

Implementing Part C Procedural Safeguards: A Step-by-Step Model

I. Referral

Step 1 – Referral

a. Parent Referral

- Share information on EI services
- Determine if parent interested in Part C

b. Referred by Primary Referral Source

- Contact parent and share information on availability of EI services
- Acknowledge receipt of referral from primary referral source
- Determine if parent interested in Part C

Parent Interested in Part C

- Assign service coordinator
- Complete general referral/intake information
- Schedule intake at convenient time
- Provide confidentiality information to parents

Parent Declines Participation in Part C

- Explain right to decline participation in Part C
- Assure awareness of consequences & opportunity to contact Part C in future
- Close child's record

Step 2 – Determination of Surrogate Parent

- Determine if surrogate parent is necessary
- Appoint surrogate parent as needed

II. Intake

Step 1 – Intake Procedures

- Explain voluntary nature of Part C & right to refuse participation; explain EI services
- Share & explain parent rights including all safeguards & dispute resolution
- Explain system of payment & obtain consent for use of Medicaid, other public or private insurance as appropriate
- Complete consent form to release or obtain records from other sources
- Determine if screening is appropriate
- At any time during screening, conduct evaluation if parent requests even if child not suspected of having a disability

Step 2 - Screening

Complete Screening as Necessary

- Explain & provide written prior & obtain consent for screening
- Share & explain parent rights
- Complete screening & discuss screening results

Evaluation/Assessment Needed/Requested

- Explain eligibility & evaluation/assessment process
- Explain & provide written prior notice & obtain consent for evaluation
- Share & explain parent rights
- Schedule evaluation/assessment at convenient time

Parent Declines Evaluation/Part C

- Explain right to decline participation in Part C
- Assure awareness of consequences & opportunity to contact Part C in future
- Close child's record

Eval/Assessment Not Needed

- Explain & provide prior written notice
- Share & explain parent rights
- Close child's record if no dispute

III. Evaluation and Assessment

Step 1 – Establish MDT

- Establish multi-disciplinary evaluation team including parent(s), service coordinator and personnel from at least 2 disciplines

Step 2 – Complete and Document MDT

- Evaluate/assess in all developmental areas using nondiscriminatory procedures & document results

Step 3 – Determine Eligibility

Child Eligible

- Explain & complete prior written notice
- Share & explain parent rights

Child Not Eligible

- Explain & provide prior written notice
- Share & explain parent rights
- Close child's record if no parental dispute

Parent Declines Participation in Part C

- Explain right to decline participation in Part C
- Assure awareness of consequences & opportunity to contact Part C in future
- Close child's record

IV. IFSP

Steps 1, 2 & 3 – Initial, Review & Annual IFSPs

- Schedule IFSP meeting at convenient time & location
- Provide meeting notice to parents & IFSP team members
- Provide prior written notice prior to IFSP meeting
- Use native language or other mode communication unless clearly not feasible to do so and conduct IFSP meeting
- If family agrees, include family's resources, priorities & concerns related to enhancing the child's development
- Develop or revise IFSP
- Explain system of payment & obtain consent for use of Medicaid, other public or private insurance as appropriate
- Explain & complete prior written notice & consent for EI services,
- Share & explain parent rights

Steps 2 & 3 – IFSP Review and Annual IFSP: Ongoing Eligibility

- Review information to determine if child continues to be eligible for Part C services
- If additional evaluation or assessment needed, provide prior written notice and obtain consent for evaluation/assessment

Parent Declines Participation in Part C

- Explain right to decline participation in Part C
- Assure awareness of consequences & opportunity to contact Part C in future
- Close child's record

Parent Declines One or More Part C Services

- Explain right to decline one or more EI services
- Explain parent's right to accept service in future

Child No Longer Eligible

- Explain & provide prior written notice
- Share & explain parent rights
- Close child's record if no dispute

V. Transition

Step 1 – Transition Plan

- Develop transition plan with steps to exit Part C (at IFSP meetings)

Step 2 – LEA Notification

- Provide LEA Notification of children shortly reaching age of eligibility & potentially eligible for Part B (no parental consent)
- Transfer records with parent consent

Step 3 – Referral to Community Programs

- Transfer records with parent consent

Step 4 - Transition Meeting

- Provide prior written notice prior to meeting
- With parent approval, hold Part B transition meeting or other transition meeting according to required timelines as part of IFSP meeting; revise transition plan
- Explain & provide prior written notice & obtain consent for EI services
- Share & explain parent rights