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- Please continue to let us know if you experience an issue in the SOP manual via email to [Melanie Daniels and Julie Cubert](mailto:MelanieDanielsandJulieCubert@dppseditor.ky.gov) or [DPPSOPEditor@ky.gov](mailto:DPPSOPEditor@ky.gov). We appreciate your patience and working with us to correct any issues encountered.

### Important Notice

DCBS staff are required to use form versions that are within the SOP manual. Modified versions that are not in the SOP manual are **not permitted**. Some forms are incorporated into the Kentucky Administration Regulation (KAR) and can **only be modified** through amending regulations. Other forms within the SOP manual go through a formal vetting and approval process. Using unapproved versions of these forms can lead to liability issues for the user and can lead to incorrect information being provided/captured. If you have suggestions for modifications to any form currently in the SOP manual, please send those and why the modification is needed to [dppsopeditor@ky.gov](mailto:dppsopeditor@ky.gov) for consideration.

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## Did You Know?

- **Did You Know? Assessment Results and Auto Case Closure**

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## PPTL

- **PPTL 24-01 SOP 12**