



CABINET FOR HEALTH  
AND FAMILY SERVICES

# DPP Policy & Procedure Weekly Update

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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@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 [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.

## PPM

- **PPM 24-16 Prevention Services Determination and Eligibility Criteria**

## Field Draft Review's (FDR)

- FDR SOP 2.24 Child Emotional Injury Investigations and Evaluations
- Emotional Injury Checklist
- Emotional Injury Assessment Referral Form
- FDR SOP 13.14 KAPE Referral
- DPP-196 Kentucky Adoption Profile Exchange Referral
- KAPE Referral Hold Request Template
- KAPE Referral Hold Extension Request

See FDR's in the attached Zip File. **Please submit comments/feedback through your region's point person by COB Thursday, August 14, 2024.**