

Summary of Prevention and Protection Services (PPS)  
Policy and Procedure Manual Changes  
July 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 July 2020. These policy revisions are effective July 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.

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**II. Clarifications**

## **SUBSTANTIAL CHANGES**

### **Section 0000 General Information** (All Program Policy Writers)

#### **PPM 0314 Adoption and Foster Care Records and Searches**

**Reason for Substantial Change:** Policy is revised to provide guidance on Documentum, an online archiving database.

#### **PPM 0440 Retention of Records**

**Reason for Substantial Change:** Policy is revised to provide guidance on Documentum, an online archiving database.

#### **PPM 0441 Archiving and Storage of Records**

**Reason for Substantial Change:** Policy is revised to provide guidance on Documentum, an online archiving database.

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### **Section 1000 Intake** (Theresa Cortez, KPRC Program Manager)

#### **PPM 1321 Reports Requiring a Preliminary Inquiry**

**Reason for Substantial Change:** Additional information for KRPC staff on how to process a report set to preliminary inquiry when a subsequent report is received.

#### **PPM 1415 Assignment of Reports Indicating Pregnant Woman Using Substances**

**Reason for Substantial Change:** Added the ability for Assessment and Prevention staff to provide an assessment on all pregnant women using substances, even those receiving Temporary Assistance for Needy Families (TANF).

#### **PPM 1700 Override of Accepted Reports**

**Reason for Substantial Change:** Clarification on reports accepted for overrides after acceptance

#### **PPS 1005 NOTICE OF ACTION TO REPORTERS OF SUSPECTED CHILD ABUSE OR NEGLECT**

**Reason for Substantial Change:** To improve outgoing communication to the reporters of abuse or neglect.

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

**PPM 2025 History Search for the Investigation and Assessment**

**Reason for Substantial Change:** Policy was revised to inform PPS staff that abuse and neglect case records may be archived in the Abuse and Neglect Archive Imaging Documentum application.

**PPM 2116 Requirements for Children Under the Age of One and Appendix 2C SIDS Prevention Points**

**Reason for Substantial Change:** Additional information was added in policy for expectations of referral to resources. Appendix 2C was deleted because the information was outdated. With the implementation of Safe Sleep, information and resources are provided in training and are available online.

**PPM 2310 Safety Determination and PPM 2313 Ongoing Safety**

**Reason for Substantial Change:** Due to safety organized practice and feedback from regional staff, the timeframe for the non-immediate safety staffing was increased to allow sufficient time to gather information for the PPS 2020 Risk Assessment Map to inform the safety staffing. The CPS Specialist and PPS Supervisors will have 14 calendar days from the date of the initial safety determination to complete the safety staffing instead of 3 business days, unless there are immediate safety concerns requiring an immediate safety staffing. PPM 2313 Ongoing Safety was added to PPM 2310 to better assist PPS staff with critical thinking when determining safety of children and next steps for the family.

**PPM 2746 Family Preservation Referral Criteria**

**PPM 2748 DCF Responsibility at Referral to Family Preservation**

**Reason for Substantial Change:** Policies were reviewed at the Family Preservation Advisory Workgroup and suggestions for improved communication were incorporated into the Family Preservation Referral Policies. The Initial Service Plan will not be required on immediate second Family Preservation referrals

**PPS 2014 A Parent Skill Building and PPS 2014 B Child with Sexual Behavior Problems**

**Reason for Substantial Change:** The original form was divided into two different forms. The new forms clarify which programs staff are referring families to and are more family friendly.

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**Section 3000 Case Management** (All Service Programs)

**PPM 0425 Contents of Assessment/Prevention, Family Services, Family First Prevention Services, and Family Preservation Case Records; PPM 3005 Case Transfer Staffing; PPS 3005 Case Transfer Staffing**

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**Reason for Substantial Change:** Revised the policy text in PPM 3005 to say: “Each program shall maintain their own case file and shall place their service content into the appropriate section” and PPS 3005 adds new Family Preservation forms. Case Transfer forms are required when a case transfers from Family Preservation to Permanency.

**PPM 3207 Case Plan Participants**

**Reason for Substantial Change:** Requirements related to youth input and presence at case planning conferences were updated to provide that youth age 7 and older shall be given the opportunity to provide feedback prior to the conference, if unable to attend the conference. Youth 14 and older in out of home placement shall attend the conference or the conference shall be rescheduled to accommodate the youth’s presence. If the youth is unable to attend, efforts shall be made to gather the youth’s feedback prior to the conference. The policy was also edited to additionally require the updated PPS 3059 My Plan for Successful Adulthood be sent to the DCF Foster Care Liaison for youth 14 and older and to the IL Coordinator for youth 16 with an APPLA goal and all youth 17 and older with the invitation to the case planning conference. This will allow staff the opportunity to review the PPS 3059 prior to the conference.

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**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)

**PPM 4205 DCF Responsibilities for Open Family Preservation Cases**

**PPM 4210 Family Preservation Case Management Provider Responsibilities**

**Reason for Substantial Change:** Policy was added to provide more guidance on cases referred to a second tier of Family Preservation. Initial Service Plans are not required for second referrals.

**PPM 4260 Request for Retraction**

**Reason for Substantial Change:** Policy change removes requirements to notify DCF Statewide Contractor Reimbursement Information and Payment Tracking System (SCRIPTS), as this system is no longer used for Family Preservation payments under the new contract. DCF SCRIPTS now reads directly from FACTS to process payments.

**PPM 4320 DCF Responsibilities for Open Family First Prevention Service Cases**

**Reason for Substantial Change:** Requirement added for CPS staff to redetermine Candidacy Of Care after approximately 180 days of services, due to family being eligible for services for 12 months.

**PPM 4370 Duration of Family First Prevention Services**

**Reason for Substantial Change:** Added policy instruction for service extension.

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**PPS 4300 Family First Prevention Plan**

**Reason for Substantial Change:** Correction on form including FACTS code for Kinship Navigation (FK01N)

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**Section 5000 Child Welfare Case Management Providers** (Michelle Warner, Foster Care Program Manager, Chris Tomlinson, WARDS Program Manager)

**No Changes**

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

**No Changes**

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**Section 7000 Independent Living** (Michelle Reichart)

**PPS 7030 and PPS 7030 Instructions**

**Reason for Substantial Change:** Scoring on the Childcare and Pregnancy/Parenting domains was changed to include a score of “5” for youth who are not pregnant or are not actively parenting a child. This will allow for consistent scoring for all youth and make data compilation and comparison more accurate.

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**Section 8000 Continuous Performance Improvement**

**No changes**

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**Section 9000 Interstate Compact for the Placement of Children (ICPC)** (Jessica Guthery, ICPC Program Manager)

**PPM 9231 - Child Welfare Case Management Provider ICPC Non-Financial Responsibilities as the Sending State**  
**PPM 9310 - Child Welfare Case Management Provider Responsibilities as the Receiving State**  
**PPM 9990 – Closing an Interstate Compact Case**  
**PPS 9200 – ICPC Acknowledgement and Updates**

**Reason for Substantial Change:** Policy was revised to align with ICPC regulations. Added PPS eligibility as an entity that is notified when a case is closed.

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## **CLARIFICATIONS**

Clarifications to policy includes revisions to improve clarity or style.

### **Section 0000 General Information**

**PPM 0430 Contents of Foster Care, Adoption and Independent Living Services Case Records**  
**PPM 0510 Critical Incident Protocol**  
**PPS 0550 Critical Incident Form**

### **Section 1000 Intake**

**PPM 1000 Intake**  
**PPM 1100 Recording Information Gathered at Intake**  
**PPM 1222 Notice of Action to Reporters**  
**PPM 1311 Documenting no further PPS action needed**  
**PPM 1340 Reports Which DCF Does Not Have Authority to Proceed, Involves a Memorandum of Understanding or Conflict of Interest**  
**PPM 1650 Initial Assessment of Substance Affected Infant**  
**PPS 1000 FACE SHEET**  
**PPS 1001 REPORT/REQUEST FOR SERVICES**  
**PPS 1001A SUMMARY OF RESULTS OF PRELIMINARY INQUIRY**  
**PPS 1002 INITIAL ASSESSMENT**

### **Section 2000 Investigation and Assessment**

**Appendix 2B Supervisor Consultation Guide**  
**PPS 2003 Family Based Safety Plan**

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**PPS 2003 Family Based Safety Plan Instructions**

**PPS 2003 Family Based Safety Plan SPA**

**PPS 2012 Notice of Department Findings**

**PPS 2019 Kansas DCF Conversation Note**

**PPS 2020 Kansas Assessment Map**

**PPS 2021 Immediate Safety Plan**

**Section 3000 Case Management**

**PPM 3209 Elements of a Case Plan**

**PPM 3210 Roles Related to Case Planning**

**Section 4000 Family Services**

**No changes**

**Section 5000 Child Welfare Case Management Provider Services**

**PPM 5201 Child Welfare Case Management Providers of Out of Home Services**

**PPM 5251 Qualified Residential Treatment Programs**

**PPM 5271 Exceptions to Aftercare Responsibility of Case Management Providers**

**PPM 5301 Adoption Roles and Responsibilities**

**PPM 5911 Documentation for IV-E Determination**

**PPS 5316 Potential Identified Adoptive Resource Application**

**PPS 5341 Best Interest Staffing (BIS) Report and Authorization**

**PPS 5341 Best Interest Staffing (BIS) Report and Authorization Instructions**

**PPS 5410 A Initial Eligibility Determination**

**Section 6000 Permanent Custodianship and Adoption**

**PPS 6110 REFERRAL FOR ADOPTION ASSISTANCE**

**Section 7000 Independent Living & Self Sufficiency**

**Appendix 7E**

**Section 8000 Continuous Performance Improvement**

**No changes**

**Section 9000 Interstate Compact**

**No changes**