



WRITTEN PRIOR NOTICE

Date of Notice: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ BabyTrac # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

This notice has been sent to you because a change in BabyNet services has been planned or proposed for the child named above. This notice is required by the federal law governing BabyNet (IDEA Part C) before a change is made. Planned or proposed action(s) are checked below.

- Options for action: A referral to BabyNet was made for the child, but we have not been able to contact you to discuss BabyNet services. Child missed one or more appointments for the intake, evaluation or assessment activities required to determine eligibility for BabyNet services. Child is not (or is no longer) eligible for BabyNet services. You have notified BabyNet that you are not (or no longer) interested in BabyNet services for the child. A meeting is needed to complete, review, or revise the child's Individualized Family Service Plan (IFSP).

MEETING PURPOSE:

- Options for meeting purpose: Evaluation/Assessment, Initial IFSP, Annual IFSP, IFSP 6-Month Review/Change, Discuss changing location of one or more IFSP services, Discuss changing frequency or duration of one or more IFSP services, Discuss adding one or more services to the current IFSP, Discuss removing one or more services from the IFSP, Discuss Transition to Part B Services/Transition Conference

OTHER: \_\_\_\_\_

Parent/Guardian Signature below gives BabyNet permission to hold the IFSP meeting earlier than seven days from DATE OF NOTICE.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please contact the BabyNet Service Coordinator listed below within seven days of the DATE OF NOTICE if you:**

- **DO NOT agree to the action(s) listed above, or**
- **Have questions about this notice, or**
- **Want to change the date, time or location of the IFSP meeting.**

Service Coordinator Name: _____	Phone: _____
Agency: _____	
Address: _____	
Signature: _____	Date: _____

Under IDEA Part C you (parent or legal guardian) have the right to:

- Prompt evaluation, assessment, eligibility determination and Individualized Family Service Plan (IFSP) if eligible for BabyNet services. This must be completed within 45 days after all referral information is received.
- Early intervention services as described on your child's IFSP.
- Evaluation, assessment, IFSP development, service coordination, and procedural safeguards at no cost except for services related to autism.
- Refuse evaluations, assessments, and services.
- Participate in all meetings where decisions are made regarding your child's services.
- Timely written notification of when such meetings are scheduled.
- Services in natural environments (within your child's normal routines) to the maximum extent appropriate to meet your child's needs.
- Complete confidentiality of personally-identifiable information.
- Examine your child's BabyNet record and make changes if needed.
- Lodge formal complaints about services received or denied. BabyNet is responsible for addressing all complaints. You may request mediation and/or impartial due process procedures to resolve disagreements.
- Receive BabyNet information in the family's native language or mode of communication in a format that is understandable to the general public.

Additional information is contained in the BabyNet Notice of Child and Family Rights which is available from Service Coordinator and at [www.scfirststeps.org/babynet.htm](http://www.scfirststeps.org/babynet.htm)

For additional assistance, you may contact Pro-Parents at 1-800-759-4776 or [www.proparents.org](http://www.proparents.org)

Copy of Notice of Child and Family Rights is attached to this notice, when needed. (Notice of Child and Family Rights should have been provided to family during intake visit.)

INSTRUCTIONS  
**BN011 (REV.01.2011)**  
Written Prior Notice

**A. Purpose**

The purpose of this form is to provide required written notification to the parent/guardian seven days prior to any action, (including pending closure), or meeting, when a BabyNet Service Provider proposes or refuses changes in BabyNet services. Copy of the Written Prior Notice must be provided to the family and documented in service notes.

**B. Uses**

The Service Coordinator uses this form to provide the following information to the family:

1. Notification that a referral was made to BabyNet but the program has been unable to contact the family and closure is pending.
2. Notification that the child has missed one or more appointments for intake, evaluation or assessment and closure is pending.
3. Notification that child is not (or no longer) eligible for BabyNet and closure is pending.
4. Notification that closure is pending because the parent/guardian has indicated that they are no longer interested in BabyNet services.
5. Notification of upcoming IFSP team meetings (initial, annual, review or change).
6. Notification of meeting date, time, and place of IFSP team meetings.
7. The parent is encouraged to contact the Service Coordinator when they do not agree with the proposed action, have questions regarding the notice, or wish to change a meeting date, time or location.
8. Basic Rights of IDEA Part C are included on this notice.

**C. Instructions**

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1. Enter the Date of Notice, child's name, date of birth, BabyTrac number, and name of parent/guardian.
2. Check the reason for written prior notice or meeting notification.
3. If meeting notification, check appropriate Meeting Purpose.
4. Use 'Other' for issues not listed on form and provide explanation.
5. When parent consents to the action or meeting taking place prior to 7 days from the Date of Notice, signature and date is required.

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1. Service Coordinator enters name, phone number, agency, agency address, and signs and dates form.
2. Check box if the Notice of Child and Family Rights is sent to the family with this document. The Notice of Child and Family Rights **must** be included with the Written Prior Notice unless documentation exists that this has previously been shared with the family.