



CABINET FOR HEALTH  
AND FAMILY SERVICES

# DPP Policy & Procedure Weekly Update

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- **Important Notice**

- **PPTL**

## Miscellaneous

- New SOP Manual Format coming soon!
- 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](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.

## PPTL

- **PPTL 24-21 SOP 11.35 and AOC-DNA-20**
- **PPTL 24-22 SOP 12.3, SOP 1.5, and forms**

## Friendly Reminder

Please reference **PPIM 24-01 Reorganization of SOP Chapters** for upcoming changes to the SOP Manual.