**PROTECTION AND PERMANENCY M EMORANDUM, 12-19**

**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 25, 2012

**SUBJECT:** Accurately Documenting Caseworker Visits

Please review the following information regarding how to accurately document monthly caseworker visits:

* [SOP 4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW'sOngoingContactwiththeBirthFamilyandChild,IncludingtheMedicallyFragileChild.aspx); and
* [Documenting Monthly Caseworker Visits with Children in Out of Home Care](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Documenting%20Monthly%20Caseworker%20Visits%20with%20Children%20in%20Out%20of%20Home%20Care%20Tip%20Sheet.doc).

If you have any questions regarding this memorandum please contact, via e-mail, [tina.webb@ky.gov](mailto:tina.webb@ky.gov) or by telephone at (502) 564-6852, ext. 3606.