



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, 24-08

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 20.5 Investigations in State Operated Facilities

The purpose of this transmittal letter is to notify staff of edits to [SOP 20.5 Investigations in State Operated Facilities](#). The step related to the completion and distribution of [the DPP-115 Confidential Suspected Abuse, Neglect, Dependency or Exploitation Reporting Form](#) has been removed. That action is completed by central intake. The steps for the SRA or designee were also removed as those tasks are also completed by central intake.

Language around how to conduct the investigation was modified to provide clearer guidance on potential steps.

References to documents related to intake and notifications of findings have been removed.

The above SOP revisions were sent for field draft review; however, no statement of consideration is needed.

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

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