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Miscellaneous

- 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@DPPSOPEditor.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 and Julie Cubert](mailto:MelanieDanielsandJulieCubert@DPPSOPEditor.ky.gov) or [mailto: DPPSOPEditor@ky.gov](mailto: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 24-14 Home School Verification Form and Home School Letter for KDE
- PPM 24-15 Safety Net Letter Template

Field Draft Reviews (FDRs) (attached to E-mail)

- SOP 20.11 Completion and Distribution of Investigative Findings Notification
- SOP 20.6 Investigations in Alternate Care and Licensed Health Care Facilities

Comments/feedback for the FDRs will be due by **COB on July 5, 2024**. Please send comments/feedback to DPPSOPEditor@ky.gov along with the section you are referencing.

