



**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 23-12**

**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 13, 2022

**SUBJECT:** SOP 19.3 Acceptance Criteria and SOP 20.1 Introduction to APS Investigation and Assessment

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

[SOP 19.3 Acceptance Criteria](#): If a new allegation is received within fifteen (15) working days of the original allegation and is not in the same program/sub-program as the original allegation, the central intake (CI) SSW may add the new information to the existing report as a second (2nd) incident. Only one (1) second (2nd) incident can be attached to an intake and only CI staff can add a second (2nd) incident to a report.

A victim/perp pairing modification can only be added in the first thirty (30) working days of an investigation/assessment and can only be added if it is directly related to the original incident of reported maltreatment. The assigned SSW can add a victim/perp pairing.

Reports that do not meet criteria for an investigation may be linked to resources and services that will meet the needs of the adult.

[SOP 20.1 Introduction to APS Investigation and Assessment](#): Initiation timeframes begin from the moment the CI FSOS approves the report and assigns the report to the investigative FSOS in TWIST, or in after-hours situations, upon decision by the on-call FSOS to accept the report.

All allegations of abuse, neglect, or exploitation received during business hours shall be screened through CI.

The FSOS may utilize an additional five (5) working days past the forty-five (45) working days for completion of the assessment to review, pend back for corrections, and approve.

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

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