



















## When Are Prior Written Notice (PWN) and Parent Consent Needed?

<b>45-Day Process</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Developmental screening (if applicable)		PWN & Consent for Developmental (EI-01)
Evaluation and Child Assessment		PWN & Consent for Developmental E&A (EI-02)
Family-Directed Assessment		PWN & Consent for FDA (EI-03)
IFSP		IFSP Meeting Notice (EI-13)
Start a new EI service		PWN of Proposed Change to Services (EI-11)
Share information outside EI system		Consent for Release and/or Exchange Info (EI-06)
Follow up with professional referral source		Professional Referral Follow-up (EI-14)







<b>System of Payment (SOP)</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Tell provider to bill family's insurance		Consent to Use Insurance for EIS (EI-05)
Request POLR payment for services		Payment for EI Services (EI-16) parent authorization




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<b>Service Delivery</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Add an EI service (Initial, Periodic, or Annual IFSP)		PWN of Proposed Change to Services (EI-11)
Change an EI service (anything on the grid other than dates)		PWN of Proposed Change to Services (EI-11)
Move an EI service from not yet coordinated to grid		PWN of Proposed Change to Services (EI-11)
End an EI service		PWN of Proposed Change to Services (EI-11)

<b>Annual Review/Redetermination</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Evaluation (if needed)		PWN & Consent for Developmental E&A (EI-02)
Child Assessment		PWN & Consent for Developmental E&A (EI-02)
Family-Directed Assessment		PWN & Consent for FDA (EI-03)
IFSP		IFSP Meeting Notice (EI-13)
Start, end, or makes changes to an EI service		PWN of Proposed Change to Services (EI-11)

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<b>Transition</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Share child's contact info with LEA		Consent for Transition: School District & LEA Notification (EI-07)
Invite participants to a TPC		IFSP Meeting Notice (EI-13)
Conduct a TPC		Consents for Transition: TPC (EI-07)
Change an EI service (anything on the grid other than dates)		PWN of Proposed Change to Services (EI-11)
Share information outside EI system		Consent for Release and/or Exchange Info (EI-06)
Refer a child to the LEA & ODE <45 days from 3 <sup>rd</sup> BD		Consent to Refer Child to LEA & ODE (EI-08)

<b>Exit a Child</b>		
<b>Before you do this....</b>		<b>Make sure this is complete...</b>
Determine a child ineligible & exit		PWN of Determination of Ineligibility (EI-09) and PWN of Exiting (EI-10)
End an EI service		PWN of Proposed Change to Services (EI-11)
Exit a child (unless deceased or reached age 3)		PWN of Exiting (EI-10)