**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 12-02**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek

 Division of Protection and Permanency

**DATE:** March 15, 2012

**SUBJECT:** Case Transfer and Pediatric Forensic Medicine Consult Revisions

The following SOP sections have been revised to clarify the process of transferring cases from one region to another:

* [SOP 30.9 Case Transfer](https://manuals.sp.chfs.ky.gov/chapter30/33/Pages/309CaseTransfer.aspx); and
* [SOP 30.10 Case Transfers Not Accepted](https://manuals.sp.chfs.ky.gov/chapter30/33/Pages/3010CaseTransfersNotAccepted.aspx) (merged with 30.9).

In addition the central office contact for pediatric forensic medicine consults ([SOP 2.23](https://manuals.sp.chfs.ky.gov/chapter2/04/Pages/223PediatricForensiceMedicineConsultations.aspx)) has been changed from the Medical Support Section to the Child Fatality Specialist.

Please contact bruce.linder@ky.gov for questions regarding the case transfer revisions and tina.webb@ky.gov for questions regarding the pediatric forensic medicine consult revision.