



PWN form needs to be provided in advance of the implementation of the activity.

Child's Name:

Date of Birth:

Today's Date:

Make sure the form and documentation is translated as needed.

A program certified by the Massachusetts Department of Public Health

Prior Written Notice form

A copy of this form must be given to parents and filed in the child's record.

Massachusetts Early Intervention (EI) Programs must provide written notice a reasonable time before the program proposes or declines to begin or change an evaluation of your child to determine eligibility, the identification of your child as eligible or not eligible for EI services, or the EI services for your child and family (including location, frequency, duration and/or discipline of provider). Receiving prior written notice is one of your family rights in Early Intervention.

The activity or action requiring written notice (check all that apply):	
Eligibility/Identification:	
<input type="checkbox"/>	The EI program is proposing to complete an evaluation /assessment to determine if your child is eligible for EI services.
<input type="checkbox"/>	Your child is eligible or continues to be eligible for EI services.
<input type="checkbox"/>	Your child is not eligible for EI services.
IFSP Meeting/IFSP services:	
<input type="checkbox"/>	The EI program is proposing to have an IFSP Meeting.
<input type="checkbox"/>	The EI program is proposing to make a change in your child's EI services.
<input type="checkbox"/>	A change in EI services that you requested has been declined by the EI program. If the program must decline, you must provide a reason(s) why they have decided not to implement your requested change.
<input type="checkbox"/>	The EI program is proposing a Transition Planning Conference.
Other: (describe)	
<input type="checkbox"/>	

NEW Copy must be filed in the child's record

NEW PWN form must be provided when the team determines the child is eligible.

NEW PWN form must be provided when the team agrees with a change proposed by the parent.

Summary of IFSP Team's Discussion: What is being proposed or declined? Why is the activity being proposed or declined?

Document the team's decision related to the proposed activity. Provide sufficient explanation for the team's decision.

Accurately document the specific request the parent has made.

Describe the information used to make this decision (such as evaluation/assessment results, reports, records, etc.):

Provide clear, sufficient explanation for the team's decision in a manner that anyone could follow and understand what was proposed, refused, the decision made and the basis for the decision.

Document how the team came to their decision. What was the basis for the decision?

Please read the **Massachusetts Early Intervention and You** family rights notice. It explains your right to file a complaint, request mediation or a hearing if you disagree with what the EI program has proposed or refused. If you have questions, please call the program. The EI staff is happy to answer questions. You may also call the Department of Public Health at the phone number on the family rights notice for information or help understanding your rights.

Provide a copy of the Family Rights notice when required.

Staff initials:
Date mailed/delivered: