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

**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:**  November 9, 2015

**SUBJECT:** Office of the Long Term Care Ombudsman Address Change

The purpose of this memorandum is to inform staff that the address, phone and fax numbers of the Office of the Long Term Care Ombudsman have changed. The change has been made to [SOP 19.4 Completion of the DPP-115 Reporting Form](https://manuals.sp.chfs.ky.gov/chapter19/Pages/194CompletionoftheDPP-115ReportingForm.aspx) in the list of authorized agency contacts for forwarding the DPP-115 in the Related Information section.

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

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