



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, 24-07

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 18, 2024

SUBJECT: SOP 20.11 Completion and Distribution of Investigative Findings Notification

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

[SOP 20.11 Completion and Distribution of Investigative Findings Notification](#)

Language referencing the caregiver misconduct registry has been changed to [Vulnerable Adult Maltreatment Registry](#) to match the changes in regulation.

The required timeframe to send out notification of findings has been changed from twenty-four (24) hours to ten (10) working days. This affects the [DPP 242 Adult Protective Services Notice of Investigative Finding](#), the [DPP 245 Victim Notification Letter](#), and the [DPP 243 APS Guardian Notification Letter](#). This change allows for consistency in sending out notifications of findings.

Other language has been modified to improve readability and to mirror statutes and regulation more closely.

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

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