

INSTRUCTIONS FOR EDITING OR MODIFYING YOUR PCC FOSTER CARE CHILD LINK REPORT

(SEE ATTACHED EXAMPLES FOR TRAINING STAFF)

Editing/Completing Foster Parent & Child Information

Field #	Name of Field	Field Found on Form/Reports	Description	PCC ACTION
1	Program	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the program employing the foster home.	Make sure your program's name is correct and is identified clearly.
2	Family Last Name	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Last name of foster parent(s).	Make sure the spelling is correct. Use only the legal name. Names joined by hyphens should be written as such. If the last name of two foster parents differ, use a combination of both male and female foster parents' last names i.e., Smith (Jones) where Smith is the male foster parent and Jones is the female foster parent.
3	Family Structure	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the structure of the family in the home.	Choose from the following: Married Couple, Unmarried Couple, Single Female, or Single Male. Update any marital changes.
4	Primary Caregiver	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Individual designated as the primary caregiver to the child.	For AFCAR purposes, in married or unmarried homes the female should be listed as the primary Caregiver. For single homes, the primary Caregiver will always be the gender of the foster parent. Choices are: Female and Male.
5	Male SSN	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Social Security number of male or significant other foster parent	Make sure social security number is correct in terms of the series and number of digits. A nine (9) digit number should complete the box.
6	Foster Parent First Male	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Male foster parent or significant other foster parent's first name.	Make sure spelling is correct. If this was formerly a single female foster home and they have married or have a new cohabitating partner who has been approved as a foster parent since last CLR, add the new person's information in the appropriate foster parent fields.
7	Male Birth Date	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Birth date of male or significant other foster parent.	Make sure the date of birth is correct.
8	Male Race	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Race of male or significant other foster parent.	Make sure the race is correct. The choices for race are as follows: African American, White, American Indian/Native Alaskan, Asian, Native Hawaiian, Pacific Islander, or Unable to determine
9	Male Hispanic Origin	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies whether the male or significant other is of Hispanic origin.	Make sure Hispanic origin is identified per AFCAR requirements. State YES for Hispanic origin and NO if not of Hispanic origin.
10	Female SSN	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Social Security number of female or significant other foster parent	Make sure social security number is correct in terms of the series and number of digits. A nine (9) digit number should complete the box.
11	Foster Parent Female First Name	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Female foster parent or significant other foster parent's first name.	Make sure spelling is correct. If this was formerly a single male foster home and they have married or cohabitating partner has been approved as a foster parent since last CLR, add the new person's information in fields 9-14.
12	Female Birth Date	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Birth date of female or significant other foster parent.	Make sure the date of birth is correct.
13	Female Race	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Race of female or significant other foster parent.	Make sure the race is correct. The choices for race are as follows: African American, White, American Indian/Native Alaskan, Asian, Native Hawaiian, Pacific Islander, or Unable to determine
14	Female Hispanic Origin	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies whether the female or significant other is of Hispanic origin.	Make sure Hispanic origin is identified per AFCAR requirements. State YES for Hispanic origin, NO if not of Hispanic origin, or UNKNOWN.

Editing/Completing Foster Parent & Child Information (Continued)

Field #	Name of Field	Field Found on Form/Reports	Description	PCC ACTION
15	Mailing Address	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's address for receiving mail.	Make sure the mailing address is up-to-date and correct.
16	Mailing City	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's city for receiving mail.	Make sure the city is up-to-date and corresponds to the mailing address.
17	Mailing State	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's state for receiving mail.	Make sure the state is up-to-date and corresponds to the mailing address.
18	Mailing Zip	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's zip code for receiving mail.	Make sure the zip code is up-to-date and corresponds to the mailing address.
19	Location Address*	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's physical location.	Make sure the physical address is up-to-date and correct.
20	Location City*	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's city of physical location.	Make sure the city is up-to-date and corresponds to the physical address.
21	Location State*	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's state of physical location.	Make sure the state is up-to-date and corresponds to the physical address.
22	Location Zip*	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the foster parent's zip code of physical location.	Make sure the zip code is up-to-date and corresponds to the physical address.
23	Location County	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the county the foster home is located.	Make sure if the foster parent has changed counties that this is updated.
24	Location Region	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the region the foster home is located.	Make sure if the foster parent has changed regions that this is updated. Use your KY Regions & Counties List to ensure accurate matching to regions.
25	Phone 1	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Primary phone number for contacting foster parents.	Use the foster parent's residence phone line or primary means of contact. If this number has changed since last CLR, please update.
26	Phone 2	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Secondary phone number for contacting foster parents.	Use the foster parents work or cell phone for a secondary means of contact. If this number has changed since last CLR, please update.
27	Date of Approval	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	This is the original date the foster parent(s) became certified and approved by your agency.	Make sure the approval date is accurate.
28	Expiration Date	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	This is the next date that the foster home's certification will be reviewed.	Make sure this is up-to-date and accurate.
29	Home Status	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies whether the foster home is actively capable of receiving child.	Choose from the following: Open, Closed, Respite, or Pending.
30	Type of Foster Home (FH)	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies the type of foster care provided by the foster home.	Private Child Care programs are typically FCT (Foster Care Therapeutic). In some cases, FCM (Foster Care Medically Fragile) may need identified. Please list the correct type for each home.
31	Beds Approved	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Provides a count of the number of beds the foster home was approved for by the agency.	A bed is defined equaling 1 bed per 1 child. Please make sure the numbers listed are the same as the number the foster home was approved.
32	# of DCBS Children in Home	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Provides a count of DCBS child placed within a foster home.	The number of DCBS child should equal the number of child listed on the form by your program.
33	Is There a Sibling Group in This Home?	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies which PCC foster families have sibling groups in their homes.	Mark YES or NO and change/update information as the foster children within the home change.

Editing/Completing Foster Parent & Child Information (Continued)

Field #	Name of Field	Field Found on Form/Reports	Description	PCC ACTION
34	Is There at Least One Foster Parent Trained in the Use of Physical Management?	CRP-QA 501 Foster Parent Information Form & PCC Foster Care Child Link Report	Identifies whether one of the PCC foster parents are trained in physical management.	Mark YES or NO and change/update information as the foster parents training in physical management occurs or if no one in the foster home is recertified in the use of physical management.
35	Last Name of Child	PCC Foster Care Child Link Report	Last name of child placed in the home.	Make sure the spelling is correct. If the child has been adopted and their last name has legally changed, please provide documentation of the legal name change. For hyphenated legal last names, list the two names with a dash between them as such Smith-Adams.
36	First Name of Child	PCC Foster Care Child Link Report	First name of child placed in the home.	Make sure the spelling is correct. If the child has been adopted and their first name has changed, please provide documentation of the legal name change. Please do not write a "nickname" for the child. Only list the child's current legal name.
37	SS#	PCC Foster Care Child Link Report	Social Security number of child.	Make sure social security number is correct in terms of the series and number of digits. A nine (9) digit number should complete the box.. If the child has no social security number, please send a copy of the social security card once you obtain a social security card.
38	LOC	PCC Foster Care Child Link Report	Current level of care since date CLR was printed.	Make sure this is accurate based on the date of report.
39	Date of Birth	PCC Foster Care Child Link Report	Child's date of birth.	Make sure the date is accurate. If unsure, obtain a copy of the child's birth certificate.
40	Commitment Status	PCC Foster Care Child Link Report	Identifies the child's current commitment status with the CFHS.	Make sure this is current and reflects the child's current commitment status. If unsure, contact the child's SSW.
41	Program Admission Date	PCC Foster Care Child Link Report	Identifies the most current date the child was admitted to your program.	Make sure this date is accurate.
42	Date of Transfer/Discharge	PCC Foster Care Child Link Report	Identifies the date the child was transferred or discharged.	Make sure this information is correct for each transfer and discharge that occurred since the last CLR.
43	Transfer/Discharge Code	PCC Foster Care Child Link Report	Identifies the reason the child was transferred within your program or discharged from your program.	Use the Transfer/Discharge codes listed at the bottom of the CLR. These are also defined in the enclosed Discharge Reasons.
44	Transfer/Discharge To	PCC Foster Care Child Link Report	Identifies where the child was transferred or discharged to.	<ul style="list-style-type: none"> ✓ If the child was transferred more than once since the last CLR, complete the CRP-QA 505 and note on the CLR "See attached." ✓ If the child left for a relative placement, list as a relative placement, the name of the relative and relationship to the child, and relative's county. ✓ If the child was discharged to another program, list the name of agency and program, if known.
45	6-Month Progress Report Due	PCC Foster Care Child Link Report	Identifies when the child's next 6-month progress report is due to CRP.	Make sure this is submitted in a timely manner as this is looked at as an outcome during program reviews. Submit a copy to the child's SSW per CFHS policy.
46	CBCL Due Date	PCC Foster Care Child Link Report	Identifies when the child's next CBCL (Achenbach) is due to CRP.	Make sure this is submitted in a timely manner so the CBCL narrative report can be generated and sent to your program.
47	Transfer/Discharge Codes	PCC Foster Care Child Link Report	Identifies the correct code to enter into the PCC Foster Care Child Link Report.	Use these codes when identifying a reason for discharge of a child from your program.
48	Due Date for PCC Foster Care Child Link Report	PCC Foster Care Child Link Report	Identifies the date your PCC Foster Care Child Link Report changes/modifications should be returned on or before.	Make sure the PCC Foster Care Child Link Report is submitted on time to avoid lowering your program's cooperation rate with CRP.

Editing/Completing Foster Parent & Child Information (Continued)

Field #	Name of Field	Field Found on Form/Reports	Description	PCC ACTION
49	Page Number	PCC Foster Care Child Link Report	Identifies the page number for a specific foster home and the number of pages submitted for your agency to review.	If calling to ask a question about the PCC Foster Care Child Link Report, please reference the page number and the name of the foster parent for quicker lookup.
50	NO CHANGES NEEDED	PCC Foster Care Child Link Report	Used if the information printed on the report regarding the foster parent(s) and child are correct to avoid unnecessary writing.	Only check this if the information does not require updating or changes. Always send the sheet back regardless of changes to inform CRP that the information was reviewed.

**If the Location address and Mailing address are the same mark the box indicating they are the same to avoid additional writing.*

ADDING A NEW FOSTER PARENT:

- Complete the “PRIVATE CHILD CARE FOSTER PARENT INFORMATION FORM” for each new foster parent who has joined your program.

FOSTER HOME STATUS – UNUSUAL CONDITIONS:

- **Foster Parent(s) Leave Agency:** On CLR, list as “CLOSED – Foster Parent no longer with agency”. List the name of the new agency, if known.
- **Foster Parent(s) Divorce or Separate and one foster parent leaves:** On CLR, scratch through information pertaining to foster parent(s) who has left and write “Foster Parent no longer with agency.”
- **Foster Parent(s) Home is Closed due to agency violation or substantiated abuse:** On the CLR, write the reason the home was closed. For example, CLOSED - “substantiated (type of maltreatment)” or agency violation (type of violation).
- **Foster Home is Approved/Certified but is not taking children (“Inactive”):** OPEN – No Children being considered at this time.
- **Foster Home only does respite:** Choose “RESPITE.”

ADDING A NEW CHILD WHO HAS RECENTLY COME INTO YOUR AGENCY’S CARE:

- Complete the CRP-QA 505 Child Admission/Transfer Form and attach to the CLR which identifies the child’s foster home s/he will be placed.
- Provide a copy of the new child’s Social Security card.

IDENTIFYING A CHILD WHO HAS TRANSFERRED TO A DIFFERENT FOSTER HOME IN YOUR PROGRAM:

- Per CFHS (Cabinet for Families and Health Services), all moves/transfers within programs and discharges are to be reported to the Children’s Review Program. Complete the CRP-QA 505 Child Admission/Transfer Form.

IDENTIFYING CHILD DISCHARGES FROM YOUR PROGRAM:

- **ADOPTED BY PROGRAM FOSTER PARENTS:** If a child is adopted by a foster parent within your program, that child will no longer be applicable once the child is released from DCBS commitment. If this occurs, please document on the CLR that the child was released commitment and the date of this release. This child will no longer appear as a placement for that foster home.

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- **DISCHARGED TO NEW PROGRAM OR AGENCY:** If a child has been gone from your agency to another agency for more than 14 calendar days, this is regarded as a discharge. Please record this information on the CLR. If the child returns to your program after 14 days, please be sure to include the name of the foster parent the child is placed with and the date the child was readmitted.
- **FOSTER PARENT(S) LEAVE AGENCY AND TAKE CHILD WITH THEM:** If a child leaves your agency and the DBCS child initially placed with them leave with them, treat the foster parents as Foster Parent(s) Leave Agency or Foster Parent(s) Divorce or Separate and one foster leaves condition listed previously and child as a discharge.

Any suggested changes to these instructions should be directed to Alan W. Hounshell, M.A. of the Children's Review Program.
E-Mail: awhounshell@bluegrass.org or by calling (859) 455-7452 (Ext. 243).