**PROTECTION AND PERMANENCY MEMORANDUM, 14-12**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

Division of Protection and Permanency

**DATE:**  October 20, 2014

**SUBJECT:** Documenting Personal Contact on the APS ADT for Spouse/Partner Abuse Investigations

The [ADT APS Assessment for Abuse/Neglect](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20APS%20Assessment%20for%20Abuse%20or%20Neglect.docx) template has been updated to reflect the following change:

* For spouse/partner abuse investigations:
  + When documenting “Investigation Related Data” in the “Section 6: Chronology Information,” please note that the “First Face to Face Contact Made with Victim” field is not mandatory for spouse/partner abuse investigations and should be left blank if personal contact was not established.
* Staff should continue to follow the consecutive steps outlined in SOP [21.2 Domestic Violence Spouse/Partner Abuse or Neglect Investigations](https://manuals.sp.chfs.ky.gov/chapter21/Pages/212DomesticViolenceSpousePartnerAbuseorNeglectInvestigations.aspx) to attempt to make personal contact with the alleged victim and arrange an interview.

If you have any questions regarding this memorandum, please contact:

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