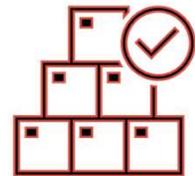




1

Prior Written Notice Training Outcomes

- Understand the purpose of Prior Written Notice in IDEA Part C.
- Become familiar with the changes to forms and procedures.
- Work through Prior Written Notice scenarios.
- Identify the date of Prior Written Notice changes.
- Know who to contact with questions.



2

IDEA Part C Prior Written Notice

- **§ 303.421 Prior written notice and procedural safeguards notice.**

(a) General. Prior written notice must be provided to parents a reasonable time before the lead agency or an EIS provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of their infant or toddler, or the provision of early intervention services to the infant or toddler with a disability and that infant's or toddler's family.

- **The purpose of providing Prior Written Notice to parents is to provide them with enough time to think about what is being proposed or rejected in their family's IFSP.**
- **Prior Written Notice is always accompanied by Parental Rights.**

3

Updated Forms

- Prior Written Notice and Consent For Evaluation & Assessment
- Eligibility Letters (no changes)
- Early Intervention IFSP Meeting Invitation
- Early Intervention Prior Written Notice
- IFSP Prior Written Notice and Consent Page

4



Prior Written Notice and Consent for Evaluation & Assessment

- Prior Written Notice (PWN) and Consent for Evaluation & Assessment to PWN is used for an initial or annual evaluation.
- Includes:
 - Consent definition from IDEA Part C
 - IFSP 45-day timeline
 - Explanation of the assessment areas
 - Three Yes/No statements for parents to select and sign:
 - PWN Timeline
 - Receipt of ND EIS Procedural Safeguards
 - Consent Statement

5



Eligibility Letter (Eligible/Not Eligible)

- No changes to these letters
- Used in addition to the Prior Written Notice
 - Using both forms ensures that parents are provided their rights under IDEA and the HCBS Waiver.

6

Early Intervention Written Notice: IFSP Meeting Invitation

- Used for every team meeting:
 - Initial IFSP
 - Annual IFSP
 - IFSP Reviews
 - Other (ex. Transition meeting without LEA involved)
- Includes:
 - Purpose of meeting
 - Date, time and location of meeting
 - Expected attendees



7



IFSP Prior Written Notice and Consent Page

- Used for initiating the provision of services after an IFSP meeting.
- Includes:
 - Consent definition from IDEA Part C
 - Four Yes/No/NA statements for parents to select and sign:
 - PWN Timeline
 - Receipt of ND EIS Procedural Safeguards
 - Decline of Consent for Specific Services
 - Consent Statement

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Early Intervention Prior Written Notice



- Used to provide Prior Written Notice to parents prior to:
 - Service Change
 - Eligibility
 - Meeting
 - Termination of Services
- Includes:
 - Reason for Notice
 - Explanation of why the action is proposed or refused
 - PWN Parent Acknowledgement
 - How the notice was provided

9

Grace, 18 Months: Not Eligible

What are the steps?

- Prior Written Notice Consent for Evaluation & Assessment
- Complete Evaluation
- Eligibility meeting
- Prior Written Notice and Not Eligible letter



10

Rosa, 8 Months: Eligible

What are the steps?

- Prior Written Notice and Consent for Evaluation & Assessment
- Complete Evaluation
- Eligibility Meeting
- Prior Written Notice and Eligibility letter
- IFSP Meeting Invitation
- IFSP Meeting
- Sign IFSP Prior Written Notice and Consent Page



11



Rosa, 14 Months: Periodic Review (6 months from IFSP)

What are the steps?

- Prior Written Notice
- IFSP Meeting Invitation
- Review Meeting
- Update IFSP and sign Prior Written Notice and Consent within IFSP

12

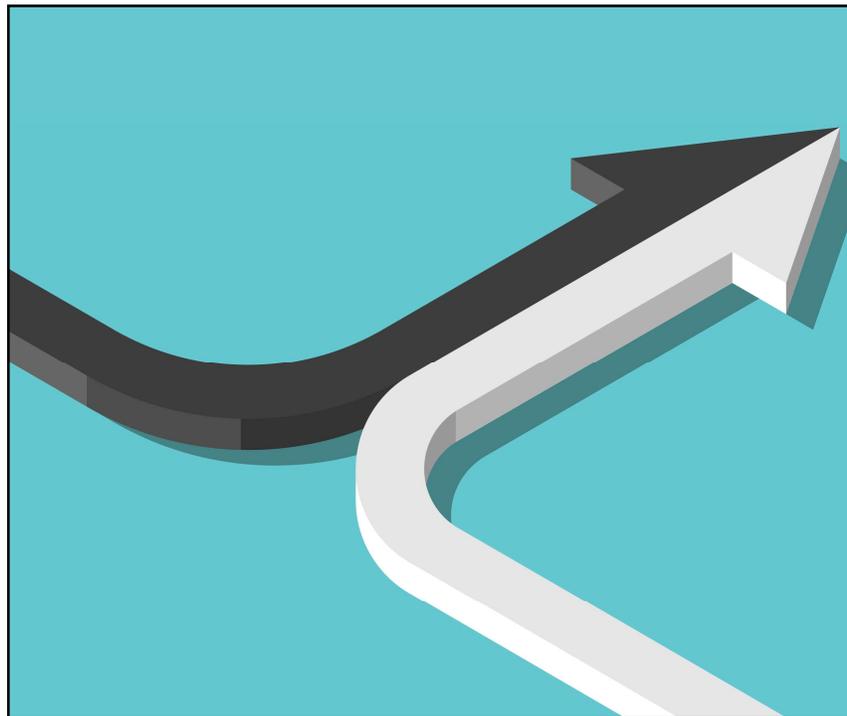
Rosa, 17 Months:
Currently Enrolled in EI
Services. Parents
request more services.

What are the first steps?

- Prior Written Notice
- IFSP Meeting Invitation
- IFSP Review Meeting



13



Rosa, 17 Months:
Currently Enrolled in EI
Services. Parents
request more services.

Based on the decision made at
the IFSP meeting:

What happens if the agency
agrees with the request?

- Update IFSP and sign Prior
Written Notice and Consent
within IFSP

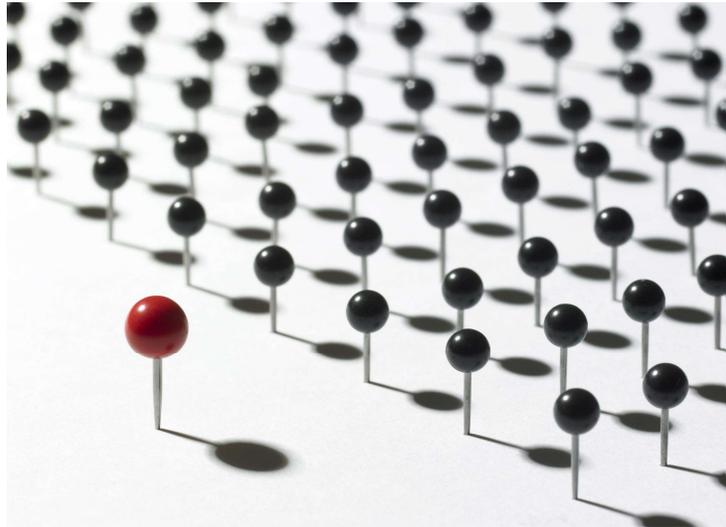
What happens if the agency
declines to provide more
services?

- No update to IFSP
- Prior Written Notice

14

Reminder....

- Services only change with an IFSP review.
- All IFSP reviews require a Prior Written Notice and IFSP Meeting Invitation.
- An IFSP review requires, at a minimum:
 - The Parent
 - The Service Coordinator



15



Rosa, 19 Months: Annual Assessment and Annual IFSP

What are the steps?

- Prior Written Notice and Consent for Evaluation & Assessment
- Complete Assessment
- Prior Written Notice and IFSP Meeting Invitation
- IFSP Meeting
- Sign IFSP Prior Written Notice and Consent Page

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Rosa, Transition Age: Part B Involved

What are the steps?

- Joint Prior Written Notice
- IFSP Meeting Invitation
- Transition Meeting
- Update and Sign IFSP Prior Written Notice and Consent Page



17



Beau, Transition Age: Part B Not Involved

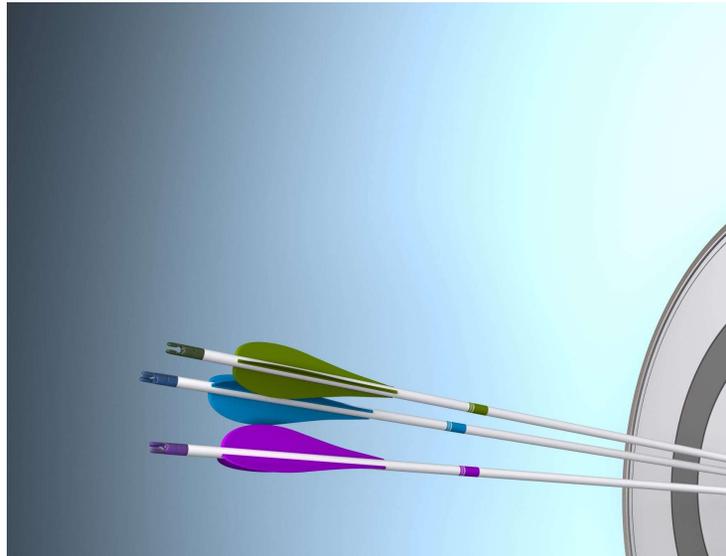
What are the steps?

- Prior Written Notice
- IFSP Meeting Invitation
- Transition Meeting
- Update and Sign IFSP Prior Written Notice and Consent Page

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Three Other possible Scenarios

- Family chooses to stop services at an IFSP meeting
- Family moves out of state suddenly
- Lose contact with family



19

Family Chooses to Exit All Services at IFSP meeting

Scenario:

- Annual assessment already completed
- During the IFSP meeting the family chooses to exit all services
- Agency agrees with the family's decision to stop services

What are the steps?

- Document in IFSP that family has chosen to end services.
- Complete Prior Written Notice

Where in the IFSP do you document?

- Family Assessment Section

Which option on the Prior Written Notice do you choose?

- Services are being discontinued at your request.

What are the closing procedures?

- Follow DD case closing procedures.



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Family Moves Out of State Suddenly

Scenario:

- Child has been receiving services
- Family is not at home at scheduled home visit.
- You call the family, and they tell you they have moved out of state.

What are the steps?

- Complete Prior Written Notice and mail to family
 - Services are being discontinued at your request.
- Document situation in a General Case Note

21

Lost Contact With Family

Scenario:

- Child has been receiving services
- Continued attempts to visit and contact family have failed.

What are the steps?

- DDPM Send 30-Day Letter
- Complete Prior Written Notice and mail to family
 - Your child is not eligible or is no longer eligible for ND EIS
- Document situation in a General Case Note



22



Other Scenarios

WHAT OTHER SCENARIOS ARE YOU WONDERING ABOUT?

23

Date of Changes

- Updated forms need to be used starting on 3/1/21.
- Updated forms will be available on the state side of Therap prior to 3/1/21.
- Updated Parental Rights will be available on the EI Website prior to 3/1/21.
- ❖ IFSP Prior Written Notice and Consent is already being used for IFSPs generated on the provider side.



24

The slide features a light gray background with the word "Questions" in a large, bold, black font on the left side. To the right, there are two sections of contact information, separated by a vertical line. The first section is titled "Content Questions" and lists Jackie Adusumilli, her email address jadusumilli@nd.gov, and her phone number 701-328-8968. The second section is titled "Technical Questions" and lists the Therap Help Desk and its email address dhsassisthelp@nd.gov.