

## ***North Carolina Infant-Toddler Program Prior Written Notice and Consent for Evaluation and Assessment: Instructions***

**Purpose:** To obtain parent acknowledgement that the family has received written notification of their rights and that these rights and procedural safeguards have been explained;  
To obtain written parental consent for the evaluation to determine eligibility and/or assessment to assist with intervention planning; and  
To give prior written notice to the family for evaluation activities.

**Instructions:** Enter child's name and date of birth;

Consent for Action(s): Select the appropriate actions for which prior notice and consent is being sought and place a check in the appropriate boxes. This can be evaluation and/or assessment. Be sure to direct the parent to initial one or both places (evaluation and assessment) if appropriate.

Consent for billing: Consent to use a family's insurance must be obtained prior to billing insurance for any early intervention services; and each time consent for services is required due to an increase (in frequency, length, duration, or intensity) in the provision of services in the child's IFSP. Notification of child and family rights and related financial policy using the NC ITP System of Payment Notification must occur whenever consent for the use of insurance is requested. Parents should initial the line to confirm that they have received a written copy of the NC ITP System of Payment Notification and that the notifications related to billing private and public insurance benefits have been explained and they understand them. The EI Service Coordinator should review with the parent all pertinent notifications, rights, and safeguards related to use of insurance benefits and consent for use of insurance.

When applicable, parents should initial the line to confirm they understand that when covered by private insurance and Medicaid, that under Medicaid policy private insurance must be billed first before Medicaid benefits can be accessed.

Once all notification, rights, and safeguards have been explained, the parent, or parent surrogate, should use the appropriate check boxes to indicate consent instructions for use of insurance including any exceptions.

For CDSA Use Box: Document the date the prior notice was mailed or hand-delivered to the parent. The family should be given ten days prior notice unless they agree to have the evaluation occur sooner. The family must be given a copy of the notice even if they agree to not wait the ten days.

File completed form in the child's record. Mail or hand-deliver a copy of the notice to the parent.

**Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.