



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 21-40

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: September 27, 2021

SUBJECT: Revisions to SOP 2.12 Completing the Assessment and Documentation Tool (ADT) and Making a Finding

The purpose of this transmittal letter is to inform staff of the following changes to [SOP 2.12 Completing the Assessment and Documentation Tool \(ADT\) and Making a Finding](#).

- A no finding determination can only be used in familial investigations when there are no risk factors:
 1. Identified in the report;
 2. Found during interviews with the child(ren) and/or caregivers; or
 3. During worker observations of the family and environment.
- Non-caretaker perpetrators in human trafficking and female genital mutilation reports do not receive a notification of findings or service appeal documentation.
- The FSOS does not change DCBS' finding when petitions are dismissed without a hearing or if informal adjustments/stipulations are accepted without DCBS knowledge or agreement;

- The FSOS refers the individual(s) to the Child Abuse Prevention and Treatment Act (CAPTA) fair hearing process;
- The FSOS only changes the finding. The rationale for the initial finding documented within the assessment's conclusion should not change.

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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