



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Office of the Commissioner**

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Commissioner

**PROTECTION AND PERMANENCY MEMORANDUM, 22-06**

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

**FROM:** Melanie Taylor, Assistant Director  
Division of Protection and Permanency

**DATE:** July 20, 2022

**SUBJECT:** Intake Deletes & Re-entries

This memorandum is to advise staff that the process for requesting a delete/re-entry of an intake has changed. All deletes and re-entries are now managed by the Child Protection Branch. To ensure staff are utilizing the SDM Intake Assessment Tool to fidelity, requests for a delete/re-entry should be limited to errors that will impact the assessment. All requests will be reviewed to determine if the appropriate next step is to complete the delete/re-entry or if the issue can be resolved by other means.

Each request for a delete/re-entry should contain the following information to ensure timely review and completion:

- Case name;
- Case number;
- Intake ID;
- Date of report;
- Are you disputing the screening decision/determination?
  - *If yes, please contact the central intake (CI) FSOS who approved the intake per the dispute protocol.*
- What is the current determination?
- Have the children been removed/placed?
- Are there OOHC/RFK screens associated with this case?
- Specify requested change (included updated policy when applicable and justification for change); and

- FSOS/SSW requesting delete/re-entry:

**Key points to remember:**

- The date/time of a report cannot be adjusted or back dated to ensure field staff meet initiation response times.
- There can only be one second (2<sup>nd</sup>) incident added to each intake and can only be added 15 calendar days after receipt of the initial report; if this window is missed, it will be considered a new report.
- Victim/perpetrator pairings can only be added within the 30/45 calendar day period. If the timeframe has been missed - it must be a new report.
- The Child Protection Branch does not participate in dispute consults unless policy interpretation or guidance is requested by the Division of Service Regions/Central Intake Branch Manager. A delete cannot be completed to change a program/subprogram on a report until the dispute protocol has been followed and the change requested has been confirmed by central intake.

If you have any questions or concerns regarding this information, please contact:

Tara Cecil, Child Protection Branch Manager

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