**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-01**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

Division of Protection and Permanency

**DATE:**  January 15, 2014

**SUBJECT:** Assessment and Documentation Tool

On January 22, 2014 this agency will move away from using the Continuous Quality Assessment (CQA) and will begin using the Assessment and Documentation Tool (ADT) as the format for completing investigative assessments. As a result of this change, there have been multiple SOP revisions, and many documents will be removed from the website. Please review the following information regarding this practice change:

* SOP Revisions:
* [2.2 Receiving a Specialized Investigation Report](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/22ReceivingaSpecializedInvestigationReport.aspx);
* [2.5 Reports that are Not Accepted](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/25CriteriaforReportsthatareNotAccepted.aspx) (new name);
* [2.6 Completing the Intake](https://manuals.sp.chfs.ky.gov/chapter2/02/Pages/26CompletingtheIntake.aspx);
* [2.12 Completing the Assessment and Documentation Tool (ADT) and Making a Finding](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/212CompletingtheContinuousQualityAssessment(CQA)andMakingaFinding.aspx) (new name);
* [2.14 Child Fatality or Near Fatality](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/214ChildFatalityorNearFatality.aspx);
* [2.15 Specialized Investigation](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/215SpecializedInvestigations.aspx);
* [2.15.5 Investigations of School Personnel](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/2155InvestigationsofSchoolPersonnel.aspx);
* [3.3 Tools for Case Planning (Prevention Plans and Genograms)](https://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/33ToolsforCasePlanning(PreventionPlansandGenograms).aspx);
* [4.5.2 Eligibility Criteria for Children Approved for Kinship Care Benefits Prior to April 1, 2013](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/453InitialDeterminationofEligibilityforKinshipCare.aspx);
* [4.21 Safe Infants Act](https://manuals.sp.chfs.ky.gov/chapter4/11/Pages/421SafeInfantsAct.aspx);
* [9.9 Assessment](https://manuals.sp.chfs.ky.gov/chapter9/17/Pages/99Assessment.aspx);
* [19.2 Receiving the Report](https://manuals.sp.chfs.ky.gov/chapter19/Pages/192ReceivingtheReport.aspx); and
* [27.2 Intake and Acceptance Criteria](https://manuals.sp.chfs.ky.gov/chapter27/Pages/272IntakeandAcceptanceCriteria.aspx).

The following new documents have been added to the Related Resources browser:

* [Determination of Findings Matrix](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Determination%20of%20Findings%20Matrix.docx): Replaces the *Multiple Response Matrix*
* [APS Assessment for Abuse/Neglect](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20APS%20Assessment%20for%20Abuse%20or%20Neglect.docx)
* [Alternate Care](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Alternate%20Care%20Assessment.docx)
* [Concurrent CPS DV Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Concurrent%20CPS%20DV%20Assessment.docx)
* [CPS Assessment for Abuse or Neglect](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20CPS%20Assessment%20for%20Abuse%20or%20Neglect.docx)
* [Dependency Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Dependency%20Assessment.docx)
* [Facility Inv CPS](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Facility%20Investigative%20Assessment-CPS.docx)
* [Guardianship Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Guardianship%20Assessment.docx)
* [Court Ordered Risk Assessment or Home Evaluation Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Court%20Ordered%20Risk%20Assessment%20or%20Home%20Evaluation%20Assessment.docx)
* [Law Enforcement Assist (LEA)](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Law%20Enforcement%20Assist%20(LEA).docx)
* [No Finding](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/No%20Finding.docx)
* [Safe Infant Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Safe%20Infant%20Assessment.docx)
* [Safety Net](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Safety%20Net%20Assessment.docx)
* [Court Ordered Status Offender Assessment](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/ADT%20Court%20Ordered%20Status%20Offender%20Assessment.docx)
* [Unable to Locate](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Unable%20to%20Locate.docx)
* Archived documents (removed from the SOP site):
* Abbreviated APS CQA Tip Sheet;
* Abbreviated General Adult Services CQA Tip Sheet;
* Abbreviated-Non-Familial CQA Tip Sheet;
* Adding an Individual to a Referral Tip Sheet;
* APS CQA Anchors;
* APS Investigative CQA Tip Sheet;
* Child Protective Services General CQA Tip Sheet;
* Concurrent CPS-DV Abbreviated APS CQA Tip Sheet;
* CPS CQA Anchors;
* CPS In-Home Ongoing CQA Tip Sheet;
* CPS Investigative CQA;
* CPS Ongoing CQA Tip Sheet;
* CPS Ongoing Out of Home Care CQA Tip Sheet;
* CPS Status CQA Tip Sheet;
* CPS Termination of Parental Rights CQA Tip Sheet;
* Documenting Timeliness of Initiation Efforts in the CQA Template;
* Electronic Web Reports and JC3s Tip Sheet-February 22.2013;
* Investigative CQA Tip Sheet for FSOS Approvals and Consultations;
* New SOP Manual PowerPoint Training;
* Quick Reference Guide for Second Incidents;
* Sealing a Permanency Case Tip Sheet;
* Selection of Alternate Care as Subprogram Tip Sheet;
* Substantiation Criteria Tip Sheet;
* TWIST Change Request Flowchart;
* TWIST Tip 111 Case Name Assignment;
* TWIST Tip 74 Staff Safety Issues; and
* 'Working As' Function Statewide Protocol (TWIST).

Additionally, [SOP 1.3 Safety](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/13%20Safety.aspx) (new name) has been updated to include more specific information regarding the use of physical restraints with children. This content has been added to bring the agency into compliance with COA standards.

If you have any questions regarding the transmittal, please contact, via e-mail, [Gretchen.marshall@ky.gov](mailto:Gretchen.marshall@ky.gov) or by telephone at (502) 564-7635, ext. 3587.