**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-03**

**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:**  March 26, 2013

**SUBJECT:** Extension Requests for Investigative CQAs

Please review [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) to learn about changes made to the extension request process. More specific parameters, regarding when it is appropriate to request an extension, have been outlined in order to assist staff.

These revisions will be made effective on April 1, 2013. If you have any questions regarding this matter, you may refer to the [Statement of Consideration for Investigative CQA Extension Requests](https://manuals.sp.chfs.ky.gov/Resources/SOP%20Clarifications/PPTL%2013-02%20Statement%20of%20Consideration%20for%20Investigative%20CQA%20Extension%20Requests.docx) or contact bruce.linder@ky.gov.