

FORM EI-11: PRIOR WRITTEN NOTICE OF PROPOSED CHANGE TO SERVICES

GUIDANCE RESOURCE

Form Overview

Prior written notice is the written notification that must be provided to a parent within a reasonable time (in Ohio, ten days) before the early intervention service provider proposes or refuses to initiate or change the identification, evaluation, or placement of their infant or toddler or the provision of early intervention services to the infant or toddler with a disability and their family. There are various required Ohio Early Intervention forms that are used to provide prior written notice in the circumstances described above.

The purpose of Form EI-11 is to provide prior written notice to a parent before *ending* any EI service *outside of* an IFSP meeting.

Form EI-11 is completed by a service provider only when the provider proposes to **END** an IFSP service **AND** there is no opportunity to convene an IFSP meeting prior to when the service is proposed to end. Additionally, this form is **NOT** needed when services end because a child is exiting EI. Prior written notice for identification, evaluation, initiating, or changing a service is provided on other required early intervention forms. An IFSP review must occur as soon as possible after Form EI-11 is provided physically, electronically, or by mail.

Early intervention service coordinator (EISC) reminder: If an EI service ends unexpectedly but is still needed and not available, that service will be listed in the “EI services that are needed, but not yet coordinated” box on the IFSP.

The service provider is responsible for making every effort to communicate with the parent about the proposed end of service prior to providing the completed form.

The service provider must provide a thorough explanation of the proposed changes in the relevant boxes. The service provider records their contact information and the EISC’s contact information.

The date the form is sent via mail, email, or physically handed to the parent is the date that is recorded in the “Today’s Date” box at the top of the form. The proposed date of change is the 11th calendar day (or later) after the date recorded in the “Today’s Date” box. A service change can be made prior to the 11th day **ONLY** if the family waives their 10-day timeline by initialing and dating the box in the lower left corner of the form.

The service provider provides a copy of the *Ohio Early Intervention Parent Rights* brochure to the parent with this form. In addition to sending the form to the parent, the service provider sends the form to the EISC within 5 calendar days of providing the notice to the parent.

FORM EI-11: PRIOR WRITTEN NOTICE OF PROPOSED CHANGE TO SERVICES

GUIDANCE RESOURCE

There are times when, due to an emergency, a service may end immediately. However, this “ending” before the provision of the required “PWN” is a violation of parent rights. It is important that the provider or EISC describe the situation to the extent possible and provide the parent with the due process and complaint options through the *Ohio Early Intervention Parent Rights Brochure*.

EISC Explanation of Form to Parents

“I am unable to continue providing the (insert service type) services listed on your child’s IFSP due to (explain reason). I did inform your EISC, and they are not able to schedule an IFSP meeting within the next 10 days. Therefore, I am providing you and your EISC this 10-day written notice of services ending. Here is a copy of the Ohio Early Intervention Parent Rights brochure that I explained to you. Your EISC will be in contact with you to schedule an IFSP meeting and to address any questions or concerns you may have.”

Rule References

OAC 5123-10-01(D)(d)(v)