



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Office of the Commissioner**

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**Marta Miranda-Straub**  
Commissioner

**PROTECTION AND PERMANENCY MEMORANDUM, 22-02**

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

**FROM:** Melanie Taylor, Assistant Director  
Division of Protection and Permanency

**DATE:** April 1, 2022

**SUBJECT:** Family First Prevention Services Act Evaluation Consent Form Upload Procedure

The purpose of this memorandum is to notify staff that a new form description, Family First Prevention Services Act Evaluation Consent Form, has been added under the Case Records/Documents progress bar and all document upload panels in TWIST. Staff should edit previously uploaded Family First Prevention Services Act Evaluation Consent Forms to add the new form description. Staff should use the new description when uploading new Family First Prevention Services Act Evaluation Consent Forms.

Please reference [SOP Chapter 6 Prevention Services](#), Sections 6.1, 6.2, and 6.3, for access to the Family First Prevention Services Act Evaluation Consent Form, the Key Information Sheet for Family First Prevention Services Act Program Evaluation, and procedures for completion.

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

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