

## Summary of Substantial Changes

### July 1, 2016

#### **Section 0000**

**0160-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. The glossary is revised to add a definition for preponderance standard of evidence. The definition of sexual abuse is updated per revisions to K.S.A. 38-2202 due to S.B. 418 signed on 5-17-2016.

**0242-** PPS Management Team requested policy to guide staff in the use of electronic communication.

**0441-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds the affirmed cases to the retention of record requirement. These case files shall not be destroyed.

**0622-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds the requirement to notify KDOC-JS for cases with the finding decision of affirmed involving a child served by KDOC-JS.

#### **Section 1000**

**1310-** The reason "fictitious/malicious reporter" is an older code used to not assign a report for further assessment. This reason to not assign a report is being removed. Due to addition of qualifications for social work positions, this revision changes KPRC Social Worker to KPRC specialist.

**1322-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds the affirmed case finding to this policy for the KPRC social worker to review history on these cases to inform the initial assessment decision.

**1381-** This revision resulted from a need for support services staff who complete provider agreements in the regions to be notified of intakes involving group homes. The KPRC specialist will forward the assigned report to the support services contact in the region.

**1700-** The reason "fictitious/malicious reporter" is an older code used to not assign a report for further assessment. This reason to not assign a report is being removed. Due to addition of qualifications for social work positions, this revision changes KPRC Social Worker to KPRC specialist.

**1821-** Program is adding a new finding option of "affirmed". To track this new option the new option of Affirmed will be added to both FACTS and KIDS.

## **Section 2000**

**2110-** This revision adds Child Advocacy Center (CAC) forensic interviewer to the list of staff who may complete the required interviews.

**2300-** This revision is a result of the CFSR Round 3 which identified a need to clearly define safety and risk. This policy provides clear definitions of safety and risk to enhance understanding of the difference between safety and risk.

**2310-** This revision is a result of the CFSR Round 3 which identified a need to clearly define safety and risk. This revision adds language the safety determination date and time reflected on the 2030A is when the CPS specialist has reviewed the collateral information and determine the child is safe.

**2432-** Revisions are made to safety decision language to be consistent with the new policy 2300 and clarify the definitions of safety. Due to addition of qualifications for social work positions, this revision changes social worker to CPS specialist.

**2440-** This revision is a result of the CFSR Round 3 which identified a need to clearly define safety and risk. Revisions to this policy are made to add consistent language defining safety. Language is added regarding the required consultation with the supervisor to provide consistency with other policies already in place. Language regarding controlling safety interventions and protective actions is added from PPM 2460, 2461, 2464 and 2470, and these policies have been deleted.

**2460-** Deletes this policy to combine with PPM 2440 Safety Decision.

**2461-** Deletes this policy to combine with PPM 2440 Safety Decision.

**2464-** Deletes this policy to combine with PPM 2440 Safety Decision.

**2470-** Deletes this policy to combine with PPM 2440 Safety Decision.

**2500-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. Kansas is currently the only state utilizing the clear and convincing standard of evidence for case finding decisions. Most other states use preponderance standard of evidence. To be more consistent with other states this revision changes the clear and convincing standard of evidence to preponderance.

**2502-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision changes the clear and convincing standard of evidence to preponderance and provides definitions for each case finding decision (unsubstantiated, affirmed and substantiated). This revision provides criteria to consider for a substantiated case finding decision which will place the perpetrators name on the Kansas Child Abuse/Neglect Central Registry.

**2511-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence.

**2531-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision changes the standard of evidence in the basis of case finding decision to preponderance.

**2540-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds the

affirmed language and changes the standard of evidence to preponderance for the Notices of Case Finding Decisions.

**2543-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds a requirement for PPS staff to refer children affirmed for abuse or neglect to the Kansas Infant-Toddler Services.

**2546-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision is due to a K.S.A. revision in which DCF will send case findings to the Attorney General upon request, instead of all substantiated and affirmed findings.

**2547-** PPS is implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds a requirement for PPS staff to refer all cases with affirmed case findings to the County or District Attorney.

**2548-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds a requirement for PPS staff to refer affirmed cases finding which involve a youth adjudicated a Juvenile Offender to the county or district attorney, the community corrections officer for the child or the Commissioner of KDOC-JS.

**2550-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision changes the standard of evidence to preponderance for findings on reports investigated by law enforcement, Native American Tribal agencies or military authority and forwarded to DCF.

**2560-** This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds a requirement for the Regional A & P Administrators to complete a Review of Recurrent Maltreatment in Six Months for cases with affirmed or substantiated case findings.

**2753-** When changes were made to the KIDS signature for the case finding, it was discovered this policy had been confused with the case finding consultation. The original intent of this policy was to review risk and safety. Revisions are made to change the title of this policy back to the risk and safety consultation and clarify the intent of this policy. The timeframe for when the consultation occurs is removed and may occur at anytime during the assessment, but should allow time to gather additional information if determined necessary. If additional information is needed a follow-up consultation is required.

**2770-** The KIDS application has a new feature which allows for documents to be uploaded and attached to events in KIDS. Policy is needed to guide practice for documents to upload.

**2813-** Program is adding a new finding option of "affirmed". To track this new option the new option of Affirmed will be added to both FACTS and KIDS.

**2842-** Program is adding a new finding option of "affirmed". To track this new option the new option of Affirmed will be added to both FACTS and KIDS.

## **Section 4000**

**4100-** The recent CFSR identified a need for licensed staff to have more frequent contact with the families and children. Policy is added for the CPS specialist/licensed provider to have in-person alone visits with each child in the family to focus on safety, permanency and well-being at least once every other month.

## **Section 5000**

**5121-** Section O: updated to match current RFP requirements. Section S: FPS focus groups identified communication issues and lack of consistency in requesting/approving requests to move family to less intensive services. CFSR results and PIP key activity identified need for supervisory oversight, with a focus on risk and safety, in making decisions for case transitions.

**5122-** Section E: CFSR results identified need to make concerted efforts to locate and assess needs of children and parents and involve them in case planning process in in-home service cases, including non-custodial parents. Sections G. and I: Match current RFP requirements. Section N: CFSR results and OSRI instructions include this requirement for quality visits in in-home services, to assess child safety, permanency, and well-being and involve child in case planning process. Section V: CFSR results for in-home services included lack of documentation that worker parent and worker child visits included interaction that addressed safety, well-being, and permanency of children or involving them in case planning process. Y. FPS Focus Groups agreed that 60 days is too long to have no contact with a family if the FPS provider is unable to assess the child(ren)'s safety. Defines timely notification to DCF if family is not located within 24 hours of referral or refuses services. Section BB: FPS focus groups agreed that a format is needed to provide statewide consistency and improve communication between FPS providers and DCF when moving a family to less intensive services. CFSR results recommended more supervisory oversight when transitioning cases.

**5411-** Clarify in policy the Kansas medical card will not transfer to another state for Permanent Custodianship Subsidy (PCS) cases, and PCS is generally less than adoption subsidy. DCF and CWCMP should provide this information to potential permanent custodians so the family can make informed decisions regarding PCS versus adoption subsidy.

## **Section 6000**

**6112-** Due to KEES implementation, language is added indicating CWCMP are responsible to assist families with applying for the medical card. Requirements for the application are added to the policy.

**6114-** Clarifying titles of staff in the policy. Adding language to not make a PCS payment prior to approval by DCF Administration.

**6115-** This revision adds a requirement for PPS staff to explain to families if the child becomes eligible for SSI after the PCS was approved, the child is then ineligible for PCS. Removing "B. The custodian shall" and adding those requirements for PPS staff to explain to the custodian.

**6925-** Policy was implemented for Adoption Assistance Overpayments. The field requested similar policy for Permanent Custodianship Subsidy.

## **Section 7000**

For this revision period the Independent Living Section 7000 was reorganized for better continuity and efficiencies. Some of the policies listed will be clarifications that had policy number changes.

**7010-** Current **7010** will be renamed as policy **7000**. Clarification of the purpose of the program allows workers to better focus their efforts in practice.

**7010-** New policy **7010** was developed with the explanation of the tasks to be completed by the ILC per federal and state guidelines.

**7021-** Clarification of the roles of each state when making an interstate referral will ensure youth are receiving the appropriate services. Policy retains the same number but will have new title.

**7040-** Clarification of the purpose and expectations of self-sufficiency planning with youth will lead to more youth-driven plans. Policy retains the same number but will have new title.

**7100-** Consolidation of eligibility makes eligibility determinations for program components more efficient for Independent Living Coordinators. This combines sections **7110, 7120, 7130, 7211, 7221, 7231, 7236 (part) 7237, 7251, 7261 & 7264 (part)** into this one section **7100**.

**7110-** Deleted; consolidated eligibility for all program components into one section **7100**.

**7120-** Deleted; consolidated eligibility for all program components into one section **7100**.

**7130-** Deleted; consolidated eligibility for all program components into one section **7100**.

**7200-** Clarification that Independent Living Coordinators are to assist youth with various tasks versus complete the tasks for the youth. Policy retains the same number but will have new title and incorporates policy **7250**.

**7201-** This policy will be changed to policy number **7240**. Separation of Transportation from Vehicle Repair and Maintenance helps to delineate the varying eligibility requirements between the two services.

**Clarification for Current 7202-** This policy is being renumbered as policy **7214**

**Clarification for Current 7204-** This policy is being renumbered as policy **7212**.

**Clarification for Current 7210-** This policy is being renumbered as policy **7213**.

**7210-** New policy for inclusion of federal language regarding the purpose to Chafee services allows workers to more clearly understand how to utilize Chafee funding.

**Clarification for Current 7210-** This policy is being renumbered as policy **7211**.

**7211**- Deleted; consolidated eligibility for all program components into one section **7100**.

**7212**- Inclusion of this information into **7213** so as to have all Life Skills Services under one policy, making the services easier to locate. Policy number **7212** will be used for current policy **7204**.

**7215**- New policy created for transportation. Separation of Transportation from Vehicle Repair and Maintenance helps to delineate the varying eligibility requirements between the two services.

**Clarification for Current 7220**- This policy is being renumbered as policy **7270**. Policy number **7220** will be used for current policy **7230**.

**7221**- Consolidated eligibility for all program components into one section **7100**. Policy number **7221** will now be used for current policy **7232**.

**Clarification for Current 7230**- This policy is being renumbered as policy **7220**.

**7231**- Deleted; consolidated eligibility for all program components into one section **7100**.

**7232**- Inclusion of requirements for 21-credit high school graduation for youth in care to ensure that this opportunity is fully utilized. This policy is being renumbered as **7221**.

**Clarification for Current 7233**- This policy is being renumbered as policy **7222**.

**7234**- Increase of Tiers 2-4 to provide more substantial support to youth leaving care as they transition to adulthood. This policy is being renumbered as **7223**.

**Clarification for Current 7235**- This policy is being renumbered as policy **7224**.

**7236**- Consolidation of eligibility makes eligibility determinations for program components more efficient for Independent Living Coordinators. Eligibility parts were moved into **7100**, remaining policy is being renumbered **7230**.

**7237**- Deleted; consolidated eligibility for all program components into one section **7100**.

**Clarification for Current 7240**- This policy is being renumbered as policy **7280**. Current **7201** will be renumbered as **7240**.

**Clarification for Current 7241**- This policy is being renumbered as policy **7281**.

**Clarification for Current 7242**- This policy is being renumbered as policy **7282**.

**Clarification for Current 7243**- This policy is being renumbered as policy **7283**

**7250**- Consolidation of these services with the other Services and Supports provided by the program to improve service provision. This policy is being incorporated into policy **7200**. Current policy **7260** will be renumbered to **7250**.

**7251**- Consolidated eligibility for all program components into one section **7100**. Current policy **7262** will be renumbered to **7251**.

**Clarification for Current 7260**- This policy is being renumbered policy **7250**.

**7261**- Deleted; consolidated eligibility for all program components into one section 7100.

**Clarification for Current 7262**- This policy is being renumbered policy **7251**.

**Clarification for Current 7263**- This policy is being renumbered policy **7252**.

**7264**- Consolidation of eligibility makes eligibility determinations for program components more efficient for Independent Living Coordinators. Eligibility parts were moved into **7100**, remaining policy is being renumbered **7260**.

**7270**- This policy will be renumbered as **7290**. KYAC has indicated an interest in rebranding the program to be aimed at involving Independent Living youth. This endeavor is supported by including KYAC in our Independent Living policy.

**Clarification for Current 7400**- This policy is being renumbered policy **7300**.

## **Section 9000**

**9130**- As a result of the Appeals Court ruling; language is added that ICPC is not required for a child in the custody of the Secretary being placed with a parent in another state.

**9610**- This revision adds reference to the new Appendix 9I which is the ICAMA compact.

## **Section 10000**

**10202**- Changed policy which outlines process for requesting a courtesy interview in another DCF region.

**10210**- Provides consistency on process for providing Client Rights Brochure; will help clarify a case read question.

**10212**- Provides for a realistic response time frame for reporting a critical incident by changing response time for reporting a critical incident from 24 hours to 1 day.

**10213**- If the alleged perpetrator is not contacted, the PPS 10240 and PPS 10300 shall not be sent. Unless the finding is substantiated identifying that person as the perpetrator. This change provides for consistency when to notify the alleged perpetrator or not with PPS 10240 and PPS 10300.

**10222**- Adds the supervisor in the process to determine how the alleged perpetrator is to be interviewed; changed timeframes to match with the requirement that investigations must have a finding within 30 days.

**10320**- Confirms the PPS 10300 shall not be sent to the alleged perpetrator if the adult has not been interviewed. This addresses safety concerns . Provides direction on what form is sent to the G/C if they are the alleged perpetrator. This has been an inconsistent practice in the field.

**10331**- Regional attorneys do not have the authority to change a finding. They may make a recommendation to do so. This leaves the final decision to change a finding to the social worker and their supervisor.

## **Forms/Appendixes**

**Appendix 2E**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This appendix is updated to add the new three tier finding structure and to change the standard of evidence to preponderance.

**Appendix 2G**- This is a new appendix with instructions for the new KIDS upload feature.

**Appendix 9A**- Due to a request from the field, this revision reformats the background check table to make it more clear.

**Appendix 9I**- Adding ICAMA compact to the manual for staff to be able to reference.

**PPS 1002**- The reason "fictitious/malicious reporter" is an older code used to not assign a report for further assessment. This reason to not assign a report is being removed. Due to addition of qualifications for social work positions, this revision changes KPRC Social Worker to KPRC specialist.

**PPS 2010**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds affirmation language and preponderance standard of evidence to the brochure provided to families and alleged perpetrators.

**PPS 2012**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds affirmed language to the form which is sent to parents to notify them of the case finding decision.

**PPS 2015**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds affirmed language to the form which is sent to parents to notify them of the referral to infant and toddler services.

**PPS 2017**- This revision is due to a K.A.R. revision in which DCF will send case findings to the Attorney General upon request, instead of all substantiated and affirmed findings. A date of request field is added to document the date the AG office requests the case finding.

**PPS 2018**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds affirmed case finding language to the Review of Recurrent Maltreatment in Six Months form. This form is used by the Regional A & P Administrators to complete a Review of Recurrent Maltreatment in Six Months for cases with affirmed or substantiated case findings.

**PPS 2030F**- This revision is due to PPS implementing a new finding structure which includes a three tier case finding decision based on a preponderance standard of evidence. This revision adds affirmed case finding language to the Family Based Assessment.

**PPS 4005**- Due to FACTS needing information on whether the case closure was successfully or unsuccessfully, closure reasons were added for the FS providers to complete. To enhance information provided at the time of referral, the required attachments for the referral are moved up with check boxes to complete. Added clarification to the reason for referral to enhance the documentation provided by DCF to the FS provider.

**PPS 4005 Instr.**- Instructions are updated to mirror the changes to the PPS4005 form.

**PPS 5110**- During work with providers on KAPP, an issue was identified the information in the "Explanation" section is used by the providers to begin their work with families and this follows the family throughout the life of the case. The A/P workgroup identified the need for an additional box to document additional concerns and follow-up which may not need to follow the family throughout the case.

**PPS 5110 Instr.**- During work with providers on KAPP, an issue was identified the information in the "Explanation" section is used by the providers to begin their work with families and this follows the family throughout the life of the case. The A/P workgroup identified the need for an additional box to document additional concerns and follow-up which may not need to follow the family throughout the case.

**PPS 6155**- Due to KEES implementation, language is added to PPM 6112 indicating CWCMP are responsible to assist families with applying for the medical card. This form is required for the application. Adding PPS program manager signature.

**PPS 6160**- Due to KEES implementation, language is added to PPM 6112 indicating CWCMP are responsible to assist families with applying for the medical card. This form is required for the application. Adding PPS program manager signature.

**PPS 6175**- Policy was implemented for Adoption Assistance Overpayments. The field requested similar policy for Permanent Custodianship Subsidy. This is a new form developed to notify permanent custodians of an overpayment of subsidy.

**PPS 6180**- Policy was implemented for Adoption Assistance Overpayments. The field requested similar policy for Permanent Custodianship Subsidy. This is a new Appendix for Permanent Custodianship Subsidy repayment agreement.

