



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 23-07

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

FROM: Vanessa Hunter, Assistant Director
Division of Protection and Permanency

DATE: June 5, 2023

SUBJECT: SOP 2.6, SOP 2.12, and SOP 2.13

The purpose of this transmittal letter is to notify staff of edits to the following SOP:

[SOP 2.6 Completing the CPS Intake](#): Timeframes have changed to allow forty-five (45) working days for a case to be assessed/assigned by the FSOS and completed by the SSW. The FSOS then has five (5) additional working days to review and approve.

[SOP 2.12 Completing the Assessment and Documentation Tool \(ADT\)](#): Clarification is made to indicate that the FSOS has five (5) working days to review and approve submitted ADTs. This allows time for the FSOS to pend back for corrections if needed prior to approval.

[SOP 2.13 Structured Decision Making Safety and Risk Assessment](#): Clarification is made to indicate that the FSOS has five (5) working days to review and approve submitted ADTs. This allows time for the FSOS to pend back for corrections if needed prior to approval.



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If you have any questions regarding these SOP edits, you may refer to the [PPTL 23-08 Statement of Consideration for SOP 2.6, SOP 2.12, and SOP 2.13](#).

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

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