



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, 24-17

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

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

DATE: July 15, 2024

SUBJECT: SOP 20.1 Introduction to APS Investigation and Assessment
SOP 20.3 Failure to Gain Entry

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

[SOP 20.1 Introduction to APS Investigation and Assessment](#)
~~SOP 20.3 Failure to Gain Entry (deleted)~~

This update reflects necessary changes related to the implementation of SDM® Safety and Risk Tools. Language has been added to state that an SDM® Safety Assessment is completed within five (5) working days of initiation, within five (5) working days of receipt of referral when the SSW is unable to make initiation, upon receipt of a second incident, or when one (1) or more safety threats emerge at any point during the investigation or there has been an improvement/removal of a safety threat.

Language has been altered to reflect the inclusion of the SDM® Risk Assessment being completed prior to submitting the ADT to the FSOS for approval.

This update also reflects changes related to an update to [922 KAR 5:120](#). Language has been added to state that a report alleging that an adult death resulted from abuse or neglect will be initiated within forty-eight (48) hours.

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Language has been added to clarify initiation requirements for cases that involve allegations where the adult is deceased because of abuse or neglect.

SOP 20.3 will be deleted and condensed into the practice guidance of [SOP 20.1 Introduction to APS Investigation and Assessment](#).

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

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