**PROTECTION AND PERMANENCY M EMORANDUM, 15-16**

**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:**  December 7, 2015

**SUBJECT:** Obtaining Office of Inspector General (OIG) Investigative Reports

When conducting an APS investigation in a licensed healthcare facility, OIG and DCBS staff are required to work together and communicate throughout the course of the investigation. Evidence collected by OIG through observations, interviews, and record reviews are contained in their investigative report. This report may be used by DCBS staff as additional collateral evidence to support a finding of substantiated or unsubstantiated. It may be helpful and/or necessary for DCBS workers to request a copy of the OIG investigative report.

Requests may be made either by fax or mail; OIG will no longer accept requests made via email. To obtain a copy of an OIG investigative report, a request including the name of the adult victim and the involved facility may be made to:

Office of Inspector General, Open Records

275 East Main, 5-E-A

Frankfort, KY 40621

Phone: (502) 564-7963

Fax: (502) 564-2661

OIG contacts include:

**Robin Bingham–robin.bingham@ky.gov**–Long-term care facilities, such as nursing homes and personal care homes. Also, other healthcare facilities such as hospitals and home health agencies.

Please utilize this valuable resource whenever appropriate. If you have any questions, please contact the Adult Protection Services Branch in Central Office at (502)564-7043. Thank you for your attention to this matter.

Please note that a memorandum containing this information was previously issued, but is being re-issued in order to update the contact information.

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

Steven Fisher, Adult Protection Services Branch Manager

Steven.fisher@ky.gov

(502) 564-7043, ext. 3570