**PROTECTION AND PERMANENCY MEMORANDUM, 11-03**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Michael Cheek, Director

Division of Protection and Permanency

**DATE:**  June 15, 2011

**SUBJECT:**  APS Distribution of the DPP-115 and the Notice of Protective Services Investigative Findings-Adult Abuse, Neglect or Exploitation Form

Please make sure staff working with adult protective services (APS) are distributing the DPP-115 and the Notice of Protective Services Investigative Findings-Adult Abuse, Neglect or Exploitation form as specified by [SOP 19.4 Completing of the DPP-115 Reporting Form](https://manuals.sp.chfs.ky.gov/chapter19/Pages/194CompletionoftheDPP-115ReportingForm.aspx); and [SOP 20.10 Completion and Distribution of the Notice of Protective Services and Investigative Findings Report Form](https://manuals.sp.chfs.ky.gov/chapter20/Pages/2011CompletionandDistributionoftheNotificationofProtectiveServicesandInvestigativeFindingsReportForm.aspx).

The Office of the Attorney General has reported numerous instances when they have not received the DPP-115 and the Notice of Protective Services Investigative Findings Adult Abuse, Neglect, or Exploitation form. The timely and accurate distribution of the DPP-115 and the Notice of Protective Services Investigative Findings-Adult Abuse, Neglect or Exploitation form will ensure the continued coordination of DCBS APS investigations with all authorized agencies.

If you have any questions concerning this memorandum, please contact the Adult Services Branch at (502) 564-7043.