

## 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.

## Helpful Browser Tip:

**When accessing the SOP manual, documents, memo's, and forms, the Chrome browser works best. If you experience error's opening items, switch to Chrome to open items.**

## PPM

- [PPM 25-19 Important Notice to Medical Records Administrators](#)

## PPTL

- [PPTL 25-29 SOP C6](#)
- [PPTL 25-30 SOP C12](#)

## Did You Know?

- [DYK Medical Records Request Aid--No Attestation Required](#)

## Field Draft Review (FDR)

- FDR SOP C2.11 Completing the Assessment and Documentation Tool (ADT) & CPS Case Naming Protocol Tip Sheet—zip file attached

## Policy Manual Cross References

- [SOP Cross Reference General Operations \(G-1, G-2, & G-3\)](#)
- [SOP Cross Reference Child Protective Services Chapters \(C-2 thru C-13\)](#)
- [SOP Cross Reference Adult Protection Services Chapters-Phase 3-\(A1 thru A7\)](#)

## Upcoming Changes and Miscellaneous Updates:

The SOP Cross Reference documents are located on the main page of the SOP manual for easy access and reference. We will continue to add new cross-reference pages as the SOP manual is restructured.

Please use the cross-reference to find newly named/numbered SOP chapters. Thank you for your patience during this process. Our hope is everyone will find the revisions more efficient in locating the SOP's needed to carry out our work.