



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Protection and Permanency**

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Commissioner

**PROTECTION AND PERMANENCY MEMORANDUM, 25-10**

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

**FROM:** Cliff Bryant, Assistant Director II  
Division of Protection and Permanency

**DATE:** May 8, 2025

**SUBJECT:** SOP Chapter 25 Changes

The purpose of this memorandum is to make staff aware of clarifications to [SOP Chapter 25](#) and the introduction of [SOP 25.7 Interdisciplinary Team \(IDT\)](#).

These changes split [SOP 25.3 Adult Guardianship/Conservatorship](#) into two sections. Previously, the section included information for two (2) different systems:

- Filing the guardianship petition; and
- Completing the Interdisciplinary (IDT) court report.

These processes are distinctly different, and separating them will allow easier access to needed information.

If you have any questions regarding this transmittal letter, please contact:

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