**PROTECTION AND PERMANENCY TRANSMITTAL, 14-02**

**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:**  February 14, 2014

**SUBJECT:** High Risk Investigative Consultation, Working with Schools and Updated Blue Book

PPTL 14-02, previously issued on January 30, 2014, has been updated. Please review this transmittal for the most recent changes and additions:

* [SOP 1.5 Supervision and Consultation](https://manuals.sp.chfs.ky.gov/chapter1/00/Pages/15supervisionandconsultation.aspx) has been updated to reflect a revision in requirements to complete the regional investigative case consultation, as well as, the fourteen (14) day follow up consultation;
* Updated components of the original transmittal include:
	+ Further revisions to [SOP 4.28 Meeting Educational Needs](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/428MeetingEducationalNeeds.aspx) which previously provided new language regarding notification of the school when a child is placed in the Cabinet’s custody. New language dictates a timeframe for notice to schools when a child is placed in Cabinet custody;
* Additional components now include revisions to:
	+ [SOP 2.11 Investigation Protocol](https://manuals.sp.chfs.ky.gov/chapter2/03/Pages/211InvestigationProtocol.aspx) which now states that a collateral with the school system is required during any investigation when a child is school aged and school is in session;
	+ [SOP 4.28.3 Assessing Educational Records for Children and Youth in Foster Care and Guidelines for Educational Passports](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4283EducationalPassport.aspx) now includes information regarding notification of the school when a child is placed into out of home care and removes the requirement to present a court order when enrolling a child in school;
* [Communicating with the School System When Working with Families](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Communicating%20with%20the%20School%20System%20When%20Working%20with%20Families.docx) (new name) tip sheet has be updated to include the new educational information described above; and
* Original components of this release, included revisions to the [Reporting Child Abuse and Neglect Booklet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Reporting%20Child%20Abuse%20and%20Neglect%20Booklet.doc) which were updated to include information regarding human trafficking, new educational information and updated legal citations. The information regarding communication with the schools has also been added to this document during this update. This booklet is located on the [Related Resources](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx) browser of the online SOP manual.

If you have any questions regarding this memorandum, please contact via e-mail sarah.cooper@ky.gov or by telephone at (502) 564-7635, ext. 3562.