

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
January 2020

INTRODUCTION:

The Summary of Prevention and Protection Services (PPS) Policy and Procedure Manual Changes provides a list and explanation of PPS substantial policy revisions and clarifications for January 2020. These policy revisions are effective January 1, 2020.

DEFINITIONS:

Substantial Changes- Substantial Changes to policy, forms appendices include revisions affecting the meaning or involves a change to practice.

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

TABLE OF CONTENTS:

I. Substantial Changes:

0000 General Information

1000 Intake

2000 Investigation and Assessment

3000 Case Management

4000 Prevention Services

5000 Child Welfare Case Management Services

6000 Permanent Custodianship & Adoption

7000 Independent Living and Self Sufficiency

8000 Continuous Performance Improvement

9000 Interstate Compact

10000 Adult Protective Services

II. Clarifications

SUBSTANTIAL CHANGES

Section 0000 General Information (All Program Policy Writers)

PPM 0510 Critical Incident Protocol

Reason for Substantial Change: This policy revision is due to a request from DCF Executive Team. There is no pattern or themes of learning from these parent deaths, therefore a decision was made to eliminate the need for the field to complete a Critical Incident in these circumstances.

[Back to Table of Contents](#)

Section 1000 Intake (Theresa Cortez, KPRC Program Manager)

PPM 1230 Reports From Law Enforcement Agencies, PPM 1352 Non-Family Unregulated Care Giver Third Party Reports Referred to Law Enforcement

Reason for Substantial Change: This gives more specific information to staff on when a Preliminary Inquiry is not necessary for 3rd party reports received by law enforcement where they are already investigating.

PPM 1300 Initial Assessment of Report Alleging a Child is in Need of Care, PPM 1301 Initial Assessment, PPM 1325 Initial Assessment of Reports Indicating Human Trafficking, PPM 1500 Response Time Assessment, PPM 1600 Initial Assessment on FINA Reports, PPM 1630 School Attendance, PPM 1650 Initial Assessment of Substance Affected Infant

Reason for Substantial Change: Change to add Structured Decision Making (SDM).

Appendix 1A Kansas SDM Intake Manual

Reason for Substantial Change: The Kansas Protection Report Center (KPRC) implemented the Structured Decision Making (SDM) Intake Assessment. The current Appendix 1A was deleted and the SDM Kansas Intake Manual took its place.

Appendix 1E APS Initial Assessment Guide

Reason for Substantial Change: This is a new document created to assist KPRC staff with the initial assessment decision on Adult Protection Services reports.

[Back to Table of Contents](#)

Section 2000 Investigation and Assessment (Jenifer Hermann, Assessment and Prevention Program Manager)

PPM 2020 Assessment, PPM 2310 Safety Determination, PPM 2430 Documenting the Safety Assessment, PPM 2440 Safety Decision, PPM 2450 Medical Treatment, PPM 2462

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
January 2020

Family Safety Planning, PPM 2472 Requests to County or District Attorney for Order of Protective Custody, PPM 2600 Risk Assessment, PPM 2700 Assessment of Reports of Assigned Family in Need of Assessment, PPM 2713 Assessment Conclusion, PPM 2722 Assessment the Pregnant Woman Who is Using Substances, PPM 2770 Uploading into KIDS, Appendix 2E DCF Case Finding History, Appendix 2N My Three Houses, Appendix 2O Fairy Wizard Instructions, Appendix 2P Fairy Wizard Template, Appendix 2W Ecomap Template, Appendix 2Y Crosswalk Signs of Safety Practice, Appendix 3B Basic Genogram Symbols, PPS 2019 Mapping Conversation Notes, PPS 2021 Immediate Safety Plan and Instructions

Reason for Substantial Change: Signs of Safety implemented in the Wichita Region and Harvey and Reno Counties in the West Region. Revision to policy serves as guidance to practice and will be available for all PPS practitioners for statewide implementation of Signs of Safety Practice.

PPM 2721 Reasonable Efforts to Initiate Contact in a Pregnant Woman Using Substances Case, Appendix 2K (Deleted)

Reason for Substantial Change: The Appendix 2K was deleted and is no longer required to be given to families.

PPM 2746 Criteria for Referral to Family Preservation Services,
PPM 2748 DCF Responsibilities at Referral to Family Preservation Services

Reason for Substantial Change: New contracts for Family Preservation begin January 1, 2020. This policy introduces the differences between Tier 1 and Tier 2 Family Preservation Services and specifies the CPS Specialist will choose Tier 1 or Tier 2 at referral.

Under the new contract, adoptive families will be eligible for Family Preservation after the six-month post adoption finalization period.

PPM 2750 DCF Responsibilities at Referral to Foster Care Child Welfare Case Management Provider

Reason for Substantial Change: It is now required DCF/CPS staff provide a current photo of youth upon two working days from the date of referral. Photo is to be uploaded into CareMatch.

PPM 2751 Initial Service Plan

Reason for Substantial Change: Initial Service Plan (ISP) policy language was clarified indicating DCF and Child Welfare Case Management Provider (CWCMP) staff shall work in conjunction with the family. Submitting the ISP to the court is no longer required; and information of Signs of Safety assessments for selected counties was added.

[Back to Table of Contents](#)

Section 3000 Case Management (All Service Programs)

PPM 3200 Development of the Case Plan

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2020](#)

Reason for Substantial Change: Due to state statutes regulations, case plans shall be completed within 30 calendar days rather than 45.

PPM 3371 Reasonable Efforts

Reason for Substantial Change: Several policies in October 2019 contained the language of shortened aftercare services from 12 months to 6 months. This policy was updated for consistency.

PPM 3841 Entering Transition Plan Information

Reason for Substantial Change: To capture if a child has received the following: social security card, state issued photo identification and their birth certificate.

PPS 3031 Foster Care Initial Service Plan

Reason for Substantial Change: This revision provides guidance for utilization of Signs of Safety forms in place of other assessment tools.

Appendix 3O Permanency Flow Chart (Deleted)

Reason for Substantial Change: Through feedback attained from Permanency Advisory Council meetings it was indicated that the Permanency Flow Chart is out of date and no longer used or needed.

[Back to Table of Contents](#)

Section 4000 Prevention Services (Jenifer Hermann, Assessment and Prevention Program Manager, Caroline Hastings, Family Preservation Program Manager, Allison Bowling, Family First Prevention Services Grants Manager and Ariel Erwine Family First Prevention Services Program Manager)

New policy **PPM 4200 Family Preservation In Home Services** replacing **PPM 5100 In Home Services (Deleted)**,

New policy **PPM 4240 Family Preservation Cases Referred Prior to January 1, 2020** replacing **PPM 5160 Responsibilities following Intensive Services** and **PPM 5161 Resumption of Intensive Services**,

New form **PPS 4200 Family Preservation Referral and PPS 4200 Family Preservation Referral Instructions** - replacing - **PPS 5000 Family Preservation Referral and Transmittal Sheet (Deleted)** and **PPS 5000 Instructions (Deleted)**,

New form **PPS 4205 FPS Acknowledgement / Change / Closure and PPS 4205 FPS Acknowledgment / Change / Closure Instructions** replacing **PPS 5000A Family Preservation Acknowledgment of Referral/Change (delete)** and **PPS 5000A instructions (Deleted)**

Reason for Substantial Change: DCF Family Preservation contracts changed on January 1, 2020. For Family Preservation cases referred prior to January 1, 2020 the requirements of the previous contracts remain. Policy 4240 was created to include service duration, case planning expectations, and responsibilities for intensive and non-intensive cases which are specific to the

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
January 2020

prior contract. Policy 4240 will be deleted January 1, 2021. The PPS 4200 is the Family Preservation Referral form and the instructions will be updated for the new contract. The PPS 4205 Acknowledgment / Change / Closure form and instructions are also being updated for the new contract.

New policy **PPM 4205 DCF Responsibilities for Open Family Preservation Services Cases** replacing **PPM 5121 DCF Responsibilities for Open Family Preservation Services Cases (Deleted)**,

New policy **PPM 4210 Family Preservation Cases Management Provider Responsibilities** replacing **PPM 5122 Family Preservation Case Management Provider Responsibilities (Deleted)**,

New policy **PPM 4220 Family Preservation Screenings and Assessments Prior to the Case Plan**,

New policy **PPM 4225 Family Preservation Services Risk and Safety Assessments** replacing **PPM 5124 Family Preservation Services Risk and Safety Assessment (Deleted)**,

New Policy **PPM 4230 Plan of Safe Care for Family Preservation Services Family Preservation**

Reason for Substantial Change: DCF Responsibilities and Family Preservation Case Management Provider Responsibilities were updated to meet the new contract requirements. New policies were created or revised to provide specific instructions regarding assessments and the Plan of Safe Care. The service referral duration is also changing, dependent on the referred tier of services.

New policy **PPM 4215 Family Preservation Initial Family Meeting** replacing **PPM 5130 Initial Team Meeting for Family Preservation (Deleted)**,

New form **PPS 3048 Family Preservation Initial Service Plan**

Reason for Substantial Change: For the new Family Preservation contracts, the initial family meeting will now include an Initial Service Plan, listing the immediate steps needed to resolve safety concerns and reduce the risk of foster care. Activities in the Initial Service Plan shall include assessments prior to the case plan. The PPS 3048 is the Family Preservation Initial Service Plan to be completed at the initial family meeting. The format was revised by DCF Communications to be more engaging to families.

New policy **PPM 4250 Family Preservation Services Declines** replacing **PPM 5140 Refusal of Family Preservation Services (Deleted)**,

New policy **PPM 4255 Transfer of Family Preservation Services** replacing **PPM 5150 Transfer of Family Preservation Services (Deleted)**,

New form **PPS 4250 Lack of Contact Notification** replacing **PPS 5003 Family Preservation Lack of Contact Notification**,

New form **PPS 4255 Family Preservation Transfer of Services** replacing **Appendix 5B (Deleted)**,

New policy **PPM 4260 Request for Retraction** replacing **PPM 5113 Request for Retraction (Deleted)**,

New form **PPS 4260 Request for Retraction of Family Preservation Service** replacing **PPS 5002 Request for Retraction**,

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2020](#)

PPS 5001 Family Preservation Non-Completion of Case Plan (Deleted)

Appendix 3I (Deleted)

Reason for Substantial Change: Policy was updated for the new Family Preservation contracts beginning January 1, 2019. The Family Preservation policies are being moved from the 5000 section of policy to the 4000 Prevention section. Retractions may now be requested from either the Family Preservation provider or the DCF CPS Specialist. The transfer policy is changing to add responsibilities for cases referred both before 1/1/20 and after 1/1/20.

New form PPS 4225 Supervisory Log replacing PPS 5004 Family Preservation Log for Newly Identified Risk/Safety Concerns

New form PPS 4206 Family Preservation Client Satisfaction Survey

Reason for Substantial Change: Adding additional forms to meet the requirements of the new Family Preservation contracts.

PPM 4330 Family First Prevention Services Grantee Responsibilities

Reason for Substantial Change: Clarify grantees work with evaluator.

PPM 4370 Duration of Family First Services

Reason for Substantial Change: Added service duration.

PPM 4830 Recording Family First Prevention Services Information

Reason for Substantial Change: To capture if a family first prevention services referral was due to or involved a juvenile offender case.

PPS 4300 Family First Prevention Plan

Reason for Substantial Change: Clarifications to connect the appropriate providers to services. Including Motivational Interviewing as a service.

PPS 4310 Referral Form Case Status

Reason for Substantial Change: Clarifications to connect the appropriate providers to services by including a key. Including Motivational Interviewing as a service. Adding a non-custodial parent.

[Back to Table of Contents](#)

Section 5000 Child Welfare Case Management Providers (Mary Cole and Dennis Alford, Foster Care Program Managers, Chris Tomlinson, WARDS Program Manager)

PPM 5271 Exceptions to Aftercare Responsibility of Case Management Providers

Reason for Substantial Change: To specify that aftercare services are not needed in regards to direct adoptive placements and probate guardianships/custodianships.

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2020](#)

PPM 5330 Assessing the Adoptive Family

Reason for Substantial Change: To indicate that just adoptive parents (rather than all family members) need annual medical or health information in regards to said parent's ability to parent a child.

PPM 5363 Services to Finalize the Adoption

Reason for Substantial Change: Indicated that the report and assessment shall have an authorization for release of medical/hospital records on the adoptive child (and not parents.)

PPM 5400 Guardianship/Custodianship

Reason for Substantial Change: Specified that the CWCMP needs to provide the child's original birth certificate to the guardian/permanent custodian for the children at the time of their official appointment.

PPM 5811 Entering A Family Preservation In Home Referral into FACTS

Reason for Substantial Change: Family Preservation contracts starting in Jan 2020 will have two tiers and to track for these tiers added codes FP1 and FP2. To assist with family preservation outcomes needed to add a non-completion code. To record if pregnant woman using substances referral was due to opioids or non-opioids added OPI and NOP codes. Also added codes to record if pregnant woman using substances was referred or not referred to a medication assisted treatment program.

PPS 5115 Q RTP Assessment Referral

Reason for Substantial Change: New form was created for referrals for Qualified Residential Treatment Placement (Q RTP) Assessment for Child in the custody of the Secretary.

PPS 5340 Medical and Genetic Information for Child

Reason for Substantial Change: Changed verbiage from "Mental Retardation" to "Intellectual and Developmental Disability." Also added signature line at the end of page 1.

PPS 5341 Best Interest Staffing Report & Authorization

Reason for Substantial Change: Eliminated voting section of form as DCF is moving towards getting a consensus on a selected family rather than through voting.

[Back to Table of Contents](#)

Section 6000 Permanent Custodianship and Adoption (Corey Lada,
Adoption Program Manager)

PPM 6210 Eligibility Requirements for Adoption Assistance

Reason for Substantial Change: Added consistent verbiage about private adoptions through a private CPA being eligible for adoption assistance.

[Back to Table of Contents](#)

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2020](#)

Section 7000 Independent Living (Michelle Reichart)

PPM 7223 Subsidy Rates

Reason for Substantial Change: The income ceiling for a youth to receive subsidy was removed, since issuance of subsidy is based upon the youth's need, as determined by the youth and their IL Coordinator. The definition of room and board was included to provide examples of eligible expenses using subsidy.

PPM 7251 ETV Services and Supports

Reason for Substantial Change: The definition of room and board was included to provide examples of eligible expenses using ETV funds.

Appendix 7C

Reason for Substantial Change: The National Youth in Transition Database (NYTD) survey has been edited to add space for additional contact information for the youth, and a page for staff to log their attempts to contact the youth to complete the survey.

Appendix 7C Definitions

Reason for Substantial Change: The Appendix 7C Definitions document was created so that staff have access to the federal definition for each NYTD survey question.

[Back to Table of Contents](#)

Section 8000 Continuous Performance Improvement

No substantial changes to Section 8000 Continuous Performance Improvement

[Back to Table of Contents](#)

Section 9000 Interstate Compact for the Placement of Children

(ICPC) (Jessica Guthery, ICPC Program Manager)

No substantial changes to Section 9000 Interstate Compact for the Placement of Children

[Back to Table of Contents](#)

Adult Protective Services (Deb Schwartz, APS Program Administrator)

PPM 10000 Adult Protective Services Glossary

Reason for Substantial Change: A definition will help provide clarification for self-neglect to staff and the general public.

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2020](#)

PPM 10110 Initial Assessments

Reason for Substantial Change: To provide clarification to PRC regarding reports not assigned, added Law Enforcement reports and cleaned up the list for reports DCF does not have the authority to investigate.

PPM 10200 Conducting an Investigation

Reason for Substantial Change: Provided clarification to staff on when LE is identified as an ALP and who in LE should be involved with the case.

PPM 10205 Additional Perpetrators or Abuse/Neglect/Exploitation Allegations

Reason for Substantial Change: This change would allow the specialist to identify and add self-neglect to a case which will save time and not require a new report be called in each time

PPM 10216 Closure After Assignment

Reason for Substantial Change: Added 4 more categories to Closure After Assignment aligning with APS investigation rational.

PPM 10221 Assigned KDHE Licensed Facility Reports

Reason for Substantial Change: New policy.

[Back to Table of Contents](#)

CLARIFICATIONS

Clarifications to policy includes revisions to improve clarity or style.

Section 0000 General Information

Policies Revised:

PPM 0425 Contents of Assessment and Prevention Family Services Family Preservation Case records

PPM 0813 Report Involving Indian Children

Section 1000 Intake

Policies Revised:

No clarifications to Section 1000.

Section 2000 Investigation and Assessment

Policies Revised:

PPM 2833 Recording Referrals for Sexual Behavior Problems

Section 3000 Case Management

Policies Revised:

PPS 3050 Family Service and Family Preservation Case Plan

PPS 3050 Instructions Family Service and Family Preservation Case Plan

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
January 2020

Section 4000 Family Services

Policies Revised:

PPM 4235 Recommendation for Continuation of Specific Services

PPM 4245 Family Preservation Services Case Manager Responsibilities When Child Is Missing

PPM 4300 Family First Prevention Services Grant

Section 5000 Child Welfare Case Management Provider Services

Policies Revised:

PPM 5000 Child Welfare Contracts

PPM 5030 Child Welfare Case Management Provider Screenings and Assessment

PPM 5112 Recommendation for Continuation of Specific Services (Deleted)

PPM 5114 Requesting Social Services Child Care for Children Receiving Family Preservation Services (Deleted)

PPM 5123 Family Preservation Services Case Manager Responsibilities When Child Is Missing (Deleted)

PPM 5234 Relative Home Placement

PPM 5238 Teen Parents Infants

PPM 5813 Entering Pregnancy Result

Section 6000 Permanent Custodianship and Adoption

Policies Revised:

No Clarifications to Section 6000.

Section 7000 Independent Living & Self Sufficiency

Policies Revised:

PPM 7300 Case Closure

PPM 7913 Other Payments for IL Youth

PPS 7000

PPS 7000 Instructions

Section 8000 Continuous Performance Improvement

No Clarifications to Section 8000.

Section 9000 Interstate Compact

Policies Revised:

No Clarifications to Section 9000.

Section 10000 Adult Protective Services

PPM 10115 Assigning Reports When Involved Adult Resides in Another State

PPM 10116 Investigation Involving Other States

PPM 10222 Investigation Involving Other States (Deleted)

PPM 10320 Required Documentation for Case Findings