**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 12-05**

**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:**  March 13, 2012

**SUBJECT:** DPP-152 Substantiated Investigation Notification and Second Incident Quick Reference Guide

Please be advised that an incorrect version of the [DPP-152 Child Protective Services (CPS) Substantiated Investigation Notification Letter](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-152%20Child%20Protective%20Services%20%28CPS%29%20Substantiated%20Investigation%20Notification%20Letter.docx) had been placed on the SOP manual website. The correct version is now located on the forms browser under the Resources tab on the SOP manual website. The correct version has a revision date of 6/04 and the mail stop for the Office of the Ombudsman is 1E-B. Because this is an incorporated form, it is essential that the correct version be sent to families. Please begin using this document immediately and discard any other versions.

Also included with this memorandum is a new document regarding second incidents in investigations. The [Quick Reference Guide for Second Incidents](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Quick%20Reference%20Guide%20for%20Second%20Incidents.docx) provides instruction regarding how to determine if a new allegation may be considered a second incident and also how to enter the new incident into TWIST.

If you have any questions regarding corrected version of the DPP-152 Child Protective (CPS) Substantiated Notification Letter, please contact Gretchen.Marshall@ky.gov or by telephone at (502) 564-7635 ext. 3096.

If you have any questions regarding the Quick Reference Guide for Second Incidents, please contact Tina.Webb@ky.gov or by telephone at (502) 564-6852 ext. 4469.