**PROTECTION AND PERMANENCY MEMORANDUM, 15-09**

**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:**  July 15, 2015

**SUBJECT:** New Tip Sheet for Status Offender Intakes

The purpose of this memorandum is to introduce a new tip sheet to assist workers in correctly entering status offender in TWIST. By following the steps on the [Entering Status Offender Intakes in TWIST](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Entering%20Status%20Offender%20Intakes%20in%20TWIST.docx) tip sheet, this group will populate correctly on reports.

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

Lucie Estill, Child Protection Branch Manager

Lucie.estill@ky.gov

(502) 564-2136, ext. 3568