**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 14-12**

**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:**  September 30, 2014

**SUBJECT:** APS Substantiated Findings Letter

The purpose of this correspondence is to inform staff of an update made to the [DPP-248 APS Substantiated Investigation Notification](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-248%20APS%20Substantiated%20Investigation%20Notification.docx) letter. In order to comply with [922 KAR 5:120 Caregiver misconduct registry and appeals](http://www.lrc.ky.gov/kar/922/005/120reg.htm), this form has been updated to include the following:

* A signature line for a witness, if the form is hand delivered;
* An area to include the perpetrator’s address to ensure that the Division of Administrative Hearings is able to send the perpetrator information regarding the appeals process; and
* Direct citation of the KAR to ensure that form recipients are aware of their rights.

The following SOP sections have also been updated to reflect this change:

* [20.5 Investigations in State Operated Facilities](https://manuals.sp.chfs.ky.gov/chapter20/Pages/205InvestigationsinStateOperatedFacilities.aspx);
* [20.6 Investigations in Alternate Care Facilities](https://manuals.sp.chfs.ky.gov/chapter20/Pages/206InvestigationsinAlternateCareFacilities.aspx);
* [20.7 Investigations in a Licensed Health Care Facility](https://manuals.sp.chfs.ky.gov/chapter20/Pages/207InvestigationsinaLicensedHealthCareFacility.aspx); and
* [20.11 Completion and Distribution of Substantiated Findings Notification](https://manuals.sp.chfs.ky.gov/chapter20/Pages/2011CompletionandDistributionoftheNotificationofProtectiveServicesandInvestigativeFindingsReportForm.aspx).

These changes are effective immediately, and staff should ensure that they use the correct version of the DPP-248, which is available on the [Forms browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/formsBrowser.aspx), when sending out substantiated findings letters.

If you have any questions regarding this memorandum, please contact via e-mail, steven.fisher@ky.gov, or by telephone at (502) 564-7043, ext. 3570.