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PROTECTION AND PERMANENCY TRANSMITTAL LETTER 23-19

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director
Division of Protection and Permanency

DATE: October 17, 2023

SUBJECT: SOP 13.10, SOP 13.10.1, SOP 13.13.1, SOP 13.13.2, SOP 13.29, SOP 13.30, SOP 13.50, SOP 13.51, SOP 13.52

The purpose of this transmittal letter is to notify staff of edits to the following SOPs related to the digitization of files in TWIST.

[SOP 13.10 Preparing the Presentation Summary Packet](#)

[SOP 13.10.1 Updating the Presentation Summary](#)

[SOP 13.13.1 DCBS Foster Parent Adoption](#)

[SOP 13.13.2 Private Child Placing \(PCP\) Foster Parent Adoption](#)

[SOP 13.29 Sealing Closed Adoption Records](#)

[SOP 13.30 Confidentiality of Closed Agency Adoption Records](#)

[SOP 13.50 Relative and Non-Relative Independent Adoptions](#)

[SOP 13.51 Independent Relative Adoptions](#)

[SOP 13.52 Independent Non-Relative Adoption Application](#)

If you have any questions regarding this transmittal letter, please contact:

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