**PROTECTION AND PERMANENCY MEMORANDUM, 14-10**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  October 13, 2014

**SUBJECT:** New Tip Sheet for Human Trafficking Report Entry into TWIST

The [TWIST Entry of Exploitation (Human Trafficking Related) Reports](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/TWIST%20Entry%20of%20Exploitation-Human%20Trafficking%20Related-Reports.docx) tip sheet is now available on the SOP manual website. This tip sheet is designed to assist staff in correctly entering human trafficking reports and assessment results into i-twist.

If you have any questions regarding this memorandum, please contact:

Lucie Estill, Child Protective Services Branch

Lucie.estill@ky.gov

(502) 564-2136, ext. 3568