**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 11-12**

**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:**  December 15, 2011

**SUBJECT:**  Revisions to Case Planning, Concurrent Planning and FTMs

Please review the following SOP sections and documents that have been revised and/or added to the SOP manual as a result of requirements mandated through the federal performance improvement plan (PIP):

* [SOP 1.6 Engaging the Family](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/16EngagingtheFamily.aspx) (New);
* [SOP 1.7 Family Team Meetings (FTM)](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/17FamilyTeamMeetings%28FTM%29.aspx);
* [SOP 2.11 Investigation Protocol](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/211InvestigationProtocol.aspx);
* [SOP 2.12 Completing the Continuous Quality Assessment (CQA) and Making a Finding](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/212CompletingtheContinuousQualityAssessment%28CQA%29andMakingaFinding.aspx);
* [SOP 3.2 Timeframes and Ongoing Service Requirements for All In Home Services Cases](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/32TimeframesforAllInHomeServicesCases.aspx) (section name has been revised);
* [SOP 3.4 Initial In Home Case Planning Conference](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/34PreparationfortheInitialCasePlanningConference.aspx) (section name has been revised);
* [SOP 3.5 Participants and Notification for All In Home Cases](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/35ParticipantsandNotificationforAllInHomeCases.aspx);
* [SOP 3.10 Ongoing Contact with the Child and Family](https://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/310OngoingContactwiththeChildandFamily.aspx) (Deleted; content merged into SOP 3.2 Timeframes and Ongoing Service Requirements for All In Home Services Cases);
* [SOP 4.14 Timeframes for All OOHC Cases](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/415TimeframesforAllOOHCCases.aspx) (formerly numbered 4.15);
* [SOP 4.15 Family Attachment and Involvement](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/414FamilyAttachmentandInvolvement.aspx) (formerly numbered 4.14);
* [SOP 4.16 Participants and Notification for All OOHC Cases](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/416ParticipantsandNotificationforAllOOHCCases.aspx) (formerly numbered 4.20);
* [SOP 4.17 Preparation for and Five (5) Day Conference](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/417preparationforandcompletionoftheten%2810%29dayconference.aspx) (section name has been revised and was formerly numbered 4.16);
* [SOP 4.18 Ongoing Case Planning](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/418OngoingCasePlanning.aspx) (formerly numbered 4.35);
* [SOP 4.19 Consideration and/or Implementation of Concurrent Planning for Permanency](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/419ConsiderationImplementationofConcurrentPlanningforPermanency.aspx) (Deleted; content merged into SOP 4.17 Preparation for and Five (5) Day Conference);
* [SOP 4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including the Medically Fragile Child](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/424SSW%27sOngoingContactwiththeBirthFamilyandChild%2CIncludingtheMedicallyFragileChild.aspx);
* [SOP 11.15 Temporary Removal Hearing](https://manuals.sp.chfs.ky.gov/chapter11/36/Pages/1115TemporaryRemovalHearing.aspx);
* [SOP 11.20Emergency Custody Order](https://manuals.sp.chfs.ky.gov/chapter11/36/Pages/1120EmergencyCustodyOrder%28ECO%29.aspx);
* [SOP 11.30 Permanency Hearings](https://manuals.sp.chfs.ky.gov/chapter11/36/Pages/1130PermanencyHearings.aspx);
* [DPP-110 90 Day Concurrent Planning Family Assessment](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-110%2090%20Day%20Concurrent%20Planning%20Family%20Assessment.docx) (New);
* [Absent Parent and Relative Search Handbook](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Absent%20Parent%20and%20Relative%20Search%20Handbook.doc);
* [Case Flowchart](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Case%20Flowchart.pdf) (New);
* [Case Planning Meeting Brochure](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Case%20Planning%20Meeting%20Brochure.docx) (New);
* [Concurrent Planning Review Tool](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Concurrent%20Planning%20Review%20Tool.doc);
* [Documenting Monthly Caseworker Visits with Children in Out of Home Care](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Documenting%20Monthly%20Caseworker%20Visits%20with%20Children%20in%20Out%20of%20Home%20Care%20Tip%20Sheet.doc);
* [Some Practice Considerations for Child Protection Cases Involving Domestic Violence](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Some%20Practice%20Considerations%20for%20Child%20Protection%20Cases%20Involving%20Domestic%20Violence.docx) (New); and
* [When Your Child is Removed From Your Care Guide For Parents](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/When%20Your%20Child%20is%20Removed%20From%20Your%20Care%20Guide%20For%20Parents.pdf).

If you have any questions regarding this transmittal letter, please contact via e-mail, tina.webb@ky.gov.