for Kansas Guardianship Program (KGP)

1. The CWCMP shall complete the referral packet (see PPS 10630 A.) when an eligible youth turns 17 years old and forward it to the APS APA. A Guardian/Conservator (G/C) may not be petitioned for prior to the youth turning 18.

2. The APS Specialist shall review the referral packet to ensure necessary information has been included and review with their supervisor.

3. The APS Specialist shall forward the referral packet to KGP.

4. If the CWCMP identifies an individual in the youth’s life willing and appropriate to serve as the guardian that information may be provided to the supervisor/designee for KGP to follow up with them. If an individual has not been previously identified, the KGP recruiter will begin looking for a volunteer to serve as G/C.

5. The CWCMP shall schedule an appointment for an examination and evaluation to be completed through a general hospital, psychiatric hospital, community mental health center (CMHC), community developmental disability organization (CDDO), or by a private physician, psychiatrist, psychologist or other professional appointed by the court who is qualified to evaluate the proposed ward’s or proposed conservatee’s alleged impairment (K.S.A. 59-3064).

6. Once a volunteer match has been made, the APS Specialist shall forward the referral packet along with any supporting documentation including the Report of Examination and Evaluation to the DCF regional staff attorney.

7. The APS Specialist shall attend case planning conferences to plan for the youth’s transition from foster care. If the youth will be residing in a different DCF region upon release from the Secretary’s custody the receiving region shall participate in the transition planning.

8. After the transition case planning conference is held within 90 days prior to the youth turning 18, the APS Specialist shall forward the referral packet along with any supporting documentation including the Report of Examination and Evaluation to the DCF Regional staff attorney to initiate and complete the probate G/C process.
C. Process after a guardian has been appointed

1. When services and funding are in place, the CWCMP shall ask for release of DCF custody.

2. The Child Welfare case shall be closed and a Guardian/Conservator case shall be opened by the Regional attorney.

**10640 Procedures Following Appointment of Guardian and/or Conservator**

A. Process after Court Appointment

When the court appoints a guardian and/or conservator on behalf of a Kansas Guardianship Program (KGP) eligible recipient, the APS Specialist shall:

1. Obtain two (2) copies of Letters of Guardianship/Conservatorship from the court where the appointment was made.

2. Provide a copy of the Letters of Guardianship/Conservatorship to regional attorney/legal staff who shall scan one (1) copy of the Letters of Guardianship/Conservatorship to KGP.

3. Scan one (1) copy of the Letters of Guardianship/Conservatorship into the notes section of the KIPS record.

4. Review the PPS 10500 Service Plan for any unmet needs. If there are no unmet needs, the APS Specialist may close the service plan.

5. Close the APS guardianship case.

B. Ward Moves to another DCF region

If the APS Specialist receives notification an existing KGP ward/conservatee moves to another DCF region, notify the regional attorney to discuss appropriateness of the need for change in venue.

C. Process if Court Rejects Request for Guardian

If the court does not grant the petition for guardianship, the APS Specialist shall:

1. Notify KGP of the court’s decision.
2. Re-assess the social service plan (PPS 10500) to determine any unmet needs still exist for the adult. See PPM 10500.

3. Provide referrals for other services, and assistance as needed and appropriate, or close the service case.

10650 Request for Successor and Termination of Guardian and/or Conservator

A. Request for Successor

A request for a successor guardian and/or conservator may be received on an established guardian/conservator (G/C) case. If a request for a successor is received for a guardianship case with a Kansas Guardianship Program (KGP) volunteer, the APS Specialist shall complete the APS portion of the PPS 10600, indicating a successor is being requested, and send the PPS 10600 to KGP.

B. Restoration to Capacity

The ward/conservatee may petition the court at six (6) months following the appointment of their guardianship and every six (6) months thereafter for restoration of capacity. A petition of the court shall be completed by the ward/conservatee or his or her representative. Such hearings should be encouraged if information from a physician or other knowledgeable individual indicates an improvement in the ward/conservatee’s condition or it is determined she/he was not legally disabled at adjudication.

If the court restores capacity to the ward/conservatee, the APS Specialist shall document the change in the Guardianship note type in KIPS and notify a DCF regional attorney.

C. Termination of Guardian and/or Conservator

The guardian/conservator may petition to resign at any time. The resignation shall not take effect until a final accounting has been filed with and approved by the court. If the accounting is approved the court will issue an Order of Discharge.

The guardian/conservator cannot be discharged until:

1. A successor is appointed; or

2. The ward/conservatee is restored to capacity.

If the APS Specialist receives notice of the death of the ward/conservatee, notify the DCF Regional attorney and document the change in the Guardianship note type in KIPS.
DCF works in cooperation with the Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office, Kansas Department of Health and Environment (KDHE), and Kansas Department for Aging and Disability Services (KDADS) staff to investigate and prosecute complaints of abuse, neglect and financial exploitation of persons in programs and residential care facilities receiving Medicaid and other federal healthcare funds.

A. The APS Specialist shall determine if the allegation of abuse, neglect, exploitation or fiduciary abuse involves:

1. Persons in programs or residential care facilities receiving federal healthcare funds; or
2. The alleged perpetrator is either a provider or an employee of a provider receiving federal healthcare funds; or
3. The setting where the abuse occurred was that of a federally funded healthcare provider.

B. If the allegation involves any one of the three listed above, the APS Specialist shall, in consultation with the Regional attorney:

1. Contact the Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office at 120 SW 10th, Second Fl., Topeka, KS 66612 or call 785.368.6220. The Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office may contact local law enforcement and coordinate assistance with the investigation.

2. Provide a copy of the PPS 10100 and 10110 to the Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office.

3. Provide the Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office with copies of all reports required to be filed with the Department of Health and Human Services with respect to its activities under the Department's regulations, and referrals to the Department of Health and Human Services.

4. Make available to the Medicaid Fraud and Abuse Division of the Kansas Attorney General's Office, upon request, all substantiated findings of adult abuse, neglect, exploitation and fiduciary abuse made to DCF. The substantiated findings include, but are not limited to those made pursuant to
K.S.A. 39 – 1401 et seq. DCF shall also provide to the Medicaid Fraud and Abuse Division of the Kansas Attorney General’s Office upon request, all assessments prepared by DCF pursuant to K.S.A 39 – 1433(a) (4).

5. Provide a copy to the Medicaid Fraud and Abuse Division of the Kansas Attorney General’s Office of all reports submitted to law enforcement from APS regarding alleged criminal activity.

10900 Payment Process for Emergency Services and Support Funds

A. Payment Process

When it is determined the involved adult is in need of emergency services and support funds, the APS Specialist shall:

1. Document in the Kansas Intake/Investigation Protection System (KIPS) record notes section the involved adult does not have funds available for needed services and no other existing resources are available to the adult.
2. Consult with APS supervisor for approval to utilize emergency services and support funds.
3. Complete the PPS 2833

All approvals shall be documented in the KIPS notes section.

B. Accounting Codes

Complete necessary paperwork. See the Handbook for Client Purchases for guidance. The Program code for APS service requests is 27351 (Speedchart ISD27351). The appropriate expenditure classifications (INF45 code) can be found on the instructions for the PPS 2833 Client Purchase Agreement form.
# PPS PPM Appendices

## Appendices and Miscellaneous Forms

[http://www.dcf.ks.gov/services/PPS/Pages/PPSFormsandAppendices.aspx](http://www.dcf.ks.gov/services/PPS/Pages/PPSFormsandAppendices.aspx)

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM-3465</td>
<td>12/2011</td>
<td>Invoice and Timesheet Purchase of Service</td>
<td>xls</td>
<td></td>
</tr>
<tr>
<td>Appendix 0A</td>
<td></td>
<td>Expanded History Check Letter</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 1A</td>
<td>10/2018</td>
<td>Physical Abuse, Sexual Abuse, Physical Neglect, Medical Neglect, Abandonment, Lack of Supervision, Child in Need of Care, Non Abuse/Neglect</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 1B</td>
<td>10/2012</td>
<td>Factors to Consider Before Leaving a Child at Home Alone</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 1C</td>
<td>10/2012</td>
<td>Child Abuse and Neglect-Protective Services Alert Report</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 1D</td>
<td>10/2018</td>
<td>Intake Interview Questions Guide</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 1J</td>
<td>10/2012</td>
<td>Disability/Special Needs Table</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2A</td>
<td>07/2016</td>
<td>Kansas Statute Annotated- Sexual Abuse Definitions</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2B</td>
<td>10/2018</td>
<td>Supervisor Consultation Guide</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2C</td>
<td>01/2016</td>
<td>SIDS Prevention Points</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2D</td>
<td>10/2012</td>
<td>Infant-Toddler Services- Letter to Parents</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2E</td>
<td>07/2016</td>
<td>DCF Case Finding History</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2F</td>
<td>07/2013</td>
<td>Six Areas of Family Life for Assessment</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2G</td>
<td>07/2016</td>
<td>KIDS Upload Instructions</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2H</td>
<td>01/2017</td>
<td>Safety Assessment</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2I</td>
<td>01/2017</td>
<td>Interview Guide for Runaway and Truant Children</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2J</td>
<td>01/2017</td>
<td>Caregiver Protective Capacity Factors</td>
<td>doc  pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 2K</td>
<td>07/2018</td>
<td>Child Welfare Philosophy of Care</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td>Date</td>
<td>Title</td>
<td>Format</td>
<td>PDF Format</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>2L</td>
<td>07/2017</td>
<td>Factors to Guide the Plan of Safe Care</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3A</td>
<td>01/2018</td>
<td>Fatherhood Involvement Guide</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3B</td>
<td></td>
<td>Basic Genogram Symbols</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3C</td>
<td></td>
<td>Ecomap Symbols</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>3D</td>
<td>07/2013</td>
<td>Medical List</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3E</td>
<td></td>
<td>Time Line Example</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3F</td>
<td>10/2012</td>
<td>Early Reunification Prognosis Indicators</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3G</td>
<td>01/2018</td>
<td>Foster Parent Report to the Court</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3H</td>
<td>07/2012</td>
<td>Case Plan Documentation Checklist</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3I</td>
<td>10/2012</td>
<td>Child Welfare Mental Retardation/Developmental Disability Screen Tool</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3K</td>
<td>07/2015</td>
<td>Request for Initial Mental Health Assessment/Transfer of Services</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>3L</td>
<td>10/2012</td>
<td>Social Emotional Screening Tool</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3N</td>
<td>01/2018</td>
<td>Family Finding Search Websites</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3O</td>
<td>10/2012</td>
<td>Permanency Flow Chart</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3Q</td>
<td>10/2012</td>
<td>Case Review Timeline</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3R</td>
<td>01/2016</td>
<td>Change of Venue</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>3S</td>
<td>04/2018</td>
<td>Permanency Staffing Guide</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5B</td>
<td>10/2012</td>
<td>Family Preservation Transfer Case-Initial Transfer</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5D</td>
<td>04/2018</td>
<td>Supervisor Consultation Guide</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5E</td>
<td>01/2013</td>
<td>Consular Notification and Access Fact Sheet</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5F</td>
<td>10/2012</td>
<td>Requesting SS Card</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5G</td>
<td>07/2013</td>
<td>Notification to Parent Considering Relinquishment</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5H</td>
<td>01/2017</td>
<td>Consent for Release of Information</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5I</td>
<td>07/2017</td>
<td>Guide for Sibling Split Request</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5J</td>
<td>01/2019</td>
<td>Relinquishment of Minor Child to Agency</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5K</td>
<td>10/2012</td>
<td>OPPLA CA</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5L</td>
<td>10/2012</td>
<td>Custodianship CA</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5M</td>
<td>01/2014</td>
<td>Referral to DCF for Continued Services</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5O</td>
<td>10/2012</td>
<td>Kansas Administrative Regulations</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5P</td>
<td>08/2017</td>
<td>Educational Stability Process Map</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>5Q</td>
<td>07/2015</td>
<td>Authorization to Disclosure</td>
<td>doc</td>
<td>pdf</td>
</tr>
<tr>
<td>Appendix</td>
<td>Date</td>
<td>Description</td>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>5R</td>
<td>07/2015</td>
<td>Checklist for Request for Consent to Adopt</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5S</td>
<td>01/2017</td>
<td>Best Interest Staffing for Children in Foster Care Brochure</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5T</td>
<td>01/2017</td>
<td>Adoption from Foster Care Brochure</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5U</td>
<td>07/2014</td>
<td>Disability Determination Referral to Kansas Legal Service</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5V</td>
<td>07/2014</td>
<td>Guide to Understanding SSI and the DCF/KLS Contract</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5W</td>
<td>01/2017</td>
<td>Preparing Children for Adoption</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5X</td>
<td>07/2017</td>
<td>Sibling Connections</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5Y</td>
<td>07/2018</td>
<td>Letter to Parents Considered at a BIS</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>5Z</td>
<td>07/2018</td>
<td>Normal Phases of Pre-Finalization</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>6A</td>
<td>07/2016</td>
<td>Permanent Custodianship Subsidy Brochure</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>6B</td>
<td>01/2014</td>
<td>Adoption Assistance Brochure</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>6C</td>
<td>07/2013</td>
<td>Legal Fee Reimbursement for Adoption</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>6D</td>
<td>02/2018</td>
<td>Annual Adoption Assistance Review-Second Notice</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>6E</td>
<td>07/2017</td>
<td>Adoption Assistance Repayment Agreement</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>7A</td>
<td>07/2015</td>
<td>Youth Advisory Council Handbook</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>7B</td>
<td>10/2012</td>
<td>Application for KYAC Membership</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>7C</td>
<td>10/2012</td>
<td>National Youth in Transition Database</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>7D</td>
<td>01/2015</td>
<td>Kansas Foster Youth Rights Brochure</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>7E</td>
<td>01/2015</td>
<td>Checking and Clearing Credit History for Youth</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>7F</td>
<td>01/2015</td>
<td>Certification for Identification Card</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>7H</td>
<td>07/2015</td>
<td>Mentor Application Packet</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>9A</td>
<td>07/2016</td>
<td>Home Study Guideline</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>9B</td>
<td>10/2012</td>
<td>ICPC Supervision Report-90 Days</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>9C</td>
<td>10/2012</td>
<td>ICPC Supervision Report-30 Days</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>9D</td>
<td>07/2015</td>
<td>Interstate Compact on the Placement of Children Articles and Regulations</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>9E</td>
<td>01/2013</td>
<td>ICPC Residential Supervision Report</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix</td>
<td>Date</td>
<td>Title</td>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>------------------------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Appendix 9F</td>
<td>07/2014</td>
<td>ICPC Medial Card Process</td>
<td>xls, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 9G</td>
<td>07/2013</td>
<td>Sample Reg 7 Court Order</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 9H</td>
<td>07/2014</td>
<td>ICPC Referral Checklist</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 9I</td>
<td>07/2016</td>
<td>Interstate Compact on Adoption and Medical Assistance</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 10A</td>
<td>10/2012</td>
<td>Adult Protective Services Statutes</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>Appendix 10B</td>
<td>07/2016</td>
<td>APS Guidelines to consider when making a finding</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>EP Appendix A</td>
<td></td>
<td>Kansas AFDC Needs Standards</td>
<td>doc, pdf</td>
<td></td>
</tr>
<tr>
<td>EP Appendix B</td>
<td>10/2012</td>
<td>Computer Systems</td>
<td>doc, pdf</td>
<td></td>
</tr>
</tbody>
</table>
# PPS PPM Forms

## 0000 General Information Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 0100</td>
<td>07/2013</td>
<td>Authorization for Release of Confidential Information</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 0300</td>
<td>10/2012</td>
<td>Notice of Intent to Disclose Record</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0330</td>
<td>07/2015</td>
<td>Adult Adoptee Requesting Copy of Adoption Record and/or Search for Birth Parent(s)</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 0331</td>
<td>07/2018</td>
<td>Adult Former Foster Care (PRT) Requesting Case File Information</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0332</td>
<td>07/2018</td>
<td>Adult Former Foster Care (Non-PRT) Requesting Case File Information</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0335</td>
<td>07/2015</td>
<td>Birth Parent Requesting Contact with Adult Adoptee</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 0340</td>
<td>07/2015</td>
<td>Adult Requesting Search for Birth Sibling(s)</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 0350</td>
<td>07/2015</td>
<td>Authorization to Release Information Form</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 0400</td>
<td>07/2014</td>
<td>Archive Face Sheet</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0410</td>
<td>10/2012</td>
<td>Records Face Sheet</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0415</td>
<td>01/2015</td>
<td>Case File Box Contents</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0500</td>
<td>04/2017</td>
<td>KCDRB Case Information Summary</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 0550</td>
<td>01/2017</td>
<td>Critical/Significant Incident</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
</tbody>
</table>
### 1000_Intake_Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 1000</td>
<td>07/2016</td>
<td>Face Sheet</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1001</td>
<td>01/2018</td>
<td>Report/Request for Services</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1001A</td>
<td>10/2012</td>
<td>Summary of results of Preliminary Inquiry</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1002</td>
<td>01/2019</td>
<td>Initial Assessment</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1004</td>
<td>04/2018</td>
<td>Request for Reverse of Initial Assessment Decision</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1005</td>
<td>10/2012</td>
<td>Notice of Action to Reporters of Suspected Child Abuse or Neglect</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1006</td>
<td>01/2018</td>
<td>Report of Unexcused School Absences</td>
<td>doc</td>
<td>pdf</td>
<td>pdf</td>
</tr>
<tr>
<td>PPS 1007</td>
<td>07/2016</td>
<td>Notice of Child Interview</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1010</td>
<td>10/2012</td>
<td>Social Services Case Activity Log</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 1011</td>
<td>04/2018</td>
<td>Central Registry Release of Information</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>spapdf</td>
</tr>
</tbody>
</table>
## 2000 Investigation and Assessment Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 2000</td>
<td>07/2016</td>
<td>Request to Interview a Child at School</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2001</td>
<td>07/2017</td>
<td>Parental Consent to Interview a Child at School</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2003</td>
<td>07/2016</td>
<td>Family Based Safety Plan</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc spapdf</td>
</tr>
<tr>
<td>PPS 2005</td>
<td>01/2019</td>
<td>UNCOPE</td>
<td>doc</td>
<td>pdf</td>
<td>xls</td>
</tr>
<tr>
<td>PPS 2007</td>
<td>07/2017</td>
<td>Plan of Safe Care</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2008</td>
<td>07/2017</td>
<td>What is a Plan of Safe Care?</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 2010</td>
<td>07/2017</td>
<td>What you need to know about Investigations of Child Abuse or Neglect</td>
<td>pdf</td>
<td></td>
<td>spapdf</td>
</tr>
<tr>
<td>PPS 2011</td>
<td>01/2019</td>
<td>Case Findings (Child Abuse and Neglect Report)</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2012</td>
<td>01/2018</td>
<td>Notice of Department Findings</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc laodoc laopdf</td>
</tr>
<tr>
<td>PPS 2015</td>
<td>07/2016</td>
<td>Referral to Infant and Toddler Services</td>
<td>doc</td>
<td>pdf</td>
<td>spadoc laopdf</td>
</tr>
<tr>
<td>PPS 2017</td>
<td>01/2017</td>
<td>Notification of Affirmed or Substantiated Case Finding</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2018</td>
<td>07/2016</td>
<td>Review of Repeat Maltreatment in Six Months</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2030B</td>
<td>01/2017</td>
<td>Safety Assessment</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2030C</td>
<td>01/2017</td>
<td>Risk Assessment (Short Form)</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2030D</td>
<td>01/2017</td>
<td>Risk Assessment</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS Number</td>
<td>Date</td>
<td>Description</td>
<td>Format 1</td>
<td>Format 2</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>--------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>PPS 2030E</td>
<td>01/2018</td>
<td>Child in Need of Care Non Abuse or Neglect</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2030F</td>
<td>01/2018</td>
<td>Family Based Assessment Summary</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2035</td>
<td>07/2016</td>
<td>Family Service Risk &amp; Safety Assessment</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 2833</td>
<td>07/2015</td>
<td>DCF Provider Placement Client Service Agreement</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
</tbody>
</table>
Printed Documentation
## 3000 Case Management Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
</table>

760
<table>
<thead>
<tr>
<th>PPS</th>
<th>Date</th>
<th>Document Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3003</td>
<td>01/2017</td>
<td>Court Report</td>
<td>doc</td>
</tr>
<tr>
<td>3005</td>
<td>07/2017</td>
<td>Case Transfer Summary</td>
<td>pdf</td>
</tr>
<tr>
<td>3011</td>
<td>10/2012</td>
<td>Interaction/Visitation/Contact Log</td>
<td></td>
</tr>
<tr>
<td>3049</td>
<td>01/2017</td>
<td>Introduction and Parent's Guide to Case Planning Confrences with Children in Custody</td>
<td>doc</td>
</tr>
<tr>
<td>3049A</td>
<td>01/2018</td>
<td>Introduction and Parent's Guide to Case Planning Confrences with Children not in Custody</td>
<td>pdf</td>
</tr>
<tr>
<td>3050</td>
<td>07/2017</td>
<td>Family Service/Preservation Plan</td>
<td>doc</td>
</tr>
<tr>
<td>3050A</td>
<td>07/2017</td>
<td>Family Service/Preservation Candidacy for Care</td>
<td></td>
</tr>
<tr>
<td>3051</td>
<td>01/2018</td>
<td>Permanency Plan</td>
<td>doc</td>
</tr>
<tr>
<td>3052</td>
<td>01/2017</td>
<td>Administrative Requirements</td>
<td>pdf</td>
</tr>
<tr>
<td>3053</td>
<td>01/2017</td>
<td>Parent Child Interaction Schedule</td>
<td>spadoc</td>
</tr>
<tr>
<td>3054</td>
<td>10/2018</td>
<td>Visitation Schedule</td>
<td>spadoc</td>
</tr>
<tr>
<td>3055</td>
<td>01/2017</td>
<td>Permanency Plan Review</td>
<td>spadoc</td>
</tr>
<tr>
<td>3056</td>
<td>01/2018</td>
<td>Permanency Plan Desk Review</td>
<td>spadoc</td>
</tr>
<tr>
<td>3057</td>
<td>01/2017</td>
<td>Services and Codes</td>
<td>spadoc</td>
</tr>
<tr>
<td>3057A</td>
<td>07/2012</td>
<td>Independent Living Services Descriptions</td>
<td>spadoc</td>
</tr>
<tr>
<td>3058</td>
<td>10/2018</td>
<td>Permanency Plan Checklist</td>
<td>spadoc</td>
</tr>
<tr>
<td>3059</td>
<td>10/2018</td>
<td>Transition Plan</td>
<td>spadoc</td>
</tr>
<tr>
<td>3061</td>
<td>10/2012</td>
<td>Monthly Individual Contact Form</td>
<td>spadoc</td>
</tr>
<tr>
<td>3061A</td>
<td>10/2012</td>
<td>Monthly Individual Contact FAQ's</td>
<td>spadoc</td>
</tr>
<tr>
<td>PPS</td>
<td>Date</td>
<td>Description</td>
<td>Format</td>
</tr>
<tr>
<td>-----</td>
<td>--------</td>
<td>--------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>3070</td>
<td>07/2013</td>
<td>Aftercare Contract Agreement</td>
<td>doc</td>
</tr>
<tr>
<td>3071</td>
<td>07/2015</td>
<td>Aftercare Monthly Report</td>
<td>doc</td>
</tr>
<tr>
<td>3114</td>
<td>01/2019</td>
<td>Social History for Children</td>
<td>doc</td>
</tr>
</tbody>
</table>
### 4000 Family Services Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 4005</td>
<td>01/2017</td>
<td>Family Service Case Status</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 4007</td>
<td>01/2015</td>
<td>Flex Fund Request Form</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 4010</td>
<td>04/2018</td>
<td>In-Home Services Supervisor Consultation Log</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
</tbody>
</table>

### 5000 Child Welfare Community Based Services Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 5000</td>
<td>01/2018</td>
<td>Family Preservation Referral and Transmittal Sheet</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 5000A</td>
<td>10/2012</td>
<td>Family Preservation Acknowledgment of Referral/Change</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 5001</td>
<td>10/2012</td>
<td>Family Preservation Non-Completion of Case Plan</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 5002</td>
<td>07/2015</td>
<td>Request for Retraction</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>Form Number</td>
<td>Date</td>
<td>Description</td>
<td>File Format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5003</td>
<td>07/2013</td>
<td>Family Preservation Lack of Contact Notification</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5004</td>
<td>07/2017</td>
<td>Family Preservation Log for Newly Identified Risk/Safety Concerns</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5110</td>
<td>10/2018</td>
<td>Initial Referral to Out of Home Placement Provider for Child in DCF Custody</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5110A</td>
<td>01/2018</td>
<td>Initial Referral to Out of Home Placement Provider for Child in DCF Custody-Consideration of Relative Placement</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5120</td>
<td>01/2019</td>
<td>RE/FC/AD Acknowledgment of Referral Notification of Move/Placement/Change</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5123</td>
<td>07/2014</td>
<td>Consent to Medical Care</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5124</td>
<td>10/2012</td>
<td>Consent to Medical Care (supervisor)</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5125</td>
<td>01/2017</td>
<td>Relative Notice Letter</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5126</td>
<td>01/2017</td>
<td>Adoptive Parent Notification Letter</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5130</td>
<td>01/2019</td>
<td>Relatives as Caregivers</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5135</td>
<td>01/2017</td>
<td>Acknowledgment of Parental Obligation</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5137</td>
<td>01/2014</td>
<td>Family Handbook</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5140</td>
<td>10/2012</td>
<td>Referral for Education Advocate</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5143</td>
<td>01/2017</td>
<td>Declaration of Criminal Offenses</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5144</td>
<td>01/2019</td>
<td>Proposed Placement with Relative</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5145</td>
<td>01/2019</td>
<td>Relative Home Study</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5146</td>
<td>07/2017</td>
<td>Sibling Separation Staffing</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5147</td>
<td>01/2018</td>
<td>Sibling Split Request</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5254</td>
<td>01/2017</td>
<td>Educational Enrollment Information for School Placement</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5305</td>
<td>01/2019</td>
<td>Individual Recruitment Plan for Child in Need of an Adoptive Resource</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5310</td>
<td>07/2014</td>
<td>Adoption Exchange Information</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5315</td>
<td>07/2014</td>
<td>Adoption Exchange Child Status Update Form</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5316</td>
<td>01/2019</td>
<td>Potential Identified Adoptive Resource Application</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS Code</td>
<td>Date</td>
<td>Title</td>
<td>File Format(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5318</td>
<td>01/2019</td>
<td>Family Assessment and Preparation Study</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5318A</td>
<td>07/2017</td>
<td>Adoptive Family Budget</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5320</td>
<td>01/2019</td>
<td>Family Match Form</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5325</td>
<td>10/2012</td>
<td>Adoption Exchange Family Status Update Form</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5340</td>
<td>01/2016</td>
<td>Medical and Genetic Information for Child</td>
<td>doc, pdf, spadoc, spapdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5341</td>
<td>01/2019</td>
<td>Best Interest Staffing Recommendation and Selection</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5342</td>
<td>10/2012</td>
<td>Guide for Child's Information Shared with Adoptive Parents</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5343</td>
<td>04/2017</td>
<td>Adoptive Placement Agreement</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5350</td>
<td>01/2019</td>
<td>Agency Consent to Adoption of Minor Child</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5410A</td>
<td>07/2016</td>
<td>Initial IV-E Eligibility Determination-Data Collection</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5410B</td>
<td>01/2014</td>
<td>Initial IV-E Eligibility Determination</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5410B.1</td>
<td>01/2014</td>
<td>Deeming Stepparent Income</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5410C</td>
<td>01/2018</td>
<td>IV-E History Eligibility Determination</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5425A</td>
<td>01/2014</td>
<td>IV-E Eligibility Re-Determination</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5425B</td>
<td>10/2012</td>
<td>IV-E Eligibility Re-Determination</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5435</td>
<td>01/2013</td>
<td>IV-E Eligibility Determination Summary</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5440</td>
<td>10/2012</td>
<td>IV-E Placement Tracking</td>
<td>xls, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5460</td>
<td>10/2012</td>
<td>JO Notice of Change in IV-E Medical Eligibility or CSE Status</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5480</td>
<td>07/2018</td>
<td>Genetic Test Referral Form</td>
<td>doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5928</td>
<td>10/2012</td>
<td>GSO Reporting Form</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 5929</td>
<td>01/2017</td>
<td>WARDS Account Spending Request</td>
<td>doc, pdf, doc, pdf</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 6000 Permanent Custodianship and Adoption Forms

767
<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form Instructions Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 6110</td>
<td>07/2015</td>
<td>Referral for Adoption Assistance</td>
<td>doc pdf doc pdf</td>
</tr>
<tr>
<td>PPS 6115</td>
<td>01/2019</td>
<td>Eligibility for Adoption Assistance</td>
<td>doc pdf doc pdf</td>
</tr>
<tr>
<td>PPS 6120</td>
<td>10/2012</td>
<td>Application for Adoption Assistance Private Agency Placements</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6130</td>
<td>07/2017</td>
<td>Adoption Assistance Agreement</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6135</td>
<td>01/2015</td>
<td>Adoption Assistance Review</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6140</td>
<td>10/2012</td>
<td>Non-Recurring Adoption Assistance Agreement</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6145</td>
<td>07/2017</td>
<td>Adoption Assistance Notice of Overpayment</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6150</td>
<td>07/2016</td>
<td>Request for Permanent Custodianship Subsidy (Temporary Approval)</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6155</td>
<td>07/2016</td>
<td>Referral for Payment (Permanent Custodianship Subsidy)</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6160</td>
<td>07/2016</td>
<td>Permanent Custodianship Subsidy Agreement</td>
<td>doc pdf spadoc spapdf</td>
</tr>
<tr>
<td>PPS 6165</td>
<td>01/2014</td>
<td>Permanent Custodianship Annual Report</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6170</td>
<td>01/2014</td>
<td>Permanent Custodianship Change in Status</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6175</td>
<td>07/2017</td>
<td>Permanent Custodianship Notice of Overpayment</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PS 6180</td>
<td>07/2017</td>
<td>Permanent Custodianship Subsidy Repayment Agreement</td>
<td>doc pdf</td>
</tr>
</tbody>
</table>

### 7000 Independent Living and Self Sufficiency Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form Instructions Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 6110</td>
<td>07/2015</td>
<td>Referral for Adoption Assistance</td>
<td>doc pdf doc pdf</td>
</tr>
<tr>
<td>PPS 6115</td>
<td>01/2019</td>
<td>Eligibility for Adoption Assistance</td>
<td>doc pdf doc pdf</td>
</tr>
<tr>
<td>PPS 6120</td>
<td>10/2012</td>
<td>Application for Adoption Assistance Private Agency Placements</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6130</td>
<td>07/2017</td>
<td>Adoption Assistance Agreement</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6135</td>
<td>01/2015</td>
<td>Adoption Assistance Review</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6140</td>
<td>10/2012</td>
<td>Non-Recurring Adoption Assistance Agreement</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6145</td>
<td>07/2017</td>
<td>Adoption Assistance Notice of Overpayment</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6150</td>
<td>07/2016</td>
<td>Request for Permanent Custodianship Subsidy (Temporary Approval)</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6155</td>
<td>07/2016</td>
<td>Referral for Payment (Permanent Custodianship Subsidy)</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6160</td>
<td>07/2016</td>
<td>Permanent Custodianship Subsidy Agreement</td>
<td>doc pdf spadoc spapdf</td>
</tr>
<tr>
<td>PPS 6165</td>
<td>01/2014</td>
<td>Permanent Custodianship Annual Report</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6170</td>
<td>01/2014</td>
<td>Permanent Custodianship Change in Status</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS 6175</td>
<td>07/2017</td>
<td>Permanent Custodianship Notice of Overpayment</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PS 6180</td>
<td>07/2017</td>
<td>Permanent Custodianship Subsidy Repayment Agreement</td>
<td>doc pdf</td>
</tr>
<tr>
<td>PPS</td>
<td>Date</td>
<td>Title</td>
<td>Format</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>7000</td>
<td>10/2018</td>
<td>Self Sufficiency Plan</td>
<td>doc</td>
</tr>
<tr>
<td>7000A</td>
<td>10/2018</td>
<td>IL Monthly Budget Plan</td>
<td>pdf</td>
</tr>
<tr>
<td>7000B</td>
<td>10/2018</td>
<td>IL Eligibility</td>
<td>pdf</td>
</tr>
<tr>
<td>7001</td>
<td>01/2019</td>
<td>ETV Program Plan</td>
<td>doc</td>
</tr>
<tr>
<td>7030</td>
<td>10/2018</td>
<td>Kansas Independent Living Self-Sufficiency Matrix</td>
<td>pdf</td>
</tr>
<tr>
<td>7210</td>
<td>07/2015</td>
<td>Independent Living Subsidy Payment Unit Notification</td>
<td>pdf</td>
</tr>
<tr>
<td>7215</td>
<td>07/2015</td>
<td>Independent Living Monthly Mentor Report</td>
<td>pdf</td>
</tr>
<tr>
<td>7220</td>
<td>07/2015</td>
<td>Independent Living Mentor Agreement</td>
<td>pdf</td>
</tr>
<tr>
<td>7240</td>
<td>01/2018</td>
<td>Notice of Action-Medical Card Extension Eligibility Information</td>
<td>pdf</td>
</tr>
<tr>
<td>7260</td>
<td>01/2017</td>
<td>Application for Foster Child Education Assistance Program</td>
<td>pdf</td>
</tr>
<tr>
<td>7300</td>
<td>01/2016</td>
<td>Independent Living Case Determination</td>
<td>pdf</td>
</tr>
</tbody>
</table>
8000 Quality Assurance Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 8400A</td>
<td>01/2016</td>
<td>Community Integration Program (CIP) Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 8400B</td>
<td>07/2016</td>
<td>Emergency Shelter Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 8400C</td>
<td>07/2016</td>
<td>Residential Maternity Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 8400D</td>
<td>07/2016</td>
<td>Secure Care Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 8400E</td>
<td>01/2016</td>
<td>Transitional Living Program Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 8400G</td>
<td>07/2016</td>
<td>Youth Residential Placement II (YRC II) Review</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
</tbody>
</table>

9000 Interstate Compact Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 9100</td>
<td>07/2015</td>
<td>Case Manager Statement</td>
</tr>
<tr>
<td>PPS 9110</td>
<td>04/2017</td>
<td>ICAMA Form 7.01-Notice of Medicaid Eligibility/Case Activation</td>
</tr>
<tr>
<td>PPS 9115</td>
<td>07/2016</td>
<td>ICAMA Form 7.02 -Notice of Action</td>
</tr>
<tr>
<td>PPS 9116</td>
<td>07/2015</td>
<td>ICAMA Form 7.02b -Important Information for Families</td>
</tr>
<tr>
<td>PPS 9120</td>
<td>07/2015</td>
<td>ICAMA Form 7.03 -Report of Change/Family Status</td>
</tr>
</tbody>
</table>
## 10000 Adult Protective Services Forms

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Date</th>
<th>Form Name</th>
<th>Form</th>
<th>Instructions</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS 10000</td>
<td>01/2015</td>
<td>Kansas Protective Services for Vulnerable Adults Brochure</td>
<td>pdf</td>
<td></td>
<td>spapdf</td>
</tr>
<tr>
<td>PPS 10001</td>
<td>07/2018</td>
<td>Understanding Your Role as Power of Attorney</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10100</td>
<td>07/2016</td>
<td>Adult Protective Services Intake</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10110</td>
<td>07/2016</td>
<td>Adult Protective Service Screening Report</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10120</td>
<td>07/2017</td>
<td>Notification to Law Enforcement</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10120a</td>
<td>01/2019</td>
<td>Potential Criminal Notification Coversheet</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10125</td>
<td>07/2016</td>
<td>Notification to KDADS</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10130</td>
<td>07/2015</td>
<td>Notice of Action to Reporters for Adult Abuse Reports</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10200</td>
<td>10/2012</td>
<td>Adult Protective Services Case Activity Log</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10205</td>
<td>07/2014</td>
<td>Your Rights during an APS Self Neglect Assessment Brochure</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10205a</td>
<td>01/2019</td>
<td>Notice of Allegation Change</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10208</td>
<td>07/2014</td>
<td>Your Rights during an APS Investigation Brochure</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10210</td>
<td>10/2012</td>
<td>Authorization for Release of Confidential Information</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>PPS 10212</td>
<td>01/2014</td>
<td>APS Critical/Significant</td>
<td>doc</td>
<td>pdf</td>
<td></td>
</tr>
<tr>
<td>Form Number</td>
<td>Date</td>
<td>Description</td>
<td>Format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10215</td>
<td>01/2018</td>
<td>Incident Report Non-Critical Death Notification</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10216</td>
<td>01/2018</td>
<td>Closure After Assignment Request</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10230</td>
<td>01/2014</td>
<td>Interview Notice to Alleged Perpetrator</td>
<td>pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10240</td>
<td>07/2012</td>
<td>What you need to know about Investigations of Adult Abuse, Neglect, Exploitation, or Fiduciary Abuse</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10250</td>
<td>01/2018</td>
<td>Corrective Action Plan</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10300</td>
<td>01/2017</td>
<td>Notice of Agency Decision</td>
<td>spadoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10310</td>
<td>07/2016</td>
<td>Notification to Regional Adult Abuse/Neglect Registry Contact</td>
<td>spadoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10315</td>
<td>07/2017</td>
<td>Notice of Termination of Corrective Action Plan</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10320A</td>
<td>01/2017</td>
<td>Notice of APS Case Closure - For Self Neglect Cases</td>
<td>spadoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10320B</td>
<td>07/2016</td>
<td>Notice of APS Case Closure - Non Self Neglect Cases</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10330</td>
<td>01/2013</td>
<td>Appeal Summary</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10340</td>
<td>01/2015</td>
<td>Notification to Facility Regarding APS Finding</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10350</td>
<td>01/2018</td>
<td>Substantiation Notification to Law Enforcement</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10360</td>
<td>01/2018</td>
<td>Report to State Regulatory Authority from APS Regarding Finding of Abuse, Neglect, or Exploitation</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10370</td>
<td>01/2018</td>
<td>ANE Unit Cover Sheet</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10400</td>
<td>01/2018</td>
<td>Adult Abuse, Neglect, Exploitation, Fiduciary Abuse Central Registry</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10500</td>
<td>07/2016</td>
<td>Adult Protective Service Plan</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10510</td>
<td>07/2016</td>
<td>Emergency APS Admissions to Nursing Facilities</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10600A</td>
<td>01/2019</td>
<td>Adult Guardianship / Conservatorship Referral/Notification</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10600B</td>
<td>01/2019</td>
<td>Youth Guardianship / Conservatorship Referral</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPS 10610</td>
<td>01/2017</td>
<td>Decision-Making and</td>
<td>doc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Functional Assessment:
Criteria for Legal Impairment
a Multi-disciplinary Tool