

In This Issue

- **Important Notice**
- **PPM**
- **Did You Know?**
- **PPTL**
- **Field Draft Review (FDR)**

Miscellaneous

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

To All Branch Managers:

We are in the process of updating the Branch Web Pages. If your page needs corrections, please email [Melanie Daniels](mailto:MelanieDaniels@ky.gov) and [Julie Cubert](mailto:JulieCubert@ky.gov) or DPPSOPEditor@ky.gov.

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 for consideration.

PPM

- **PPM 24-08 April 2024 update to the Fatality Near Fatality Flow Chart**
- **PPM 24-09 SOP 1.14.1 Access to Interpreters and Effective Communication for Those Who Are Deaf or Hard-of-Hearing**

Did You Know?

- **Did You Know Senior Expenses**
- **Did You Know Youth Exit Survey**
- **Did You Know KY Transportation Cabinet Private Auto Provider Transportation Program**

PPTL

- **PPTL 24-04 SOP 24.2 Alternate Care Facility Closure**
- **PPTL 24-05 SOP 12.30, DPP-111B, Memo of Justification, and Supplemental Services Monthly Log**

Field Draft Review (FDR)—Attached to email

- **FDR SOP 20.5 Investigations in State Operated Facilities**

Please submit comments to DPPSOPEditor@ky.gov or email, [Melanie Daniels](mailto:MelanieDaniels@ky.gov) and [Julie Cubert](mailto:JulieCubert@ky.gov) by COB April 30, 2024.

