**PROTECTION AND PERMANENCY M EMORANDUM, 15-04**

**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:**  April 10, 2015

**SUBJECT:**  Manipulation of Forms Utilized by DPP

The purpose of this memorandum, is to ensure that staff is aware that documents located on the [Forms Browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/formsBrowser.aspx) of the Division of Protection and Permanency’s standards of practice manual, are **not** to be altered in any way without approval from the Director of DPP’s central office staff. There is a specific process in place for revising forms which ensures that requested revisions are not:

* In violation of state or federal laws; or
* In conflict with agency policies.

There are multiple problems that could arise from field staff altering forms without prior approval from central office:

* Unapproved changes to a document would not be able to be supported if brought to question during a CAPTA hearing;
* Inaccurate information could be provided to clients of the agency; and
* Many forms are incorporated by reference into the state’s regulations. By law, these forms may not be altered in any way, unless they are altered within the regulatory process.

The document, [Agency Forms Incorporated by Reference](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Agency%20Forms%20Incorporated%20by%20Reference.docx), has been added to the [Related Resources](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx) browser, as a reference for staff. This document contains all forms that are utilized by the Division of Protection and Permanency and that are legally mandated.

Central office is open to receiving suggestions for revisions of documents. If you have a suggested revision to a form, you may send it to [sarah.cooper@ky.gov](mailto:sarah.cooper@ky.gov), or you may e-mail the request directly to the content branch manager. Form revisions will be considered based on the criteria listed in this memorandum.

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

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