

Procedural Safeguard Forms in Evaluation & IFSP Process

PRIOR TO:
Evaluation/Assessment to Determine Eligibility

- ✓ **Prior Written Notice** form for the eligibility evaluation
- ✓ **Consent for Evaluation/Assessment** form
- ✓ **Family Rights Notice**

AT:
Evaluation/Assessment to Determine Eligibility

Prior Written Notice form to give notice of eligibility

- ✓ If Eligible: Can use same **PWN** form to give notice of IFSP meeting
- ✓ If Not Eligible: Also provide parents with **Health & Eligibility Summary** and **Developmental Summary** pages of the IFSP (within 45 days from referral if Initial)

WHO:
Multidisciplinary Team

AT:
IFSP Meeting Following an Eligibility Determination

- ✓ The **Health & Eligibility Summary** and **Developmental Summary** pages of the IFSP are complete and available to parents at the time of the meeting
- ✓ **Family Rights Notice**

WHO:
Multidisciplinary* Team including Service Coordinator

*Multidisciplinary representation does not require a member of the initial eligibility evaluation to participate

PRIOR TO:
ALL IFSP Meetings

Prior Written Notice form of the IFSP meeting
Family Rights Notice

AT:
6 Month/Periodic
Full IFSP Meetings

- IFSP** pages with updates made
- If changes made in service delivery:
- ✓ **Consent for Change in Service Delivery** page
 - ✓ **PWN** form prior to change actually occurring

WHO:
Multidisciplinary
* Team including
Service
Coordinator

AT:
Change in IFSP services
(Not a full IFSP Meeting)

- Parent offered IFSP meeting with other members of team &/or others the parent would like to invite*
- ✓ **Prior Written Notice** form of the proposed/declined change in service
 - ✓ **IFSP** pages with updates made
 - ✓ **Consent for Change in Service Delivery** form

WHO:
Service
Coordinator
Others if Family
chooses

* Please note: any IFSP review for a child with Specialty Services, the Specialty Service provider is required to be invited

PRIOR TO:
Transition Planning Conference

Prior Written Notice form for the TPC meeting