**PROTECTION AND PERMANENCY M EMORANDUM, 13-02**

**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:**  February 5, 2013

**SUBJECT:** New and Updated Case Plan Evaluation/CQA templates (CPS and APS)

Three new documents have been developed in order to guide staff when completing CPS and APS ongoing assessments:

* [Case Plan Evaluation-CQA Agency Cases](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Case%20Plan%20Evaluation-Assessment-Agency%20Cases.docx);
* [Case Plan Evaluation-CQA CYA Template](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Case%20Plan%20Evaluation-Assessment-CYA%20Template.docx); and
* [Case Plan Evaluation-CQA Template APS cases](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Case%20Plan%20Evaluation-Assessment-APS%20Case%20Template.docx).

These documents have been posted on the [Forms Browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/formsBrowser.aspx) of the SOP manual and staff may begin utilizing them at this time. The [Case Plan Evaluation-CQA Template](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Case%20Plan%20Evaluation-Ongoing%20Assessment%20Template.docx)  has also been edited with formatting updates to ensure that all of the documents are consistent.

Now that these documents have been made available, please ensure that all ongoing assessments are completed using the case plan evaluation/assessment screens; this includes agency case assessments.

If you have any questions regarding this memorandum, please contact via e-mail Gretchen.marshall@ky.gov, or by telephone at (502) 564-7635, ext. 3587.