

## Prior Written Notices Beginning March 1, 2021

### Initial Evaluation- Not Eligible

- Prior Written Notice/Consent For Evaluation & Assessment
  - Complete Evaluation
  - Conduct Eligibility Meeting
- Early Intervention Prior Written Notice (*Check: Your child is not eligible...*)
- DD Not Eligible Letter

### Initial Evaluation- Eligible

- Prior Written Notice/Consent For Evaluation & Assessment
  - Complete Evaluation
  - Conduct Eligibility Meeting
- Early Intervention Prior Written Notice (*Check: Your child is eligible...*)
- DD Eligible Letter

### Initial IFSP after Eligibility

- IFSP Meeting Invitation (*Check: Meet to develop the Initial IFSP...*)
  - Conduct IFSP Meeting
- IFSP Prior Written Notice and Consent Page (last pages of IFSP)

### Periodic Review (Updates in IFSP)

- Early Intervention Prior Written Notice (*Check: A meeting to review or revise IFSP...*)
- IFSP Meeting Invitation (*Check: Meet to complete a periodic review...*)
  - Conduct IFSP Review Meeting
- IFSP Prior Written Notice and Consent Page (last pages of IFSP)

### Periodic Review (No Updates in IFSP)

- Early Intervention Prior Written Notice (*Check: A meeting to review or revise IFSP...*)
- IFSP Meeting Invitation (*Check: Meet to complete a periodic review...*)
  - Conduct IFSP Review Meeting
  - Team declines parent request for services
- Early Intervention Prior Written Notice (*Check: A service change you requested...*)

### Annual IFSP

- Prior Written Notice/Consent for Evaluation & Assessment
  - Complete Assessment
- Early Intervention Prior Written Notice (*Check: A meeting to develop the annual IFSP...*)
- IFSP Meeting Invitation (*Check: Meet to develop the annual IFSP...*)
  - Conduct Annual IFSP Meeting
- IFSP Prior Written Notice and Consent Page (last pages of IFSP)

### Transition (With LEA)

- Joint Prior Written Notice (EI Sends for 2.7 meeting, LEA sends for 2.9 meeting)
- IFSP Meeting Invitation (EI sends for 2.7 meeting, LEA sends for 2.9 meeting)
  - Conduct Transition Meeting
- IFSP Prior Written Notice and Consent Page (last pages of IFSP)

### Transition (Without LEA)

- Early Intervention Prior Written Notice (*Check: a 2.7 or 2.9...*)
- IFSP Meeting Invitation (*Check: Other: 2.7 or 2.9 Meeting*)
  - Conduct Transition Meeting
- IFSP Prior Written Notice and Consent Page (last pages of IFSP)

# Prior Written Notices Beginning March 1, 2021

## Early Intervention Prior Written Notice and Consent for Evaluation and Assessment:



Doug Burgum, Governor  
Christopher Jones, Executive Director

Badlands Human Service Center  
Developmental Disabilities, Region 8  
1463 I-94 Business Loop East, Dickinson, ND, 58601  
(701) 227-7500  
Fax (701) 227-7575  
Toll Free 1-888-227-7525  
TTY (701) 227-7574  
24 Hr. Emergency Line (701) 290-5719  
Toll Free Crisis Line 1-866-491-2472  
Rehabilitation Consulting Services: (701) 227-7600

### Early Intervention Prior Written Notice and Consent for Evaluation and Assessment

February 09, 2021

Jane Doe  
1234 Happy Lane  
Happy Town, ND 11111  
Re: Jane Doe

The information on these pages will automatically populate into the notice, including the contact information and notice text.

**Do not make any changes to the notice text.**

Dear Jane Doe,

North Dakota Early Intervention System (ND EIS) is required to provide you with prior written notice within a reasonable time (14 calendar days) before conducting evaluation and/or assessment activities. This is your statement of that notice.

Your consent is required before any evaluation and/or assessment is conducted with your child. An evaluation and/or assessment of your child's skills helps us to determine if your child is eligible for services, or if your child is already eligible, helps your family's Individualized Family Service Plan (IFSP) team plan for appropriate outcomes and services.

After your initial evaluation and/or assessment, if your child is found eligible, your family's IFSP team must meet within 45 days of referral to develop your IFSP. If your child is found eligible, an annual assessment will occur in preparation for the annual IFSP review.

Because your child is under age 3, the federal regulations for Part C Infants and Toddlers under IDEA outline the requirements for this process. Comprehensive evaluations and/or assessments must be completed at no cost to you in all areas of development. No information about the evaluation and/or assessment will be shared with anyone or any agency outside ND EIS unless you provide written consent to do so.

A multidisciplinary team will complete the evaluation and/or assessment in the following areas:

- Speech and Language- How your child uses communication and understands it.
- Motor Skills- How your child uses the small and large muscles in his/her body.
- Social/Emotional Skills- How your child plays and interacts with others.
- Cognition- How your child learns and thinks.
- Self-Help Skills- How your child participates in daily routines such as eating, sleeping, etc.
- Vision and Hearing- How your child uses his/her vision and hearing.
- Information from you, the family, or anyone you choose, to help us better understand your child's strengths and needs.



## Prior Written Notices Beginning March 1, 2021



Badlands Human Service Center  
Developmental Disabilities, Region 8  
1463 I-94 Business Loop East, Dickinson, ND, 58601  
(701) 227-7300  
Fax (701) 227-7373  
Toll Free 1-888-227-7325  
TTY (701) 227-7374  
24 Hr. Emergency Line (701) 290-3719  
Toll Free Crisis Line 1-866-491-2472  
Rehabilitation Consulting Services: (701) 227-7600

Doug Burgum, Governor  
Christopher Jones, Executive Director

The federal regulations explain consent.  
*Consent means that-*

1. *The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language, as defined in section 303.25.*
2. *The parent understands and agrees in writing to the carrying out of the activity for which the parent's consent is sought, and the consent form describes that activity and lists the early intervention records (if any) that will be released, and to whom they will be released; and*

*The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.*

*If a parent revokes consent, that revocation is not retroactive (i.e., it does not apply to an action that occurred before the consent was revoked).*

Please circle one answer for each of the following three statements:

YES NO I understand the 14 calendar day prior written notice timeline requirement and agree that these activities may occur sooner.

YES NO I have received a copy of my rights under Part C of IDEA (ND EIS Procedural Safeguards), these have been explained to me and I understand them.

I understand that my consent is voluntary and that I can choose at any time not to have my child evaluated and/or assessed even after signing this form. I understand that if I choose not to consent to this evaluation and/or assessment, my child will not be evaluated and/or assessed and cannot be provided early intervention services under ND EIS.

YES NO I give my consent to carry out the activities as described above.

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Parent Signature

Date

Jacqueline Adusumilli  
DD Central Office Staff



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# Prior Written Notices Beginning March 1, 2021

## Early Intervention Prior Written Notice:

<p><b>NORTH Dakota</b>   Human Services Be Legendary.™</p> <hr/> <p>Doug Burgum, Governor Christopher Jones, Executive Director</p>	<p><b>Badlands Human Service Center</b> Developmental Disabilities, Region 8 1463 I-94 Business Loop East, Dickinson, ND, 58601 (701) 227-7500 Fax (701) 227-7575 Toll Free 1-888-227-7525 TTY (701) 227-7574 24 Hr. Emergency Line (701) 290-5719 Toll Free Crisis Line 1-866-491-2472 Rehabilitation Consulting Services: (701) 227-7600</p>
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### Early Intervention PRIOR NOTICE

February 09, 2021

Jane Doe  
1234 Happy Lane  
Happy Town, ND 11111  
Re: Jane Doe

Dear Jane Doe,

This letter serves as notice of the following

- A meeting to review or revise the Individualized Family Service Plan (IFSP) is needed
- A service change you requested for your child or family has been declined by ND EIS
- Other
- A 2.7 or 2.9 transition planning conference is being convened with your approval
- A meeting to develop the annual Individualized Family Service Plan (IFSP) is needed
- Your child is not eligible or is no longer eligible for ND EIS
- Services from ND EIS are being discontinued as you have requested
- Your child is eligible or continues to be eligible for ND EIS

Action Other: If you select other, you will need to enter the reason here.

Reasons why this action(s) is being proposed or refused, including a description of information used to make this decision: *This text box is required. You must enter information about why you are proposing or refusing this action, including how you made this decision. For example, you may note that it is time for a periodic review to occur because Jane is making progress toward her outcomes and it is appropriate to review those outcomes to determine if they need to be updated.*

North Dakota Early Intervention System (ND EIS) is required to provide you with prior written notice within a reasonable time (14 calendar days) before proposing or refusing to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child and family.

Parent's acknowledgement:

YES NO I understand the 14 calendar day prior written notice timeline requirement and agree that these activities may occur sooner.

Your parental rights are enclosed with this notice. As discussed in this information, you have the right to request formal dispute resolution should you disagree with the above proposed or refused action(s).

The date, address, and salutation will automatically populate.

The checkboxes will include in the notice any line that you check. If you select "other" you will need to enter the reason. You may select more than one reason for the notice, if appropriate.

You must enter the reason why the action is being proposed or refused.

The notice detail will automatically populate. **Do not make any changes to the notice detail.**

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## Prior Written Notices Beginning March 1, 2021



**Badlands Human Service Center**  
Developmental Disabilities, Region 8  
1463 I-94 Business Loop East, Dickinson, ND, 58601  
(701) 227-7500  
Fax (701) 227-7575  
Toll Free 1-888-227-7525  
TTY (701) 227-7574  
24 Hr. Emergency Line (701) 290-5719  
Toll Free Crisis Line 1-866-491-2472  
Rehabilitation Consulting Services: (701) 227-7600

Doug Burgum, Governor  
Christopher Jones, Executive Director

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Parent Signature

Date

If you have any questions or would like to discuss this, please contact your Service Coordinator  
Jacqueline Adusumilli / Central Office Staff at Phone: 7013288968 .

Jacqueline Adusumilli  
DD Central Office Staff

Notice mailed on 02/12/2021



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# Prior Written Notices Beginning March 1, 2021

## Early Intervention Written Notice IFSP Meeting Invitation:



Doug Burgum, Governor  
Christopher Jones, Executive Director

Badlands Human Service Center  
Developmental Disabilities, Region 8  
1463 I-94 Business Loop East, Dickinson, ND, 58601  
(701) 227-7500  
Fax (701) 227-7575  
Toll Free 1-888-227-7525  
TTY (701) 227-7574  
24 Hr. Emergency Line (701) 290-5719  
Toll Free Crisis Line 1-866-491-2472  
Rehabilitation Consulting Services: (701) 227-7600

### Early Intervention Written Notice IFSP Meeting Invitation

February 09, 2021

Jane Doe  
1234 Happy Lane  
Happy Town, ND 11111  
Re: Jane Doe

The date, address, and salutation will automatically populate.

Dear Jane Doe,

Jane Doe's IFSP team is planning to

- Other
- Meet to complete a periodic review of the Individualized Family Service Plan (IFSP)
- Meet to develop the Initial Individualized Family Service Plan (IFSP)
- Meet to develop an Annual Individualized Family Service Plan (IFSP)

The checkboxes will include in the notice any line that you check. If you select "other" you will need to enter the reason. You may select more than one reason for the meeting, if appropriate.

Action Other: If you select other, you will need to enter the reason here.  
A meeting is scheduled on: **02-23-2021 1:15 pm at Jane's Home**

You will need to enter the proposed meeting date, time, and location.

The following people are expected to attend:

\_\_\_\_\_/ Program Manager  
\_\_\_\_\_/ Primary Early Intervention Professional  
Jean Doe (Grandma)

You will select the individuals from the child's team who will be attending the meeting. You can also select "other" and enter an additional attendee.

As Jane Doe's \_\_\_\_\_s parent, you may invite others to attend this meeting. If you choose to do so, please inform your Developmental Disabilities Program Manager/Service Coordinator so necessary arrangements can be made to include them in the meeting.

The notice detail will automatically populate. **Do not make any changes to the notice detail.**

Jacqueline Adusumilli  
DD Central Office Staff



# Prior Written Notices Beginning March 1, 2021

## IFSP Parental Consent and Prior Written Notice:

### Parental Consent and Prior Written Notice

North Dakota Early Intervention System (ND EIS) is required to provide you with prior written notice within a reasonable time (14 calendar days) before initiating the provision of services to your child. This is your statement of that notice. In addition, for any early intervention services to be provided to your child and family, your consent is required. I understand that I may request an IFSP review at any time.

The federal regulations explain consent:

Consent means that-

- a. The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language, as defined in section 303.25.
- b. The parent understands and agrees in writing to the carrying out of the activity for which the parent's consent is sought, and the consent form describes that activity and lists the early intervention records (if any) that will be released and to whom they will be released; and
- c.
  1. The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.
  2. If a parent revokes consent, that revocation is not retroactive (i.e., it does not apply to an action that occurred before the consent that was revoked).

Please circle one answer for each of the following four statements:

YES NO I understand the 14 calendar day prior written notice timeline requirement and agree that these activities may occur sooner.

YES NO I have received a copy of my rights under Part C of IDEA (Early Intervention Procedural Safeguards), these have been explained to me and I understand them.

I understand that my consent is voluntary. I understand that I may accept or decline any early intervention service at any time and may decline a service after first accepting it, without jeopardizing other early intervention services. I understand that if I choose not to consent, my child and family will not receive Early Intervention Services under ND EIS.

YES N/A I understand the IFSP team is also recommending the addition of the following service(s):

\_\_\_\_\_

At this time I decline to give consent for those service(s).

YES NO I give my consent to implement the plan as described above.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Please send copies of this IFSP to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The parent must circle an answer for each of the 4 questions.

If the parent does not want a specific service that the team recommends, they will circle Yes to this question and write the specific service on the lines.

If a parent declines a specific service, they will still circle "yes" to give consent for the plan, as that service will NOT be included in the plan.

**Prior Written Notices Beginning March 1, 2021**

Notice	Individual Responsible	Timeline
<p><b>Early Intervention Prior Written Notice/Consent For Evaluation &amp; Assessment</b></p>	<p><b>Initial Evaluation/Assessment:</b> DDPM/Service Coordinator</p> <p><b>Annual Assessment:</b> PEIP</p>	<p><b>Initial Evaluation/Assessment:</b> Prior to making referral to ID program.</p> <p><b>Annual Assessment:</b> Prior to beginning assessment.</p> <p><b>For either assessment:</b> If parent selects to wait 14 days, evaluation must not begin before day 15. If parent selects not to wait, evaluation may begin at any time after signature received.</p>
<p><b>Early Intervention Prior Written Notice</b></p>	<p><b>Eligibility:</b> DDPM/Service Coordinator</p> <p><b>Before IFSP Review Meeting:</b> PEIP</p> <p><b>After IFSP Review Meeting (no IFSP changes):</b> PEIP</p> <p><b>Annual IFSP Meeting:</b> PEIP</p> <p><b>2.7 and 2.9 Transition Meeting (without LEA):</b> PEIP</p>	<p><b>Eligibility:</b> As soon as possible after eligibility has been determined, prior to sending IFSP Meeting Invitation.</p> <p><b>Before IFSP Review Meeting:</b> Prior to sending IFSP Meeting Invitation.</p> <p><b>After IFSP Review Meeting (no IFSP changes):</b> As soon as possible after IFSP review meeting.</p> <p><b>Annual IFSP Meeting:</b> Prior to sending IFSP Meeting Invitation.</p> <p><b>Transition (without LEA):</b> Prior to sending IFSP Meeting Invitation.</p> <p><b>Note:</b> If parent selects to wait 14 days, the meeting/action must not be completed or conducted before day 15. If the parent selects not to wait, the meeting/action may be completed or conducted any time after the signature is received.</p>
<p><b>DD Eligibility Letter</b></p>	<p>DDPM/Service Coordinator</p>	<p>Follow existing policies regarding timeline of sending out eligible/not eligible letter.</p>

## Prior Written Notices Beginning March 1, 2021

Notice	Individual Responsible	Timeline
<p><b>Early Intervention Written Notice: Meeting Invitation</b></p>	<p><b>All meetings involving Infant Development: PEIP</b></p> <p><b>All meetings not involving Infant Development: DDPM/Service Coordinator</b></p> <p><b>2.9 Meeting involving LEA: LEA will send their meeting invitation</b></p>	<p><b>According to Part C Regulations:</b> Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend. Meetings must be conducted in settings and at times that are convenient for the family.</p>
<p><b>Early Intervention Joint Prior Written Notice (Not used if family chooses to Opt-Out)</b></p>	<p><b>2.7 Meeting: PEIP</b></p> <p><b>2.9 Meeting: LEA</b></p> <p><b>All meetings not involving Infant Development: DDPM/Service Coordinator</b></p>	<p><b>2.7 Meeting:</b> Prior to sending the IFSP Meeting Invitation.</p>
<p><b>IFSP Prior Written Notice and Parental Consent (last page of IFSP)</b></p>	<p><b>All meetings involving Infant Development: PEIP</b></p> <p><b>All meetings not involving Infant Development: DDPM/Service Coordinator</b></p>	<p>If parent selects to wait 14 days, the services listed in the IFSP <b>must not</b> begin before day 15. If the parent selects not to wait, the services listed in the IFSP may begin any time after the signature is received.</p> <p><b>Note:</b> The start date for services will be documented as the date of the IFSP meeting regardless of the parent's choice.</p>

**All notices are required to be completed regardless of Infant Development's involvement in service delivery. In a situation where a child is not receiving Infant Development, the DDPM/Service Coordinator is responsible for completing all required notices.**