

**Procedural Due Process Paperwork Needed By Event**

<b>Event</b>	<b>Prior Written Notice</b>	<b>Consent to Screen</b>	<b>Consent for Evaluation</b>	<b>Summary of Services (pg. 10)</b>	<b>IFSP Agreement (pg. 12)</b>	<b>IFSP Agreement Signature Page (pg. 13)</b>	<b>IFSP Review (pg. 18)</b>	<b>IFSP Review Agreement (pg. 19)</b>	<b>IFSP Review Agreement Signature Page (pg. 20)</b>	<b>Program Specific Information</b>
tiny-k Screenings (post referral to local tiny-k program *)	X	X								
Initial Evaluation	X		X							
Initial Evaluation - Child Qualifies	X									
Initial Evaluation - Child Does NOT Qualify	X									
Initial IFSP	X		X	X	X					
Required 6 Month Review	X		X				X	X	X	
Quarterly Reviews at team meetings										
Home Visit Notes										
Change, Add, Delete Complete Outcomes	X						X	X	X	
Any Change in Service	X		X				X	X	X	
Update Service Plan	X		X				X	X	X	
Annual IFSP	X		X	X	X	X				
Do Transition Plan and HAVE Parent Permission for Transition Conference	X						X	X	X	
Do Transition Plan and NO Parent Permission for Transition Conference	X						X	X	X	
Hold Transition Conference	X						X	X	X	
Exit child as age appropriate	X		X**				X	X	X	
Exit Child - Parents Decline Services	X						X	X	X	
Exit Child at age 3	X						X	X	X	

\* Does not extend 45 day timeline.