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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@ky.gov) or [DPPSOPEditor@ky.gov](mailto: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@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](mailto:dppsopeditor@ky.gov) for consideration.

## PPTL

- PPTL 24-15 SOP 25.3 Adult Guardianship Conservatorship
- PPTL 24-16 SOP 2.3 Acceptance Criteria and SOP 2.4 Non-Investigatory Response
- PPTL 24-17 SOP 20.1 Introduction to APS Investigation and Assessment
- PPTL 24-18 SOP 20.8 and SOP 19.3.1
- PPTL 24-19 SOP 7.2 Safety Planning