

Summary of Prevention and Protection Services (PPS)
Policy and Procedure Manual Changes
[January 2021](#)

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 2021. These policy revisions are effective January 1, 2021.

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)

Family First Prevention Service Act Alignment	
What prompted revision?	This revision was prompted by the Family First Prevention Services Act.
What is the impact to practice?	To improve practice
What changed in policy/ forms or appendices?	PPM 0160 Glossary - Further defining our Candidacy for Care definition to include pregnant women and siblings of children who have been removed

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Section 1000 Intake (Erica Hunter and Theresa Cortez, KPRC)

Truancy	
What prompted revision?	Policy updated to reflect recently changed KSA regarding truancy.
What is the impact to practice?	KPRC will have guidance for assignment of children under the age of 7 for truancy.
What changed in policy/ forms or appendices?	PPM 1630 School Attendance - Information regarding children under 7 years old and truant from statute was added to provide guidance at intake and assessment. Portion of policy not completed at intake will be moved to the 2000 policies, if appropriate.

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Section 2000 Investigation and Assessment (Lynnea Kaufman and Jenifer Hermann)

Candidate for Care (FFPSA)	
What prompted revision?	The Kansas Practice Model requires different assessment forms. Federal guidance for new prevention plans after the timeline of 12 months.
What is the impact to practice?	Further providing guidance on the candidate for care and updating tools from the Kansas Practice model to help practitioners determine eligibility for a referral and providing clarification on how to update prevention plans reflecting these new candidate for care definitions.
What changed in policy/ forms	PPM 2753 Eligibility and Criteria for Referral to Family First Prevention Services - Updated candidacy for care, added Kansas Practice Model language

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or appendices?	and added a section for prevention plans after the 12 months.
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Child Under the Age of One	
What prompted revision?	This revision was prompted by discussions with regional leadership regarding the need to clarify the expectation of this policy.
What is the impact to practice?	The intent is to provide guidance to engage families in a parent skill-building service.
What changed in policy/ forms or appendices?	PPM 2116 Requirements for Children Under the Age of One - DCF is focusing on our most vulnerable population. This policy revision reflects expectations for best practice with families and children by adding language to guide practitioners towards intentionally engaging families in services to support child safety. Practitioners will provide families with information and discuss how parent skill building services can support them, specific to the family's current situation.

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Child/Youth missing from placement at the time of referral	
What prompted revision?	This revision was prompted by discussions with the Assessment and Prevention Work Group.
What is the impact to practice?	The intent is for PPS practitioners to have an open line of communication with the Child Welfare Case Management Providers when a referral is made and the child/youth is missing from placement.
What changed in policy/ forms or appendices?	PPM 2750 DCF Responsibilities at Referral to Foster Care Child Welfare Case Management Provider – This revision added policy for expectation to provide all documentation to the Child Welfare Case Management Provider at the time of referral regarding attempts to locate child/youth missing from placement at the time of referral for out of home placement.

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Exception Language	
What prompted revision?	This revision was prompted during conversations with regional leadership. It was determined the language regarding an exception to policy was concerning and therefore was not being used.
What is the impact to practice?	The intent is to support a collaborative discussion and decision for situations which are contrary to the safety of the child.
What changed in policy/ forms or appendices?	PPM 2310 Immediate Safety Determination - This revision removed C. 3. Exception language and developed a new 2. j. allowing a collaborative decision with the PPS Supervisor and PPS Program Administrator to consider situations contrary to the safety of the child for an allowable reason to delay the response time.

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	<p>PPM 2703 Reasonable Efforts to Meet Response Time for FINA Assessment – This revision added language in I. and J. to be consistent with revisions to PPM 2310 for a collaborative decision when making the response is contrary to the best interest of the child and when a child on runaway status as allowable reasons to delay the response time.</p>
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FACTS	
What prompted revision?	This revision was prompted by practitioner's recommendation.
What is the impact to practice?	The intent is to add Case and Event # to the forms for FACTS data entry staff.
What changed in policy/ forms or appendices?	<p>PPS 2014 A Referral for Services Parent Skill Building Programs and PPS 2014 B Referral for Services Child Sexual Behavioral Problems</p> <p>Added box for event and case number on both forms</p>

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History Searches	
What prompted revision?	This revision was prompted by meetings with leadership and Assessment and Prevention Work Group.
What is the impact to practice?	The intent is for PPS practitioners to use critical thinking skills when performing history searches on all assigned case types.
What changed in policy/ forms or appendices?	<p>PPM 2025 History Search for the Investigation and Assessment – Current practice indicates every assigned abuse/neglect case type shall have a DCF history and criminal search completed. This revision will not require a history or criminal search, instead PPS practitioners will use judgement and critical thinking to evaluate the case and determine if a search should be completed.</p> <p>DELETE 2710 Documenting the Non-Abuse/Neglect (Family in Need of Assessment) – This revision deleted this policy to remove requirements for children under age 6 and history searches on FINA cases.</p>

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Interviewing Relatives	
What prompted revision?	This revision was a result of learning from child death reviews and the agency's Child Protection Framework which includes Family Finding to trace/search for family to create lifetime networks.
What is the impact to practice?	The intent of this revision is for practitioners to enhance efforts to trace/search for relatives to interview and include in the assessment of assigned abuse/neglect reports, with the result of gathering comprehensive information to inform child safety decisions.

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What changed in policy/ forms or appendices?	PPM 2110 Requirement to Interview- This revision removed Relatives from f. and moved it up in the list to b. The language <i>may include but are not limited to</i> is removed.
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Kansas Practice Model Alignment	
What prompted revision?	Kansas has developed a customized and integrated practice model to enhance services to Kansas families and children. Policies have been revised to streamline with the new practice model.
What is the impact to practice?	The intent of this revision is to remove references to practices no longer required and update with the new practices, tools and forms to support PPS Practitioners and PPS Supervisors with linking the Kansas Practice Model to current practice.
What changed in policy/ forms or appendices?	<p>PPM 0160 Glossary- A definition for mitigate was added. The definition for Candidate for Care was revised.</p> <p>PPM 0425 Contents of Assessment & Prevention, Family Services, Family First Prevention Services, and Family Preservation Case Records Kansas Practice Model language was added.</p> <p>PPM 2090 Child With Sexual Behavior Problems – This revision removed the language <i>the family declines to participate</i> in A., and replaced it with <i>chooses not to participate</i> to shift to a more family-focused practice. The PPS 2030E is removed in B. and replaced with the PPS 2020.</p> <p>PPM 2115 Child with Danger to Self – This revision deleted duplicative language with PPM 2740 and adds a reference to 2740. Language was updated to be consistent with the Kansas Practice Model. Reference to PPM 2440 is deleted and replaced with 2400.</p> <p>PPM 2125 Relative/Non-Related Kin Information - This revision deleted language for KIDS Safety and Risk Assessments. Safety/Risk language was deleted and replaced with danger to the child. Safety network language was added.</p> <p>PPM 2300 Defining Danger, Safety and Risk – The title is changed to better reflect the policy. A definition for danger was added. Language for the assessments were removed and moved to 2310 and 2400.</p> <p>PPM 2310 Immediate Safety Determination- This revision changed the title to the <i>Immediate Safety Determination</i>. Language from PPM 2440 was moved to this policy and 2440 was deleted. This revision added language consistent with the Kansas Practice Model.</p> <p>PPM 2400 Lasting Safety Assessment – This revision changed the title to <i>Lasting Safety Assessment</i>. Language from PPM 2430 was moved to this</p>

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	<p>policy and 2430 was deleted. New language was added for the Kansas Practice Model and previous Safety Assessment language is deleted.</p> <p>PPM 2462 Immediate Safety Planning – Added <i>Immediate</i> to the title. Deleted portions of the policy that focuses on practice and not policy for clarification of the safety planning process.</p> <p>PPM 2600 Assessment Map - This revision deletes KIDS assessment language and replaces with Kansas Practice Model Language.</p> <p>PPM 2700 Assessment of Reports Assigned as Family in Need of Assessment – Removed references to KIDS Assessments which are no longer required. Added language the Persons Contacted screen in the FINA and PWS assessments are required.</p> <p>PPM 2722 Pregnant Woman Using Substances Assessment - This revision removed reference to PPS 2030 E and replaced with Kansas Practice Model tools PPS 2019 and PPS 2020. Language is added to update section required to be completed on the Pregnant Woman Using Substances Assessment in KIDS.</p> <p>PPM 2740 Family Based Assessment – This revision deleted language relating to previous KIDS assessments and replaced with Kansas Practice Model (KPM) tools and language. Language specific to the PPS 2030F Family Based Assessment Summary was revised to reflect the change in the purpose of this form. The PPS 2030F is changed from the tool used to support decisions, to a form used to document decisions made from the assessment using KPM tools.</p> <p>PPM 2770 Uploading Documents in KIDS – This revision updated policy to reflect Kansas Practice Model documentation and what is required to be uploaded into KIDS.</p> <p>PPM 4000 Prevention Services – This revision deleted KIDS assessments in policy as they are no longer required per the Kansas Practice Model</p> <p>PPM 4101 Forms for Case Opening - PPS 2020 was added as documentation PPS practitioners shall provide Family Services Providers at the time of referral. The previous KIDS assessments were deleted as a requirement from policy.</p> <p>Appendix 2B Guide for Assessment and Decisions - This appendix was formally used during supervision. The appendix was revised with KPM language to use as a decision-support guide for practitioner's with information to support critical thinking.</p>
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	<p>Appendix 2H Immediate Safety Tips Sheet – This revision changed the title from Safety Assessment to the Immediate Safety Tips Sheet. The contents of the KIDS Safety and Risk Assessments were deleted and replaced with the Immediate Safety Tips Sheet.</p> <p>Appendix 2K Lasting Safety Tips Sheet – This revision created a new Appendix with the Lasting Safety Tips Sheet.</p> <p>DELETE PPM 2430 Documenting the Safety Assessment – This policy was deleted, and some language is moved to PPM 2400.</p> <p>DELETE PPM 2440 Safety Decision – This policy was deleted, and some language was moved to PPM 2400 and 2310.</p> <p>DELETE PPM 2610 Advantages of a Structured Risk Assessment – This policy was deleted as the KIDS risk assessments are no longer required to be completed in KIDS.</p> <p>DELETE PPM 2640 Documenting the Risk Assessment – This policy was deleted as the KIDS risk assessments are no longer required to be completed in KIDS.</p> <p>DELETE PPM 2660 Risk Assessment Short Form – This policy was deleted as the KIDS risk assessments are no longer required to be completed in KIDS.</p> <p>DELETE PPM 2710 Documenting the Non-Abuse/Neglect (Family in Need of Assessment) – This revision deleted this policy with language for completing the KIDS assessments which are replaced with Kansas Practice Model forms and tools.</p> <p>DELETE PPM 2711 Presenting Problem – This revision deleted this policy with language for completing the presenting problem in KIDS which is no longer required.</p> <p>DELETE PPM 2712 Contributing Factors and Family Strengths and Resources - This revision deleted this policy with language for completing the PPS 2030E in KIDS. This section of the 2030E is no longer required.</p> <p>DELETE PPM 2713 Assessment Conclusion – This revision deleted this policy with language to complete the assessment conclusion in KIDS which is no longer required.</p> <p>DELETE PPM 2714 Assessment Summary - This revision deleted this policy with language which is duplication of PPM 2700 and 2740.</p>
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	<p>DELETE PPM 2720 Timeline For Completing a NAN (FINA) Assessment - Policy combined with 2700 to be more efficient for PPS practitioners.</p> <p>DELETE PPS 2030 B Safety Assessment – This revision deleted KIDS Assessment no longer required.</p> <p>DELETE PPS 2030 C Risk Assessment (Short Form) - This revision deleted KIDS Assessment no longer required.</p> <p>DELETE PPS 2030 D Risk Assessment - This revision deleted KIDS Assessment no longer required.</p>
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Out of State Courtesy Interview Requests for Safety Determination	
What prompted revision?	This revision was prompted from learning from situations where a child death occurred. The practice of requesting a courtesy interview from another state when a child cannot be found in Kansas to determine safety was not found in current policy.
What is the impact to practice?	This revision may cause a change in practice for practitioners who were not aware of the ability to request a courtesy interview from another state.
What changed in policy/ forms or appendices?	<p>PPM 2310 Immediate Safety Determination- This revision added language in C. 1. to require a request for a courtesy safety determination from the other state's child protection hotline.</p> <p>PPM 2703 Reasonable Efforts to Meet Response Time for FINA Assessment – This revision added language in the fourth paragraph & to A. and G. to consider whether there are worries for danger to the child present to warrant a request to the other state's child protection hotline for a courtesy contact.</p>

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Structured Decision Making (SDM)	
What prompted revision?	This revision was prompted the decision to discontinue the Structured Decision Making (SDM) Safety and Risk Assessments.
What is the impact to practice?	The intent is to remove requirements for the SDM Safety and Risk Assessments.
What changed in policy/ forms or appendices?	<p>DELETE PPM 2401 Structured Decision Making (SDM) Safety and Risk Assessment Requirement and</p> <p>DELETE PPM 2402 Structured Decision Making (SDM) For Family In Need of Assessment (FINA)</p>

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	Deleting SDM policies.
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Supervision	
What prompted revision?	This revision was prompted by a need to align supervision policy with the Kansas Practice Model. Kansas is moving towards a more intentional focus on best practice to support supervisor's and practitioner's growth and learning towards using critical thinking to make sound judgements and decisions.
What is the impact to practice?	The intent is for supervisors and practitioners to decide together the method, frequency and content needed for supervision to support learning and growth. These changes support the PPS practitioner and PPS Supervisor in using critical thinking to make sound judgements and decisions.
What changed in policy/ forms or appendices?	<p>PPM 2050 Plan of Safe Care - This revision replaced the language <i>shall</i> in D. with <i>strongly encouraged</i> to support the PPS practitioner and PPS Supervisor discretion.</p> <p>PPM 2070 Subsequent Reports on Open Assessment - This revision adds the PPS practitioner along with the PPS Supervisor ensure subsequent reports are addressed. The method of ensuring the information is addressed is determined by the PPS practitioner and PPS Supervisor.</p> <p>PPM 2220 Investigations Involving a Report of Abuse or Neglect in a Facility Licensed by KDHE or DCF Foster Care and Residential Licensing - This revision removed <i>shall</i> in C. and replaced with <i>strongly encouraged</i>.</p> <p>PPM 2310 Immediate Safety Determination - This revision revised language in C. for consistency with the Kansas Practice Model. A consultation with the PPS Supervisor is still required when an alleged victim has not been seen within the response time. This revision removed the requirement to complete a safety staffing for every case. Language regarding the 14-day safety staffing is removed. Language was added to require a safety staffing when the CPS Specialists determines criteria is met for an immediate safety staffing. Requirements for the contents of the safety staffing were removed in 3. a-g.</p> <p>PPM 2703 Reasonable Efforts to Meet Response Time for FINA Assessment - This revision replaced the language - <i>shall discuss</i> in the fourth paragraph with <i>strongly encouraged</i> language.</p> <p>PPM 2760 Supervision - This revision changed the title to 2760 Supervision. This revision added language to describe the purpose of supervision. Revisions were made to the times when a supervisor consultation is required. Language regarding requirements for the for the timeframe and contents of</p>

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	the consultation were deleted.
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Joint Procedures with DCF and Law Enforcement Agencies	
What prompted revision?	This revision was prompted by learning from child death case reviews.
What is the impact to practice?	The intent is to provide clarification for when DCF is required by Kansas Statutes Annotated K.S.A. 38-2226(b) to refer an assigned abuse/neglect report to law enforcement.
What changed in policy/ forms or appendices?	PPM 2210 Joint Procedures with DCF and Law Enforcement Agencies - Added information to clarify that the decision for a joint investigation is determined by KPRC and documented on the PPS 1002.

Section 3000 Case Management (All Service Programs)

Family Preservation Case Plan	
What prompted revision?	This revision was prompted by the Family Preservation Advisory Workgroup proposed the changes for program and practice improvement.
What is the impact to practice?	The intent is this will help ensure everyone's voice in the family is included.
What changed in policy/ forms or appendices?	PPS Form 3050 Family Preservation/Family Service Case Plan - Added input from the child/youth to the case plan document.

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

Tier 1 Family Preservation Direct Contact Requirement	
What prompted revision?	This revision was prompted by a proposal from the Family Preservation Advisory Workgroup
What is the impact to practice?	The intent is for changes for program and practice improvement
What changed in policy/ forms or appendices?	PPM 4210 Family Preservation Provider Responsibilities – This revision reduced the 30 in-person hour requirement for Tier 1 Family Preservation cases. The new requirement will be an average of 3-5 hours per week and will include all direct contact with the family and crisis responses.

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UNCOPE Screening Tool	
What prompted revision?	This revision was prompted by a proposal from the Family Preservation Advisory Workgroup
What is the impact to practice?	The intent is for changes for program and practice improvement
What changed in policy/ forms or appendices?	PPM 4220 Assessment Prior to the Case Plan – This revision removed the requirement for the UNCOPE screening tool, and allow any substance use screening to be performed, as consistent with each model’s Evidence Based Practice. The UNCOPE may still be used. Also add for minors, parental permission shall be sought regarding the use of a substance use screening tool.

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Candidate for Care	
What prompted revision?	Family First Prevention Service program improvements.
What is the impact to practice?	The intent is for changes for program and practice improvement for Candidates for Care.
What changed in policy/ forms or appendices?	PPM 0160 Glossary – Added to definition for Candidate for Care PPM 4320 DCF Responsibilities for Open Family First Service Cases - Task has been added to DCF staff to monitor the prevention plan timelines. If the children remain candidates for care at the 12 month mark, a redetermination must be made and a new Prevention Plan must be created.

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Outcomes	
What prompted revision?	Family First Prevention Service program improvements.
What is the impact to practice?	The intent is for changes to improve DCF communication to grantee partners, improve FACTS data entry, and comply with the outcome measures for the KU evaluation of the Family First grantees.
What changed in policy/ forms or appendices?	PPM 4310 Family First Prevention Grant Service Population and Referral - Form improvements ask for more thorough contact information from staff as well as updated guidance on what forms are required with staff, per the Kansas Practice Model. Form improvements will assist with timelines for family engagement, per outcomes, and the closure dates/reasons of the case. The Family First evaluation team will receive timelines for outcome measures based on the grantee timeline submissions. PPM 4330 Family First Prevention Services Grantee Responsibilities -

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	<p>DCF staff will receive monthly reports of family's progress, and capacity updates for grantee services. Updated contract changes include requests for grantees to send DCF capacity updates for referrals, monthly family progress reports, timelines to submit dates for family contact/engagement and closures to FACTS/DCF, court reports if applicable, and responsibilities to document critical incidents. The Family First evaluation team will receive timelines for outcome measures based on the grantee timeline submissions. Grantees will assist in documenting critical incident protocol when it applies to a family. FACTS will now have dates to document the initial contact with family as well as closure dates.</p> <p>PPS 4310 Family First Referral Form/Case Status Form - Changes are to improve DCF communication to grantee partners, improve FACTS data entry, and comply with the outcome measures for the KU evaluation of the Family First grantees. Form improvements ask for more thorough contact information from staff as well as updated guidance on what forms are required with staff, per the Kansas Practice Model. Form improvements will assist with timelines for family engagement, per outcomes, and the closure dates/reasons of the case. The Family First evaluation team will receive timelines for outcome measures based on the grantee timeline submissions. Improvements will provide FACTS better guidance on codes for in Section I, as well as dates to document the initial contact with family as well as closure dates.</p>
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Prevention Plan	
What prompted revision?	Family First Prevention Service program improvements.
What is the impact to practice?	Further providing guidance on the candidate for care and updating tools from the Kansas Practice model to help staff determine eligibility for a referral, and providing clarification on how to update prevention plans reflecting these new candidate for care definitions.
What changed in policy/ forms or appendices?	<p>PPM 2753 Eligibility and Criteria for Referral to Family First Prevention Services - Align with KPM forms and how to create new prevention plans after 12 months of services</p> <p>PPS 4300 FFPSA Prevention Plan - Clearer guidance for DCF staff to include initial or revised plan dates, who to list for candidate for care, and who to list for service referrals. Will allow FACTS to track easier when a prevention plan has been revised and services have been added to the family.</p>

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

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Review of Child's File	
What prompted revision?	This revision was prompted during conversations with regional leadership concerning the need for adoptive parents to read their child's complete case file prior to adoption.
What is the impact to practice?	The change was made to encourage and direct the families to read and review the child's file rather than opting out. We also wanted to stress that a team member be present during the file read not only to provide supervision but to answer questions as well.
What changed in policy/ forms or appendices?	PPM 5360 Procedures Related to Signing the Adoption Placement Agreement - Changed the wording from an opportunity to review the child's file to it being a required review of the child's file. And we also added that it will be with a member of the case team or family's worker/case team and they will be present to answer and ask questions.

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KDOC no longer claiming IV-E	
What prompted revision?	This revision was prompted by KDOC is no longer claiming IV-E, DCF is no longer determining IV-E eligibility for KDOC youth.
What is the impact to practice?	The intent is to clarify IV-E policies and practices and reorganized all sections for easier reading.
What changed in policy/ forms or appendices?	<p>PPM 5901 DCF Children and Family Services Responsibilities - Clarified IV-E policies and practices and reorganized all sections for easier reading</p> <p>PPM 5911 Documentation for IV-E Determination - Clarified IV-E policies and practices and reorganized all sections for easier reading. Changed title to "5911 Title IV-E Determination for Basic Eligibility – Administrative Funding"</p> <p>PPM 5912 IV-E Payment Eligibility - Clarified IV-E policies and practices and reorganized all sections for easier reading. Changed title to "5912 Title IV-E Determination for Federal Financial Participation – Maintenance Funding"</p> <p>PPM 5913 Cases Pending Foster Care Funding Source Determination, PPM 5914 Ongoing Eligibility, PPM 5940 Coordination with the Kansas Department of Corrections - Clarified IV-E policies and practices and reorganized all sections for easier reading.</p> <p>DELETE PPM 5941 Juvenile Offender Eligibility for Foster Care Medicaid and IV – Deleted policy.</p> <p>DELETE 5945 Referrals To Child Support Services (CSS) – Deleted policy.</p> <p>DELETE 5948 KDOC-JS Relative Placement Program – Deleted policy.</p> <p>DELETE 5949 Dually Adjudicated Youth Served by KDOC-JS – Deleted policy.</p>

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Recognizing Textured Hair and Skin Care	
What prompted revision?	This revision was prompted by direction and input from DCF Executives and Legislative members.
What is the impact to practice?	The intent is for everyone serving children and families in foster care provide information, training, and assist with access to culturally sensitive and appropriate hair and skin care needs.
What changed in policy/ forms or appendices?	<p>PPM 5212 Child Welfare Case Management Provider Roles and Responsibilities --Upon the request from a Legislature, language was added to direct CWCMPs to recognize and support licensed family foster homes in ensuring children and youth receive appropriate textured hair and skin care. Thus, CWCMPs are to recognize hair and skin care are integral to self-worth of children and youth. Cultural identities of children and youth should be considered and honored, through a variety of activities related to hair and skin care. Consult the child, youth, parents or other relatives/kin connections regarding preferences, processes, tools and hygiene products recommended. Provide information to placement providers on options for local, online or other available resources for both professional hair and skin care and offer continuing education or training opportunities for caregivers and professional staff.</p> <p>PPM 5236 Licensed Family Foster Home-- Language was added to increase what pre-service trainings would be approved to become licensed, as well as the addition of payments being provided as per the DCF rate structure guide. Additionally, language was added regarding CPAs shall ensure licensed family foster homes have access to and knowledge of local and online resources for professional hair and skin care, as well as offer continuing education or training opportunities for caregivers.</p>

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Expansion of Family Definition	
What prompted revision?	This revision was prompted by a request from the field staff.
What is the impact to practice?	The intent is to have DCF policy mimic what is in state statute and broaden the definition of family to ensure placement is with relatives.
What changed in policy/ forms or appendices?	PPM 5234 Relative/Home Placement -- A field staff sent a request through the CMP to review this policy, as well as Program staff was in the process. In Section A. Definitions, language was removed of “first cousin once removed” and definition of family was expanded overall to match statute, be more family friendly and align with our practice model. In Section D. Information to be...language was updated to remove specific rates and direct users to find

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	information in the DCF Fiscal Structure guide. Language was removed stipulating relatives who become licensed must be served by CMPs, as licensed relative caregivers can choose any CPA to sponsor them. Finally, language broadening what pre-service training relatives' caregivers may use to become licensed beyond Caring for Our Own (COO) was added.
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Acceptance of Pre-Service Training and Foster Care Rates	
What prompted revision?	This revision was prompted by ensuring policy matches current practices.
What is the impact to practice?	The intent is for other pre-services trainings to be accepted at the discretion of DCF Deputy Director of Permanency or Foster Care Program Manager, as well as information regarding DCF's rate structure for foster care reimbursements.
What changed in policy/ forms or appendices?	PPM 5235 Licensed/Approved Home for Non-Relative Placements-- Language was added to increase what pre-service trainings would be approved to become licensed, as well as the addition of payments being provided as per the DCF rate structure guide.

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Qualified Residential Treatment Program Data Collection	
What prompted revision?	This revision was prompted by the development of data collection processes to ensure all milestones are documented.
What is the impact to practice?	The intent is for each Child Welfare Contract Management Provider (CMP) to utilize the form developed last policy cycle, as well as collect needed data regarding milestones for QRTPs.
What changed in policy/ forms or appendices?	PPM 5251 Qualified Residential Treatment Programs-- Language was added to provide instruction on the use of PPS5115, as well as CWCMPs capturing all QRTP milestone data required by federal legislation.

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Timeframes for Educational Stability	
What prompted revision?	This revision was prompted by recent settlement agreements and DCF Executive direction.
What is the impact to practice?	The intent is to ensure Tribes are included in BID decisions and presented with information, as well as ensuring there is a timeline for receiving schools to be informed of BID decisions and receive the PPS 5254.
What changed in policy/ forms or appendices?	PPM 5254 Ensuring Educational Stability- Instruction was added to ensure Tribal contact occurred regarding BID processes and decisions. Also, a timeline per executive request was added for the CWCMP to inform the

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	receiving school of the BID decision and shall forward the PPS 5254 within 3 working days to the receiving school.
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Aftercare Services for Older Youth	
What prompted revision?	This revision was prompted by work to ensure grant language matches policy and practice.
What is the impact to practice?	The intent is to ensure youth who have aged out of foster continue to receive services per 6 months after being released.
What changed in policy/ forms or appendices?	<p>PPM 5270 Aftercare Responsibilities of the Child Welfare Case Management Provider- To ensure congruency between grant language and policy, language was added to ensure aftercare services are provided to APPLA youth and/or youth who have aged out of foster care. Reporting progress on this population has also been added to the PPS 3071. Please note terms of APPLA and young adult who have aged out of care have been both included to ensure all populations are served.</p> <p>PPS 3071 Aftercare Monthly Report- A section was added for CMP workers to capture efforts providing aftercare services to young adults who have aged out of care.</p>

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DCF sending notices regarding parental relinquishment	
What prompted revision?	This revision was prompted by a need to ensure practice and policy was congruent.
What is the impact to practice?	The intent is to ensure all DCF Regions utilize the same letters when either accepting or denying the voluntary relinquishment of parental rights by a biological parent.
What changed in policy/ forms or appendices?	<p>Appendix 5G1- To ensure all regions are sending the same letter this was added regarding if DCF DOES accept the parent's relinquishment of their parental rights.</p> <p>Appendix 5G2- To ensure all regions are sending the same letter this was added regarding if DCF DOES NOT accept the parent's relinquishment of their parental rights.</p>

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

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Transfer of Files	
What prompted revision?	This revision was prompted during conversations with regional leadership concerning consistency in practice.
What is the impact to practice?	This revision only reinforces current best practice. Reason for the change is to indicate the file can be transferred simply if the family requests it.
What changed in policy/ forms or appendices?	PPM 6290 Transfer of Files - In regards to Transfer of Files, we removed the part that mentioned it can be moved "if there is a request for renegotiation after the adoption is finalized." This is a move towards simplifying language to state the file can be transferred simply if the family requests it.

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Section 7000 Independent Living (Michelle Reichart)

Vehicle Repair and Maintenance	
What prompted revision?	This revision was prompted by young adults' increasing transportation needs, including assistance with vehicle repair and maintenance.
What is the impact to practice?	This change was made to expand eligibility for Vehicle Repair and Maintenance to Independent Living Program participants who experienced an eligible out of home placement at age 14 or older. Eligibility was previously limited to youth who aged out of foster care custody. Cumulative Vehicle Repair and Maintenance costs may exceed the \$1,000 limit, upon approval from the Independent Living Program Manager or designee.
What changed in policy/ forms or appendices?	PPM 7100 Eligibility - This policy was edited to include the new eligibility requirements for Vehicle Repair and Maintenance. PPM 7240 Vehicle Repair and Maintenance - This policy was edited to include the provision that cumulative Vehicle Repair and Maintenance costs may exceed the \$1,000 limit, upon approval from the Independent Living Program Manager or designee.

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Support for Youth who are Pregnant/Parenting	
What prompted revision?	This revision was prompted by the desire to strengthen language related to young adults participating in the DCF Independent Living Program who are pregnant and/or parenting.
What is the impact to	The intent is for DCF Independent Living staff to provide information and referrals, as appropriate, to Independent Living participants who are pregnant

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practice?	and/or parenting.
What changed in policy/ forms or appendices?	PPM 7200 Services and Supports- This policy was edited to add additional language related to young adults who are pregnant and/or parenting.

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Dual Credit Courses	
What prompted revision?	This revision was prompted by the desire from DCF Independent Living staff to establish a consistent, statewide process for receiving, reviewing, and tracking requests for DCF Independent Living to assist with costs related to youth's dual credit secondary education courses.
What is the impact to practice?	The intent is for CWCMP staff to submit requests using the PPS 7211 CWCMP Independent Living Funds Request to the regional DCF Independent Living Supervisor or designee for review prior to the course start date. CWCMP staff will complete the form and collect supporting documentation as listed on the form, including a written statement from the youth regarding their plans for post-secondary education and how the course(s) align with those plans. The form and documentation will be sent to the Regional DCF Independent Living Supervisor or designee for review and approval/denial. CWCMP staff will be responsible for paying at least half of the expenses for dual credit courses.
What changed in policy/ forms or appendices?	<p>PPM 7211 College Classes/Training Programs- This policy was edited to include use of the PPS 7211 and to note that the CWCMP will be responsible for paying at least half of the expenses for dual credit courses.</p> <p>PPS 7211 CWCMP Independent Living Funds Request- This form was created to collect information about youth's dual credit courses and plans for post-secondary education. The form and documentation will be sent to the Regional DCF Independent Living Supervisor or designee for review and approval/denial.</p>

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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)

No Changes

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Adult Protective Services (Jessica Snyder, APS Program Administrator)

Request for Financial Records	
What prompted revision?	This revision was prompted by observation during a NAPSA training of how other States APS Programs are using Bank Request forms. We have added Federal Guideline Language to the PPS 10209 Request for Records Form.
What is the impact to practice?	The intent is to provide further clarification to financial institutions to know and understand they can supply banking records without fear of repercussions. This may allow for records to be released in a timelier manner allowing the APS investigation to be closed timely per policy.
What changed in policy/ forms or appendices?	We have added Federal Guideline Language to the PPS 10209 Request for Financial Records Form .

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Adult Emergency Services and Support Funds	
What prompted revision?	<p>PPM 10320 - This revision was prompted by error in manual. Change SW to APS Specialist.</p> <p>PPM 10515 – This revision was prompted by APS Policy Workgroup. Moving the 10900 policy and renaming it 10515 to follow 10512 so it would coincide with similar policy.</p>
What is the impact to practice?	<p>PPM 10320 - The intent is for PPM to have similar language throughout.</p> <p>PPM 10515 – The intent is for the policy to flow and coincide with other Adult Emergency Services and Support Funds.</p>
What changed in policy/ forms or appendices?	<p>PPM 10320 – Change SW to APS Specialist.</p> <p>PPM 10515 - Moving 10900 policy and renaming it policy 10515 and moving it to coincide with 10512 (Adult Emergency Services and Support Funds).</p>

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APS Investigators Email	
What prompted revision?	This revision was prompted by partnering Law Enforcement Agency requesting for the APS Investigators Email be added to the PPS 10120A (notice to LE form of APS Investigation)
What is the impact to	The intent is to provide clear APS Investigator contact information for Law Enforcement.

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practice?	
What changed in policy/ forms or appendices?	PPS 10120A (Notice to LE of APS Investigation) – added a spot for the APS Investigators email address

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CLARIFICATIONS

Clarifications to policy includes revisions to improve clarity or style.

Section 0000 General Information

PPM 0700 Indian Child Welfare Act Jurisdiction - Added language to clarifying CWCMPs are to notify Tribes as outlined in ICWA.

Section 1000 Intake

PPS Appendix_1E - Updates providing clarification on current practice.

Section 2000 Investigation and Assessment

PPM 2010 Investigation - Changed language to reflect KPM.

PPM 2100 Initiation of Investigative Interviews of Child Abuse/Neglect - Changed language to reflect the KPM.

PPM 2210 Joint Procedures with DCF and Law Enforcement Agencies - Added information to clarify that the decision for a joint investigation is determined by KPRC and documented on the PPS 1002.

PPM 2450 Medical Examination or Treatment Related to Abuse - added language for the KPM and documentation requirements.

PPM 2471 Requests for Police Protective Custody – Removed *where available* with regards to TDM since TDM is now statewide.

PPM 2540 Notice of Department Finding - This revision changed safety language to danger language to align with the Kansas Practice Model.

PPM 2542 Recommend Services on Notices of Department Finding for Family Reports - Added language for the KPM and documentation requirements.

PPM 2731 School Non-Attendance - Language removed from revisions to PPM 1630 regarding DCF offices having the ability to make agreements with the County/District Attorney is moved to this policy. Additional revisions are made to language consistent with the Kansas Practice Model.

PPM 2732 Home Schools - Updated phone number for the Kansas Board of Education.

PPM 2751 Foster Care Initial Service Plan - Removed Signs of Safety SOS language and replaced with the PPS 2020 Kansas DCF Assessment Map.

PPM 2755 DCF Responsibilities at Referral to Family First Prevention Services - Added PPS 2020 Kansas DCF Assessment Map and removed KIDS Assessments.

Appendix 2Y Kansas Practice Model Crosswalk – Updated for Kansas Practice Model changes.

PPS 2007 PLAN OF SAFE CARE - Spanish version

PPS 2008 PLAN OF SAFE Brochure English

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PPS 2008 Plan of Safe Care - Brochure - Spanish, Accessible - Spanish version
PPS 2010 What you need to know - Updated 2010 with current Kansas Logo
PPS 2010 What you need to know SPA- Updated 2010 with current Kansas Logo
PPS 2019 Kansas DCF Conversation Notes SPA - Updated PPS2019 consistent with Kansas Practice Model revisions.
PPS 2020 Kansas DCF Assessment Map Instructions - Updated instructions for 2020
SPANISH VERSION_Appendix_2N 3 Houses - Developed Spanish version.
SPANISH VERSION_Appendix_2O Wizards - Developed Spanish version.

Section 3000 Case Management

No Clarifications

Section 4000 Family Services

PPM 4370 Duration of Family First Prevention Services - Hyperlinks added.
PPS 4310_Instr - Updates providing clarification on current practice.

Section 5000 Child Welfare Case Management Provider Services

PPM 5244 Consents - Before when a parent refused to give permission for out of state travel the Regional Attorney was consulted. This was changed to the Foster Care Program Administrator as the Attorney's often defaulted to this position for a decision.

PPM 5922 - Clarified information regarding HCBS waiver processing and discontinuance.

PPS 5930 – Updating for KEES.

Appendix 5C

Appendix 5G- Language was added to include relinquishment of children in the custody of DCF.

Section 6000 Permanent Custodianship and Adoption

No Clarifications

Section 7000 Independent Living & Self Sufficiency

PPS 7030 - Form was edited to add the date the data was entered into the SSM database.

Section 8000 Continuous Performance Improvement

No Clarifications

Section 9000 Interstate Compact

PPM 9231 Child Welfare Case Management Provider ICPC Non-Financial Responsibilities as the Sending State - Adding language to #12 clarifying case supervision is for a period usually at least 6 months.

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