

## Important Notice

DCBS staff are required to use form versions that are within the SOP manual. Modified versions that are not in the SOP manual are not permitted. Some forms are incorporated into the Kentucky Administration Regulation (KAR) and can only be modified through amending regulations. Other forms within the SOP manual go through a formal vetting and approval process. Using unapproved versions of these forms can lead to liability issues for the user and can lead to incorrect information being provided/captured. If you have suggestions for modifications to any form currently in the SOP manual, please send those and why the modification is needed to [dppsopeditor@ky.gov](mailto:dppsopeditor@ky.gov) for consideration.

## Helpful Browser Tip: **CHROME**

**When accessing the SOP manual, the Chrome browser works much better than Microsoft Edge. If you experience error messages, verify that Chrome is your browser.**

## PPTL

- [PPTL 25-31 SOP C2.11 Completing the Assessment and Documentation Tool \(ADT\) and CPS Case Naming Protocol Tip Sheet](#)

## PPM

- [PPM 25-20 Updated Kentucky Adoption Profile Exchange \(KAPE\) forms](#)

## Field Draft Reviews (FDRs)

- [SOP Chapter C12 Transition Age Youth](#)
- [Notice to Region - Service Appeal for Reinstatement of Commitment](#)
- [Notice to Region - Service Appeal to Terminate Commitment](#)
- [Service Appeal - Commissioner Response Letter](#)
- [Transition Flow Chart - Youth with Disabilities](#)

The above FDRs are attached in the zip file. Comments and feedback will be due by COB on October 27, 2025. Please outline which SOP/section you are referencing when you respond. Send comments and feedback to [DPPSOPEditor@ky.gov](mailto:DPPSOPEditor@ky.gov) or email [Julie.Cubert@ky.gov](mailto:Julie.Cubert@ky.gov) and [Melanie.Daniels@ky.gov](mailto:Melanie.Daniels@ky.gov).

## Policy Manual Changes

- [SOP Cross Reference General Operations \(G-1, G-2, & G-3\)](#)
- [SOP Cross Reference Child Protective Services Chapters \(C-2 thru C-13\)](#)
- [SOP Cross Reference Adult Protection Services Chapters-Phase 3-\(A1 thru A7\)](#)

**GOOD NEWS!** The SOP manual search button is now roughly functional. We are aware of some kinks that are still being worked out; however, we are much closer to an efficient system. If you have comments or suggestions, please send them to [DPPSOPEditors@ky.gov](mailto:DPPSOPEditors@ky.gov).

## Upcoming Changes and Miscellaneous Updates:

The SOP cross-reference documents are now located on the main page of the [SOP manual](#) for easy access and reference. We will continue to add new cross-reference pages as the SOP manual is restructured. We continue to release revised SOP chapters. Please use the cross-reference to find newly named/numbered SOP chapters. Thank you for your patience throughout this process. We hope that everyone will find the revisions more efficient in locating the SOPs needed to carry out our work.