**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-10**

**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:**  November 16, 2011

**SUBJECT:**  Investigations Involving Guardianship Employees

Please review the following new SOP that has been drafted to outline procedures for staff when completing investigations of allegations of abuse, neglect or exploitation involving the Department for Aging and Independent Living (DAIL) Division of Guardianship staff:

* [SOP 20.8 Investigations Involving the Department for Aging and Independent Living (DAIL) Division of Guardianship Employees.](https://manuals.sp.chfs.ky.gov/chapter20/Pages/208InvestigationsInvolvingtheDepartmentforAgingandIndependentLiving%28DAIL%29DivisionofGuardianshipEmployees.aspx)

This SOP was created to clarify the agency’s protocol regarding how to handle these types of investigations now that the Division of Guardianship has been placed under DAIL.

If you have any questions regarding this transmittal letter, please contact via e-mail, steven.fisher@ky.gov or by telephone at (502) 564-5043, ext. 4448.