



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 22-16

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Melanie Taylor, Director
Division of Protection and Permanency

DATE: October 1, 2022

SUBJECT: SOP Chapter 2-Revisions related to the SDM® Intake Assessment tool, the implementation of the SDM® Safety and Risk tools, and changes to the ADT.

The purpose of this transmittal letter is to notify staff of the numerous revisions to SOP Chapter 2, including updated acceptance criteria, intake policies and procedures, the implementation of the Structured Decision Making ® (SDM®) Safety and Risk tools as well as changes to the Assessment and Documentation Tool (ADT).

As with the SDM® Intake Assessment Tool, DCBS partnered with Evident Change to develop the SDM® Safety and Risk Assessment Tools through customization workgroups. The SDM® model offers workers a framework for consistent decision making and helps agencies direct resources toward those who can benefit most. Many of you also participated in the research during the inter-rater reliability (IRR) testing when customization was complete. The safety assessment tool helps staff answer the question, "Can the child remain safely in the home?" Assessing for safety occurs throughout the life of a case, not just during the investigation period or at the beginning of the case.

The risk assessment tool is utilized toward the end of an investigation to assist in deciding the direction of the case. The risk assessment tool looks at the long term to understand the likelihood of the family coming back to the attention of the department within the next 18-24 months. While the risk assessment cannot predict the future, it affords the department an idea of which families are more likely to have another report with the agency.

The SDM® Safety and Risk Assessment tools are scheduled to be released in TWIST on October 1, 2022 and will be applied to all familial/caretaker reports received after that date. The SDM® Safety and Risk Assessment tools and the new ADT will not be applied to reports of human trafficking that involve a non-caretaker or to reports in a specialized setting such as foster care or a facility. The tools will also not be applied to any non-investigatory response report.

Please note that the timeframe to complete an investigation in its totality has also been increased from thirty (30) working days to forty-five (45) working days.

SOP 1.5 Supervision and Consultation – Link/reference to **SOP 2.13 Structured Decision-Making Safety and Risk Assessment** added.

SOP 2.3 Acceptance Criteria – Updated all language for acceptance criteria to mirror the SDM® Intake Assessment definitions and updated the statutory and regulatory information for acceptance criteria.

SOP 2.4 Non-Investigatory Response – Replacing Court Requested CPS Activity (information moved to another section). Section outlines non-investigatory response policy, procedures, and guidance.

SOP 2.10 Initiating the Report – Updates to policy, procedures, and practice guidance.

SOP 2.11 Investigation Protocol – Policy, procedures, and practice guidance related to investigations updated.

SOP 2.11.1 Assessments Involving Methamphetamine Labs - Guidance related to investigations that involve methamphetamine labs is outlined.

SOP 2.11.2 Assessments of Parenting Youth - Guidance related to investigations that involve parenting youth is outlined.

SOP 2.11.3 Assessments Involving Domestic Violence and Intimate Partner Violence - Guidance related to investigations that involve domestic violence is outlined.

SOP 2.13 Structured Decision-Making Safety and Risk Assessments - Policy, procedure, and practice guidance related to the SDM® Safety and Risk Assessment Tools.

New and/or updated documents and forms include:

- **Case Finding Guide**
- **Child Protective Services (CPS) HIPAA Letter of Release of Information**
- **CPS Reports with Risks Associated with Family and Intimate Partner Violence Tip Sheet**
- **Investigative Service Recording template**
- **Pediatric Abusive Head Trauma Fact Sheet**
- **Indicators of Poverty**

DPP recognizes the hard work and dedication staff put into their day-to-day work with children and families. These revisions are an effort to streamline your work, remove duplicative or unnecessary items, and to shore up decision making so there is consistency across the state. It is anticipated that these revisions will provide you the support you need when making decisions for children throughout Kentucky.

If you have any questions regarding this transmittal letter, you may refer to the [PPTL 22-16 Statement of Consideration](#).

If you have any questions regarding this transmittal letter, please contact:

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