**PROTECTION AND PERMANENCY MEMORANDUM, 12-18**

**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:** October 5, 2012

**SUBJECT:** Removal of the Case Transfer/Onsite Supervision Tip Sheet from the SOP Manual

The Case Transfer and Onsite Supervision Tip Sheet has been removed from the SOP manual website as most of this information already exists in the manual. Any pertinent information on the tip sheet that was not already in SOP has been placed in [SOP 30.9 Case Transfer](https://manuals.sp.chfs.ky.gov/chapter30/33/Pages/309CaseTransfer.aspx). A copy of the tip sheet has been attached to the e-mail pertaining to this release. Please refer to the list below to learn where all of the information may be found:

* **Item #1:** Moved to SOP 30.9 Case Transfer, Procedure #1;
* **Item #2:** Moved to SOP 30.9 Case Transfer, Procedure #1; and may also be found in Practice Guidance;
* **Item #3:** Already exists in SOP 30.9 Case Transfer, Procedure #7;
* **Item #4:** Already exists in SOP 30.9 Case Transfer, in Practice Guidance, under the heading “No Legal Custody Established;”
* **Item #5:** This statement was deleted because it addresses the language change from “courtesy” to “onsite” services. This occurred several years ago and is no longer pertinent;
* **Item #6:** Already exists in [SOP 2.10 Initiating the Report](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/210InitiatingtheReport.aspx), but the language has been changed to reflect that referrals are investigated in the county where the victim resides; the examples were deleted;
* **Item #7:** Already exists in SOP 2.10 Initiating the Report, in Practice Guidance;
* **Item #8:** This information is summarized in the content of SOP 30.9 Case Transfer and [SOP 1.11 Onsite Provision of Services](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/111CQICaseReviewSystem.aspx);
* **Item #9:** Moved to SOP 30.9 Case Transfer, Procedure #2;
* **Item #10:** Moved to SOP 30.9 Case Transfer, in Practice Guidance.

Please relay this information to all affected staff. If you have any questions regarding this memorandum, please contact via e-mail [Lisaa.Durbin@ky.gov](mailto:Lisaa.Durbin@ky.gov), or by telephone at (502) 564-2136, ext. 3567.