**PROTECTION AND PERMANENCY M EMORANDUM, 13-03**

**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:**  February 21, 2013

**SUBJECT:**  Information Update for Agency Case Ongoing Assessments

Please be advised that when an agency case is created in TWIST, the last ongoing assessment does not populate from the family’s request case to the agency case. In order to ensure that all timeframes are met regarding case planning and ongoing assessments, staff will need to complete an assessment using the CQA screens when initially opening an agency case, to be completed prior to the development of the first agency case plan.

If you have any questions regarding this memorandum, please contact [gretchen.marshall@ky.gov](mailto:gretchen.marshall@ky.gov), or by telephone at (502) 564-7635, ext. 3587.