

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.

Parental Prior Notice Form

Used to document eligibility; notify of need for IFSP meetings (initial, review, and annual); notify of need for transition planning conference; and for other reasons.

Notice & Consent Forms

Used to provide notice and document parent's consent to determine eligibility and complete the assessment for service planning.

Confirmation Forms

Used to confirm IFSP meetings (required) or other scheduled meetings/activities (optional).

Declining EI Services Form

Used to document when family chooses to decline one or more EI services or decline participation in EI system.

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

Infant & Toddler Connection of Virginia 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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