

Prior Written Notice (PWN) serves as the basis for formal notification to the family regarding their right to agree or disagree with early intervention service decisions made by the SoonerStart team. Prior Written Notice must be provided to parents prior to the proposal or refusal of initiation or change of identification, evaluation, placement or provision of appropriate early intervention services. Prior Written Notice is provided:

- Before and following a developmental screening
- Before and following determination of eligibility (initial or continuing)
- Following the IFSP meeting (initial, periodic review, annual, modifications)
- Following the transition meeting (development of Transition Steps and Services or Transition Planning Conference)
- revocation of consent or exit from SoonerStart based on completion of IFSP goals
- Before billing for Medicaid compensable services for children already enrolled in SoonerCare

The service coordinator is responsible to provide Prior Written Notice to the family a reasonable amount of time *after* a decision is made by the Early Intervention (EI) team and *before* the proposed action will occur. This allows the family time to determine if they want to give consent or choose another avenue (e.g. calling an IFSP meeting, requesting mediation, etc.).

Prior Written Notice must include sufficient detail of the action being proposed or refused, the reason for the proposed action, procedural safeguards available, and state complaint procedures, including how to file a complaint. The notice must be provided in the parent's native language unless clearly not feasible to do so.

The service coordinator's progress note should reflect that Prior Written Notice has been provided to the family and a copy maintained in the Early Intervention record.