**PROTECTION AND PERMANENCY TRANSMITTAL MEMORANDUM, 15-07**

**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:**  May 1, 2015

**SUBJECT:** Amending the Results of an ADT

Please be advised that [SOP 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) has been revised to:

* Clarify when assessment findings may be amended, per regulation; and
* Include a tip sheet with guidance on how to complete this function.

Additionally, the Practice Guidance section of this SOP has been moved to a new location. This content has been placed in orange font to show the move, but no content has been changed.

If you have any questions regarding this memorandum, please contact:

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