**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, PPIM 10-10**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:** December 3, 2010

**SUBJECT:** Web Address to the New SOP Manual

The purpose of this information memorandum is to notify staff that the Cabinet will begin using a new version of the Standards of Practice (SOP) Manual, effective immediately. Both the new and old (current) websites will be running simultaneously until December 17, 2010. At that time the links to SOP content, forms and resources on the old site will be disabled and will no longer be accessible. Staff will still have access to the field correspondence and the archived SOP, as these have not yet been transferred to the new site.

Please begin using this link to access the SOP manual, and save it to your favorites for quick access: [http://manuals.sp.chfs.ky.gov/Pages/index.aspx](https://manuals.sp.chfs.ky.gov/Pages/index.aspx)

This link will also be posted on the old SOP manual site to assist staff in locating the new content.

A conference call has been scheduled for December 15, 2010 from 1:30 to 3:30 for anyone who has questions regarding the organization or navigation of the new website. If you would like to attend, call 877-746-4263 and enter 0271582# at the time of the meeting.

If you have questions regarding the site prior to this conference call, please contact Sarah.Cooper@ky.gov via e-mail or by telephone at (502) 564-7536 ext. 4494.