**PROTECTION AND PERMANENCY TRANSMITTAL LETTER 18-06**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Michelle Anderson, Director

Division of Protection and Permanency

**DATE:**  March 30, 2018

**SUBJECT:** Working with Families Affected by Substance Misuse

The purpose of this transmittal letter is to introduce a new section of SOP and revisions to existing sections related to working with families affected by substance misuse. Substance misuse is one of the three most common maltreatment factors present in fatality/near fatality cases and high-risk cases, and it affects all areas of DCBS. [SOP 1.15 Plan of Safe Care and Working with Families Affected by Substance Misuse](http://manuals.sp.chfs.ky.gov/chapter1/00/Pages/115-Plan%20of%20Safe%20Care%20and%20Working%20with%20Families%20Affected%20by%20Substance%20Misuse.aspx) is a newly created SOP to guide workers assigned to both investigations and ongoing cases related to families who are misusing substances. Additionally, revisions were made to [SOP 1.8 Prevention Planning](http://manuals.sp.chfs.ky.gov/chapter1/00/Pages/18PreventionPlanning.aspx), [SOP 2.3 Acceptance Criteria and Reports that do not Meet,](http://manuals.sp.chfs.ky.gov/chapter2/02/Pages/23AcceptanceCriteria.aspx) [SOP 2.11 Investigation Protocol](http://manuals.sp.chfs.ky.gov/chapter2/03/Pages/211InvestigationProtocol.aspx), [SOP 3.4 Initial In Home Case Planning Conference Forms and Resources,](http://manuals.sp.chfs.ky.gov/chapter%203/06/Pages/34PreparationfortheInitialCasePlanningConference.aspx) [SOP 3.10 Ongoing Contact with the Birth Family and Child](http://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/311OnsiteProvisionofServices.aspx), [SOP 3.13 Ongoing Case Planning,](http://manuals.sp.chfs.ky.gov/chapter%203/07/Pages/314OngoingCasePlanning.aspx) [SOP 4.17 Preparation for and Completion of the Five (5) Day Conference](http://manuals.sp.chfs.ky.gov/chapter4/11/Pages/416FiveDayConference.aspx), [SOP 4.18 Ongoing Case Planning](http://manuals.sp.chfs.ky.gov/chapter4/11/Pages/418OngoingCasePlanning.aspx), [SOP 4.24 SSW’s Ongoing Contact with the Birth Family and Child, Including the Medically Complex Child](http://manuals.sp.chfs.ky.gov/chapter4/12/Pages/224SSW'sOngoingContactwiththeBirthFamilyandChild,IncludingtheMedicallyFragileChild.aspx), and [SOP 4.36 Case Closure and Aftercare Planning](http://manuals.sp.chfs.ky.gov/chapter4/13/Pages/437CaseClosureandAftercarePlanning.aspx),

If you have any questions regarding this matter, you may refer to the [PPTL 18-06 Statement of Consideration Working with Families that Misuse Substances](http://manuals.sp.chfs.ky.gov/Resources/SOP%20Clarifications/PPTL%2018-06%20Statement%20of%20Consideration%20Working%20with%20Substance%20Misusing%20%20Families.docx) or contact:

Lucie Estill, Child Protection Branch Manager

[Lucie.estill@ky.gov](mailto:Lucie.estill@ky.gov)

(502) 564-2136, ext. 3568