

Topic	Question	Answer
<b>45-Day Timeline</b>	How does the Prior Written Notice and Consent for Evaluation and Assessment work with the 45-day timeline?	The Prior Written Notice and Consent for Evaluation and Assessment serves as permission for both the evaluation and/or assessment as well as the initial IFSP meeting if the child is found eligible. If the parent indicates that they would like to have 14 days before activities starting, the earliest the evaluation and assessment can be conducted is day 15 from the date of signature. This then applies to the IFSP meeting, so if the child is found eligible and the parent has indicated they would like to have 14 days to make decisions, the earliest the IFSP meeting can be scheduled is day 15 from the date of initial signature. <b>If the 45-day timeline is not met, a parent choosing to exercise their right to have 14 days to make a decision is not a valid parent reason for delay. There must be additional factors that justify the delay.</b>
<b>Attaching Signed PWNs</b>	Where should I attach a signed Prior Written Notice or Consent form?	Once a notice has been signed, it should be attached to a case note (provider side) or the IFSP (state side). If attaching to a case note, please attach to the event the notice is for. Ex. If you created a PWN and meeting invitation for a 6-month review, please attach to the IFSP/IFSP Review case note type.
<b>Ending Services</b>	If parents choose to discontinue EI services early do we need to send a PWN?	Yes, you will send an Early Intervention Prior Written Notice with "Services from ND EIS are being discontinued at your request..." checked.

<b>Initial Consent for Evaluation</b>	What do I use for the consent for the initial evaluation?	For <b>initial</b> evaluation only, there is a generic Early Intervention Prior Written Notice and Consent For Evaluation and Assessment form attached to this email. This may be used by DDPMs/Service Coordinators to receive consent for initial evaluation at intake. This document has also been placed on the P-Drive under DDPM Handbook, Infant Development Chapter. <b>This document may not be used for annual assessment, as that document must be generated in Therap for that specific child.</b>
<b>Joint Prior Written Notice</b>	Why do we have to do the Joint Prior Written Notice and the Meeting Invitation? The information is repeated on the Meeting Invitation.	The Joint Prior Written Notice was written with DPI and agreed upon with them to ensure it satisfies the requirements for both Part B (LEA) and Part C programs. Any changes we make to it need to be made with DPI to ensure their requirements continue to be met. At this point, we haven't had a chance to talk about making those changes. For now, the Joint PWN needs to be used for any meeting including Part B (LEA) and Part C programs, even though the format is different than the EI Prior Written Notice. The meeting invitation, though duplicative, will also need to be used so that the process stays the same in the event that we do end up modifying the Joint PWN to remove the meeting information.
<b>Location of PWNs</b>	Where can I generate the Prior Written Notices?	All Prior Written Notices can be found on the state side of Therap under the "Notices" section. This is true even if the child's IFSP is created, or will be created, on the provider side of Therap.
<b>Transfers</b>	How do we handle Prior Written Notice if a child transfers from one region/program to another?	The DDPM will need to complete the PWN at this point, since the new PEIP/ID Program wouldn't have access until the day of the meeting. We would consider it a situation where ID isn't involved, since the child is in between providers.

<b>Transition</b>	Do we need to create and send a PWN closer to the child's third birthday letting parents know their child is no longer eligible for EI services?	No, as Part C eligibility ends at age 3 for all children.
<b>Transition</b>	If parents choose to go through with DD re-determination at age 3, does a PWN need to be created and sent along with the eligibility letter?	No, you would follow any waiver requirements, but as with above, Part C eligibility ends at age 3 for all children.