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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. 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.

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 24-10 KY SDM® Intake Policy and Procedures Manual Adult Protective Services**

PPTL

- **PPTL 24-06 SOP 4.53 Bed Hold Private Child Caring (PCC)/Residential or Private Child Placing**

Field Draft Review (FDR)—attached via zip file

- FDR SOP 2.15.2 Investigations of Licensed Private Child Caring Facilities
- FDR form letter-Child Protective Services Child-Caring Facilities employee return to work release

FDR Comments due **May 6, 2024 by COB**. Please submit comments through your region's point person to DPPSOPEditor@ky.gov, [Julie Cubert](mailto:JulieCubert@ky.gov) or [Melanie Daniels](mailto:MelanieDaniels@ky.gov) via email.