**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.