



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY MEMORANDUM, 25-05

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

FROM: Cliff Bryant, Assistant Director II
Division of Protection and Permanency

DATE: March 4, 2025

SUBJECT: Safety Plan and Prevention Plan documents

The purpose of this transmittal letter is to clarify the use of safety and prevention plan documents.

Safety plans are utilized to address safety threats and high-risk patterns of behavior identified during an investigation or during ongoing casework and the intervention results in limiting or restricting rights. These plans are to be negotiated with the family and/or adult that is being served through a protective services case. A safety plan is only valid for fourteen (14) working days. With the shift away from using tablets, it is important to remember that the safety plan requires a signature by all individuals that have tasks assigned to them.

The most current safety and prevention plans can be found under the [Resources](#) tab at the bottom of any SOP manual page. Using the [Search in Documents and Forms](#) box will allow users to search for any form using basic words related to the form. Please use CHROME or Microsoft Edge as the browser to access the SOP manual.

The [APS Safety Plan](#) can also be found in [SOP 7.1 APS Safety Planning](#). The [CPS Safety Plan](#) can be found in [SOP 7.2 CPS Safety Planning](#).



Prevention plans are utilized to address risk factors identified during an investigation and/or ongoing casework, as well as provide information regarding service provisions. These plans are to be negotiated with the family and/or adult that is being served through a protective services case. A prevention plan is only valid for thirty (30) working days. With the shift away from using tablets, it is important to remember that the prevention plan requires a signature by all individuals that have tasks assigned to them.

The [APS Prevention Plan](#) can also be found in [SOP 7.3 APS Prevention Planning](#), and the [CPS Prevention Plan](#) can be found in [SOP 7.4 CPS Prevention Planning](#).

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

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