



WRITTEN PRIOR NOTICE

Date of Notice: _____

Child's Name: _____ Date of Birth: _____ BabyTrac # _____

Parent/Guardian Name: _____

This notice has been sent to you because a change in BabyNet services has been planned or proposed for the child named above. This notice is required by the federal law governing BabyNet (IDEA Part C) before a change is made. Planned or proposed action(s) are checked below.

- A referral to BabyNet was made for the child, but we have not been able to contact you to discuss BabyNet services. ACTION: The BabyNet record will be closed seven days from the date of this notice.
Child missed one or more appointments for the intake, evaluation or assessment activities required to determine eligibility for BabyNet services. ACTION: The BabyNet record will be closed seven days from the date of this notice.
Child is not (or is no longer) eligible for BabyNet services. ACTION: The BabyNet record will be closed seven days from the date of this notice.
You have notified BabyNet that you are not (or no longer) interested in BabyNet services for the child. ACTION: The BabyNet record will be closed seven days from the date of this notice.
A meeting is needed to complete, review, or revise the child's Individualized Family Service Plan (IFSP). ACTION: Meeting date, time, and location: _____ *You may invite others to this meeting*

MEETING PURPOSE:

- Evaluation/Assessment
Initial IFSP Annual IFSP IFSP 6-Month Review/Change
Discuss changing location of one or more IFSP services.
Discuss changing frequency or duration of one or more IFSP services.
Discuss adding one or more services to the current IFSP.
Discuss removing one or more services from the IFSP
Discuss Transition to Part B Services/Transition Conference

OTHER: _____

Parent/Guardian Signature below gives BabyNet permission to hold the IFSP meeting earlier than seven days from DATE OF NOTICE.

Parent Signature: _____ Date: _____

Please contact the BabyNet Service Coordinator listed below within seven days of the DATE OF NOTICE if you:

- **DO NOT agree to the action(s) listed above, or**
- **Have questions about this notice, or**
- **Want to change the date, time or location of the IFSP meeting.**

Service Coordinator Name: _____	Phone: _____
Agency: _____	
Address: _____	
Signature: _____	Date: _____

Under IDEA Part C you (parent or legal guardian) have the right to:

- Prompt evaluation, assessment, eligibility determination and Individualized Family Service Plan (IFSP) if eligible for BabyNet services. This must be completed within 45 days after all referral information is received.
- Early intervention services as described on your child's IFSP.
- Evaluation, assessment, IFSP development, service coordination, and procedural safeguards at no cost except for services related to autism.
- Refuse evaluations, assessments, and services.
- Participate in all meetings where decisions are made regarding your child's services.
- Timely written notification of when such meetings are scheduled.
- Services in natural environments (within your child's normal routines) to the maximum extent appropriate to meet your child's needs.
- Complete confidentiality of personally-identifiable information.
- Examine your child's BabyNet record and make changes if needed.
- Lodge formal complaints about services received or denied. BabyNet is responsible for addressing all complaints. You may request mediation and/or impartial due process procedures to resolve disagreements.
- Receive BabyNet information in the family's native language or mode of communication in a format that is understandable to the general public.

Additional information is contained in the BabyNet Notice of Child and Family Rights which is available from Service Coordinator and at www.scfirststeps.org/babynet.htm

For additional assistance, you may contact Pro-Parents at 1-800-759-4776 or www.proparents.org

Copy of Notice of Child and Family Rights is attached to this notice, when needed. (Notice of Child and Family Rights should have been provided to family during intake visit.)