**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, or by telephone at (502) 564-7635, ext. 3587.