**PROTECTION AND PERMANENCY M EMORANDUM, 17-05**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Gretchen Marshall, Assistant Director

 Division of Protection and Permanency

**DATE:**  April 28, 2017

**SUBJECT:** Updates to SOP Due to Regulatory Changes

The purpose of this memorandum is to inform staff of updates to [SOP 20.5 Investigations in State Operated Facilities](http://manuals.sp.chfs.ky.gov/chapter20/Pages/205InvestigationsinStateOperatedFacilities.aspx), [SOP 20.6 Investigations in Alternate Care Facilities](http://manuals.sp.chfs.ky.gov/chapter20/Pages/206InvestigationsinAlternateCareFacilities.aspx), [20.7 Investigations in a Licensed Health Care Facility](http://manuals.sp.chfs.ky.gov/chapter20/Pages/207InvestigationsinaLicensedHealthCareFacility.aspx), and [SOP 20.11 Completion and Distribution of Substantiated Findings Notification](http://manuals.sp.chfs.ky.gov/chapter20/Pages/2011CompletionandDistributionoftheNotificationofProtectiveServicesandInvestigativeFindingsReportForm.aspx) as they relate to notifying the alleged perpetrator of findings.

The DPP-247 APS Unsubstantiated Investigation Notification Letter or the DPP-248 APS Substantiated Investigation Notification Letter will be sent to the alleged perpetrator, via certified mail. In person, witnessed, notification will no longer be required.

If you have any questions, please contact:

Steve Fisher, Branch Manager Adult Safety Branch

[Steve.Fisher@ky.gov](Steve.Fisher%40ky.gov)

(502) 564-7043