**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-03**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  January 31, 2011

**SUBJECT:** New Investigative Staffing Requirements

The purpose of this transmittal letter is to inform staff of a revision made to [SOP 2.10 Initiating the Report](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/210InitiatingtheReport.aspx), as well as introduce a new document. Based on a strategic plan developed by DCBS leadership, new and more detailed standards have been created regarding when investigative consultations need to occur between the investigator and FSOS and/or regional staff. These revisions will be made effective on February 1, 2011.

The Regional Investigative Consultations/Staffings form has also been created in order to assist staff in completing these consultations. This document reviews the process flow for the consultation and what information is to be covered during each meeting.

If you have any questions concerning this letter, please contact Sarah A. Cooper at sarah.cooper@ky.gov or by telephone at (502)564-7536x4494.