Infant & Toddler Connection of Virginia
Procedural Safeguards

How do you ensure that families know and understand their Part C rights and procedural safeguards?

Offer families the Notice of Child and Family Rights and Safeguards including Facts About Family Cost Share document and discuss it at appropriate procedural safeguard moments along the service pathway.

Be familiar with the Procedural Safeguard forms and understand when they are used.

Visit www.infantva.org for copies of the forms and guidance from the Practice Manual.

Important Timelines

IFSP Timelines
☑ Conduct initial IFSP meeting within 45 calendar days of the date of referral.
☑ The IFSP must be reviewed at least every 6 months.
☑ A new IFSP must be written annually, within 365 days of the date of the previous IFSP.

Assessments, Supports & Services
☑ New EI supports and services listed on the IFSP must begin within 30 calendar days of the date the parent signs the IFSP.
☑ Assessments needed after the initial assessment for service planning must be completed within 30 calendar days of the date the parent signs the consent form.

Written Prior Notice
☑ Written prior notice must be given to families at least 5 calendar days prior to any IFSP meeting where changes to the child’s identification, evaluation, or placement, or provision of services will be discussed.

Contact Notes
☑ Contact notes must be completed within 5 business days from the time of the contact.

Transition
☑ Referrals for early childhood special education services (Part B preschool) should be made to the local school division by April 1st of a given school year or at least 6 months prior to the child’s third birthday.
☑ Transition planning conference must be held at least 90 days, or up to 9 months, prior to the child’s eligibility for Part B ECSE services.

This document printing is supported by the Integrated Training Collaborative (ITC) with funding support from the Virginia Department of Behavioral Health and Developmental Services (DBHDS).
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