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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 22-19

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

FROM: Melanie Taylor, Director
Division of Protection and Permanency

DATE: October 19, 2022

SUBJECT: SOP 2.12, SOP 2.15.8, SOP 2.15.9, and SOP 2.22

The purpose of this transmittal letter is to notify staff of additional revisions to SOP Chapter 2 related to the implementation of the Structured Decision Making® (SDM®) Safety and Risk tools and changes to the Assessment and Documentation Tool (ADT). These SOP sections were inadvertently not included in the previous PPTL notification.

[SOP 2.12 Completing the Assessment and Documentation Tool \(ADT\)](#)

[SOP 2.15.8 Investigations Involving Department for Community Based Services \(DCBS\) Employees](#)

[SOP 2.15.9 Investigations of Human Trafficking](#)

[SOP 2.22 Making a Finding, Notifications, and Court Involvement](#)

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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