**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-04**

**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:**  March 15, 2011

**SUBJECT:**  New Out of Home Care Case Consultation Requirements

The purpose of this transmittal letter is to inform staff of SOP revisions regarding out of home care case consultations. Please review the SOP listed below to learn about the new timeframes for consultations and how they now incorporate several regular meetings. There are also two new templates that regions may utilize to record the details of the consultation.

* [SOP 1.5 Supervision and Consultation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/15supervisionandconsultation.aspx)
* [SOP 1.12 Utilization Review and Consultation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/112UtilizationReviewandConsultation.aspx) (Deleted)
* [SOP 2.10 Initiating the Report](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/210InitiatingtheReport.aspx)
* [SOP 4.15 Timeframes for All OOHC Cases](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/415TimeframesforAllOOHCCases.aspx)
* [SOP 4.16 Five (5) Day Conference](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/417preparationforandcompletionoftheten(10)dayconference.aspx)
* [SOP 4.35 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter4/13/Pages/435OngoingCasePlanning.aspx)
* [SOP 11.36 Involuntary Termination of Parental Rights (TPR)](https://manuals.sp.chfs.ky.gov/chapter11/37/Pages/1136InvoluntaryTerminationofParentalRights(TPR).aspx)
* [SOP 13.3 Swift Adoption](https://manuals.sp.chfs.ky.gov/chapter13/25/Pages/133SwiftAdoption.aspx)
* [SOP 13.9 Sibling Relationship Decisions](https://manuals.sp.chfs.ky.gov/chapter13/26/Pages/139SiblingRelationshipDecisions.aspx)
* [Three Month Initial OOHC Case Consultation Template](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Three%20Month%20Initial%20OOHC%20Case%20Consultation%20Template.docx)
* [Ongoing OOHC Case Consultation Template](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Ongoing%20OOHC%20Case%20Consultation%20Template.docx)

These revisions are effective immediately, but the orange and strikethroughs will remain until March 18, 2011 so that staff may familiarize themselves with the changes.

If you have any questions regarding the content of this letter, please contact [tina.webb@ky.gov](mailto:tina.webb@ky.gov) or [bruce.linder@ky.gov](mailto:bruce.linder@ky.gov) for clarification.