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**PROTECTION AND PERMANENCY MEMORANDUM, 22-13**

TO: Service Region Administrators  
Service Region Administrator Associates  
Service Region Clinical Associates  
Regional Program Specialists  
Family Services Office Supervisors

FROM: Melanie Taylor, Director  
Division of Protection and Permanency

DATE: December 5, 2022

SUBJECT: Clarification to SOP 2.13 Structured Decision Making Safety and Risk Assessments

The purpose of this memorandum is to advise staff of the updated SOP 2.13 Structured Decision Making Safety and Risk Assessments. The edit below was indicated on the Statement of Consideration (SOC), however, the change was inadvertently left out of the SOP.

- A. The SSW enters the contact no later than the fifth (5th) calendar day of the following calendar month if the contact was made the last week of the month.
  - i. Best practice would ensure that contacts are documented as quickly as possible to ensure all information is captured appropriately. ~~The contact documentation will be saved but not finalized.~~

For questions regarding this memo, please contact:

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