



Andy Beshear
GOVERNOR

**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

Steven Stack, MD
SECRETARY

275 East Main Street, 3W-A
Frankfort, Kentucky 40621
Phone: (502) 564-3703
Fax: (502) 564-6907

Lesa Dennis
COMMISSIONER

PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 25-31

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

FROM: Clifton S. Bryant, Assistant Director II

DATE: September 25, 2025

SUBJECT: SOP C2.11 Completing the Assessment and Documentation Tool (ADT)
and CPS Case Naming Protocol Tip Sheet

This transmittal letter notifies staff of a new Standard Operating Procedure (SOP).

- [SOP C2.11 Completing the Assessment and Documentation Tool \(ADT\)](#)
- [CPS Case Naming Protocol Tip Sheet](#)

The above SOP revisions were sent for field draft review; however, a statement of consideration is not required.

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

E.J. Smith, Child Protection Services Branch Manager
Eric.Smith@ky.gov
(606)356-1163