



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 24-03

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: April 1, 2024

SUBJECT: SOP Chapter 2.2, SOP 2.3 and SDM® Intake Assessment Manual-Revisions

The purpose of this transmittal letter is to notify staff of the revisions to SOP Chapters 2.2 and 2.3 and updated acceptance criteria including specific changes to subprogram criteria found within the Structured Decision Making® (SDM®) Intake Manual.

SOP 2.2 Reports not accepted for Investigation/Assessment: Updated criteria regarding jurisdiction for child protective service investigations and assessments.

Notification Information regarding Allegations of Maltreatment at Hospitals and DJJ Facilities: Document updated contact information and procedure information for the Department for Juvenile Justice (DJJ) cases.

SOP 2.3 Acceptance Criteria: Removed acceptance criteria. Added direct link for the SDM® Intake Assessment Tool for screening, updated practice guidance, and updated procedure. Please note that procedure guidance regarding report modification is due to the TWIST update effective April 1, 2024.



KY SDM® Intake Manual : Prescreening criteria updated due to the implementation of SDM® Intake Assessment Tool for Adult Protective Services (APS). Caretaker definition updated.

Jurisdiction criteria were updated, the suspicious physical injury definition was updated, and the threat of physical abuse definition was updated to include language surrounding **risk**. The threat of sexual harm definition was updated to include language surrounding **risk** and caretaker behaviors. Inadequate supervision definition updated. Emotional injury definition updated. The threat of emotional injury definition and subprogram REMOVED from manual. Near fatality checklist added.

If you have any questions regarding this transmittal letter, you may refer to the [PPTL 24-03 Statement of Consideration](#).

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

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