



ARIZONA
DEPARTMENT OF
ECONOMIC SECURITY

AzEIP Programmatic Meeting

Prior Written Notice

May 26, 2026



What is a Prior Written Notice?

- It is one of the procedural safeguards that parents are entitled to under the Individuals with Disabilities Education Act (IDEA).
- It provides the family with a written explanation of an action the team proposes or refuses related to:
 - Identification
 - Evaluation
 - Placement
 - Provision of early intervention (EI) services



GG-1026A FORM (3/4/20)

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You can contact your service coordinator (SC) if you have questions about this decision or if you do not agree with it. Your SC can assist you with understanding and exercising your right to file a State Complaint, request mediation, and/or a due process hearing if you disagree.

SC Name:

Service Providing Agency:

SC Phone Number: SC Email:

Prior Written Notice will be provided to you by your preferred method:

-Select-

Date provided:

You can access the [Child and Family Rights in the Arizona Early Intervention \(A-EIP\)](#) booklet by visiting the link or scanning the QR code and you will also receive it by your preferred method:

-Select-

 You can contact your SC any time you have questions about your procedural safeguards.



Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local

Under what circumstances is a prior written notice required?

- Identification - *screening to identify if there are potential developmental delays*
- Evaluation - *process to determine or re-determine if the child is eligible for EI services*
- Placement - *determination of AzEIP eligibility and/or exiting from AzEIP*
- Provision of EI services - *used when the team is proposing or refusing to start or change a service*





Why is a PWN Important for Families?

Prior written notice serves as a vehicle of communication between agencies and families.

- Keeps families informed of decisions regarding their child.
- Provides clear documentation of what decisions are being made and why.
- Supports families in understanding their dispute resolution options if they are not in agreement with a decision.

Why is a PWN important for Practitioners and Service Providing Agencies?

Prior Written Notice is a protection for the Service Providing Agency

- Legal Documentation
- Transparency & Compliance
- Clear Communication
- Procedural Safeguards





What are the required elements of a Prior Written Notice?

IDEA requires PWN:

- Be provided in:
 - The family's native language, and
 - Language understandable to the general public
- Include:
 - Description of the action that is being proposed or refused,
 - Reason(s) for taking the action, and
 - Procedural safeguards and their timelines

When should parents receive Prior Written Notice?

IDEA requires PWN to be provided a reasonable time before the action that the SPA is proposing or refusing.

- The family must be given time to review, understand, consider, and when applicable, if they disagree with the PWN utilize their dispute resolution options prior to the decision being implemented.





What if parents disagree with what is being proposed or refused in the PWN?

Service Coordinator discusses the procedural safeguards and their timelines with the parents and documents the conversation in their Contact Log.

Service Coordinators should support parents in exercising their dispute resolution options.

- Mediation
- State Complaint
- Due Process Hearing



Examples

Identification - Screening: GCI-1082A

GCI-1082A FORFF (01/26)		Arizona Department of Economic Security Arizona Early Intervention Program (AzEIP)	
Consent for Screening - Prior Written Notice			
Child's Name:		Date of Birth:	I-TEAMS ID:
Proposed Action: Complete a screening.			
Description: Information will be gathered through: • Parent/caregiver interview, • Observations of your child, • Review of other available information, and • Use of a screening instrument(s) that covers all areas of development.			
Reason: To determine if your child is suspected of having a developmental delay.			
Procedural Safeguards: Your signature below confirms that you understand: • Your family rights, safeguards, and dispute resolution options as explained to you by your service coordinator. • You can access the Child and Family Rights in the Arizona Early Intervention Program (AzEIP) booklet by visiting this link or scanning the QR code and you will also receive it by your preferred method: Select • If you have questions about this action or your procedural safeguards, you can contact your service coordinator (SC):			
SC Name:			
Service Providing Agency: Select			
SC Phone Number:		SC Email:	



Screening Consent Decision

Screening Consent Decision:

- ☐ I consent for AzEIP to conduct a screening of my child and I understand:
- My consent is voluntary and expires after the screening is completed.
 - I may withdraw consent at any time by contacting my service coordinator.
 - It is my right to request an evaluation at any time during the screening process.
 - I am entitled to a copy of this document prior to the screening.
- ☐ I do not give my consent for AzEIP to conduct a screening of my child.

Parent/Responsible Party Signature:



Date:

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• TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local.

Evaluation - Propose to Evaluate: GCI-1038B

GCI-1038B FORFF (01/26)		Arizona Department of Economic Security Arizona Early Intervention Program (AzEIP)	
Consent for Evaluation – Prior Written Notice			
Child's Name:		Date of Birth:	I-TEAMS ID:
Proposed Action: Complete a global evaluation to for the Arizona Early Intervention Program.			
Description: Two (2) early intervention practitioners will complete an evaluation of your child to determine your child's level of development in the areas of: • Physical, including fine and gross motor skills; • Cognition, including thinking and problem solving; • Language/communication, including both receptive and expressive skills; • Social or emotional; and • Adaptive (self-help).			
The evaluation will include: • A review of relevant records (medical records, previous evaluations/assessments); • Input from you about your child's development; • Observation of your child; and • Use of an evaluation tool to determine standardized scores for each developmental domain.			
Reason: To determine if your child meets AzEIP eligibility requirements.			
Procedural Safeguards: Your signature below confirms that you understand: • Your family rights, safeguards, and dispute resolution options as explained to you by your service coordinator. • You can access the Child and Family Rights in the Arizona Early Intervention Program (AzEIP) booklet by visiting this link or scanning the QR code and you will also receive it by your preferred method: • If you have questions about this action or your procedural safeguards, you can contact your service coordinator (SC): SC Name: Service Providing Agency: SC Phone Number: SC Email:			



Evaluation Consent Decision

Evaluation Consent Decision:

- ☐ I consent for AzEIP to conduct an evaluation of my child and I understand:
- My consent is voluntary and expires after the evaluation process is completed.
 - I may withdraw consent at any time by contacting my service coordinator.
 - I am entitled to a copy of this document prior to the evaluation.
- ☐ I do not give my consent for AzEIP to conduct an evaluation of my child.

Parent/Responsible Party Signature:

 SIGN HERE

Date:

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities
• TTY/TDD Services 7-1-1 • Disponible en español en línea o en la oficina local

Evaluation - Refuse to Evaluate: GCI-1050

Prior Written Notice

Child's Name: _____

Date of Birth: _____

I-TEAMS ID: _____

As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act (IDEA), which are explained in the [Child and Family Rights in the Arizona Early Intervention \(AzEIP\)](#) booklet. Prior written notice is one of these protections. It means that we will let you know before we make certain changes or refuse to make a change you have requested. We will also make sure you understand your rights if you don't agree with our decision(s). The following is the change(s) that is being proposed or refused and the reason(s) for the change(s).

☐ Propose ☒ Refuse

☒ Evaluate to determine AzEIP eligibility (you have the right to request an evaluation any time during the screening process)

☐ Identify your child as eligible for AzEIP

☐ Initiate provision of early intervention services

☐ Change the provision of early intervention services

☐ Change in placement (exiting the early intervention system)

☐ Other (specify): _____

Effective Date: [Exit Date in I-TEAMS](#)

Refuse to Evaluate: Description of Action

Description of action(s):

Refusing to evaluate (child's name) to determine AzEIP eligibility

Refuse to Evaluate: Reason for Action

Reasons for the action(s):

Include a statement of the facts behind the decision and include relevant details

- Supplement the information with specific details to ensure that the service providing agency is clearly communicating with parents why the child is not suspected of having a developmental delay.
- A description of screening, records, or report(s) used as a basis for refusing to evaluate.
- A description of other factors that are relevant to refusing to evaluate.
 - Observations of child
 - Parent report

Prior Written Notice GCI-1050A Procedural Safeguards

GCI-1050A FORFF (04/26)

Page 2 of 2

You can contact your service coordinator (SC) if you have questions about this decision or if you do not agree with it. Your SC can assist you with understanding and exercising your right to file a State Complaint, request mediation, and/or a due process hearing if you disagree.

SC Name:

Service Providing Agency:

SC Phone Number:

SC Email:

Prior Written Notice will be provided to you by your preferred method:

Date provided:

You can access the [Child and Family Rights in the Arizona Early Intervention \(AzEIP\)](#) booklet

by visiting the link or scanning the QR code and you will also receive it by your preferred

method:

. You can contact your SC any time you have questions about your procedural safeguards.



Placement - Propose AzEIP Eligibility (Evaluation): GCI-1050A

Prior Written Notice

Child's Name: _____

Date of Birth: _____

I-TEAMS ID: _____

As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act (IDEA), which are explained in the [Child and Family Rights in the Arizona Early Intervention \(AzEIP\)](#) booklet. Prior written notice is one of these protections. It means that we will let you know before we make certain changes or refuse to make a change you have requested. We will also make sure you understand your rights if you don't agree with our decision(s). The following is the change(s) that is being proposed or refused and the reason(s) for the change(s).

☒ Propose ☐ Refuse

☐ Evaluate to determine AzEIP eligibility (you have the right to request an evaluation any time during the screening process)

☒ Identify your child as eligible for AzEIP

☐ Initiate provision of early intervention services

☐ Change the provision of early intervention services

☐ Change in placement (exiting the early intervention system)

☐ Other (specify): _____

Effective Date: AzEIP Eligibility Date

Propose AzEIP Eligibility: Description of Action

Description of action(s):

Child meets the eligibility criteria for AzEIP and we are proposing to make your child eligible for AzEIP

Propose AzEIP Eligibility: Reason for Action

Reasons for the action(s):

Include a statement of the facts behind the decision and include relevant details

- Supplement the information with specific details to ensure that the service providing agency is clearly communicating with parents why the child meets AzEIP eligibility criteria.
- A description of evaluation procedure, assessment, record, or report(s) used as a basis for proposing AzEIP Eligibility.
- A description of other factors that are relevant:
 - Observations of child
 - Parent Report

Placement - Propose AzEIP Eligibility (Record Review): GCI-1157A

AzEIP Eligibility Date

GCI-1157A FORFF (5-24)

PRIOR WRITTEN NOTICE

Page 2 of 2

Completed only if child meets AzEIP Eligibility Criteria

As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act. These protections are found in the Child and Family Rights in the Arizona Early Intervention Program, which is provided to you with this notice. Prior Written Notice is one such protection. It means that we will let you know ahead of time about certain changes that we want to make and give you the chance to say "yes" or "no" to those changes. The following is the change that is being proposed and the reason for the change.

☒ We propose to identify your child, _____ as eligible for AzEIP effective _____, based on your child meeting AzEIP eligibility criteria.

Family was "Select" _____ of their rights and safeguards.

Date this Prior Written Notice was provided to the family: _____

Please contact me as soon as possible if you have any questions about this action or your Child and Family Rights in Arizona Early Intervention Program.

Service Coordinator's Name

Service Coordinator's Phone Number

Service Coordinator's Email

[Child and Family Rights in AzEIP](#)



Placement - Refuse AzEIP Eligibility: GCI-1050A

Prior Written Notice

Child's Name: _____

Date of Birth: _____

I-TEAMS ID: _____

As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act (IDEA), which are explained in the [Child and Family Rights in the Arizona Early Intervention \(AzEIP\)](#) booklet. Prior written notice is one of these protections. It means that we will let you know before we make certain changes or refuse to make a change you have requested. We will also make sure you understand your rights if you don't agree with our decision(s). The following is the change(s) that is being proposed or refused and the reason(s) for the change(s).

☐ Propose ☒ Refuse

☐ Evaluate to determine AzEIP eligibility (you have the right to request an evaluation any time during the screening process)

☒ Identify your child as eligible for AzEIP

☐ Initiate provision of early intervention services

☐ Change the provision of early intervention services

☐ Change in placement (exiting the early intervention system)

☐ Other (specify): _____

Effective Date: Exit Date in I-TEAMS

Refuse AzEIP Eligibility: Description of Action

Description of action(s):

Child does not meet the eligibility criteria for AzEIP and will not be made eligible for AzEIP

Refuse AzEIP Eligibility: Reason for Action

Reasons for the action(s):

Include a statement of the facts behind the decision and include relevant details

- Supplement the information with specific details to ensure that the service providing agency is clearly communicating with parents why the child does not meet AzEIP eligibility criteria.
- A description of evaluation procedure, assessment, record, or report(s) used.
- A description of other factors that are relevant.
 - Observations of the child
 - Parent report

Placement - Exit From Early Intervention: GCI-1050A

Prior Written Notice

Child's Name: _____

Date of Birth: _____

I-TEAMS ID: _____

As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act (IDEA), which are explained in the [Child and Family Rights in the Arizona Early Intervention \(AzEIP\)](#) booklet. Prior written notice is one of these protections. It means that we will let you know before we make certain changes or refuse to make a change you have requested. We will also make sure you understand your rights if you don't agree with our decision(s). The following is the change(s) that is being proposed or refused and the reason(s) for the change(s).

✓ Propose ☐ Refuse

☐ Evaluate to determine AzEIP eligibility (you have the right to request an evaluation any time during the screening process)

☐ Identify your child as eligible for AzEIP

☐ Initiate provision of early intervention services

☐ Change the provision of early intervention services

✓ Change in placement (exiting the early intervention system)

☐ Other (specify): _____

Effective Date: Exit Date in I-TEAMS

Exit From Early Intervention: Description of Action

Description of action(s):

Child will be exited from the Arizona Early Intervention Program

Exit From Early Intervention: Reason for Action

Reasons for the action(s):

Include a statement of the facts behind the decision and include relevant details

- Supplement the information with specific details to ensure that the service providing agency is clearly communicating with parents why the child no longer meets AzEIP eligibility criteria.
- A description of evaluation procedure, assessment, record, or report(s) used.
- A description of other factors that are relevant.
 - Observations of the child
 - Parent report
 - Parent has requested that the child's record be closed
 - Child will be turning 3 on XX/XX/XXXX and will no longer be eligible for AzEIP

Provision - Proposal to hold an IFSP Meeting

Individualized Family Service Plan (IFSP) Meeting Notification

Date:

Child's Name (First, M.I., Last Name):

Date of Birth: I-TEAMS ID:

This serves as your written notification for the Individualized Family Service Plan (IFSP) meeting that has been scheduled for the child above.

Meeting Date: Time: Parent requests the meeting be held: ☐ In Person ☐ Virtually

Address and/or Meeting Link:

The purpose of this IFSP meeting is to (select all that apply):

Develop the IFSP to create child and family outcomes and identify early intervention supports and services.

☒ Review and revise the IFSP (periodic review/addendum).

☐ Develop or update the transition plan within the IFSP by conducting an:

- ☐ IFSP Transition Planning Meeting
- ☐ IFSP Transition Conference
- ☐ Combined IFSP Transition Planning Meeting/Transition Conference

During the meeting participants will use all of the information available, including child and family routines and activities, family resources, priorities, concerns and interests, evaluation reports, progress notes, and appropriate medical and health records, to develop or update the IFSP.

As the parent(s) of a child who is involved with AzEIP, you have protections under the Individuals with Disabilities Education Act (IDEA). These protections are found in the [Child and Family Rights in the Arizona Early Intervention Program \(AzEIP\) booklet](#) which can be accessed through this link or QR code.



When the educational parent requests additional service(s) or a change in service(s) outside of an IFSP meeting, the service providing agency must:

- Scheduling a periodic review of the IFSP to discuss the request; or
- Issuing a PWN identifying the action(s) they propose or refuse to take and reason for their decision in response to the family's request.

Provision - Identification, Deletion, or Addition of Service on the Initial, Annual, or Periodic Review of the IFSP (GCI-1021)

GCI-10211 FORFF (01/26)
(IFSP Packet - Page 20 of 21)

Arizona Department of Economic Security
Arizona Early Intervention Program (AzEIP)

☒ IFSP Type:
☒ IFSP Date:

**Individualized Family Service Plan
Informed Consent by Parent(s) for Services**

Child's Name (First, M.I., Last): Date of Birth:

I have participated in the development of this IFSP and understand that I can accept or refuse any or all of the services identified in the IFSP. I understand that my consent for services may be withdrawn at any time. Please initial and sign below.

1a. I agree with the proposed IFSP as written. I further understand that my signature below indicates that: (a) I have been fully informed of the services being proposed and the reason for the proposal of services; (b) my service coordinator explained my rights under this program; and (c) I give consent to carry out this IFSP as written.

1b. I do not agree with the proposed IFSP as written (*Prior Written Notice form must be completed and given to the family*). However, I do consent to the following services/frequency:

2. My service coordinator explained my rights under this program.
☐ Accept ☐ Decline a written copy of the AzEIP Family Rights Handbook.

3. I have received a copy of the AzEIP Family Survey (*Annual or Transition/Exit IFSP*).

Parent Signature Date Parent Signature Date

Parent initials:

- 1a if they are in agreement with the IFSP services.

OR

- 1b If they are not in agreement with the IFSP and documents the services/frequency they are in agreement with.

Provision - Refusal to add, increase, or decrease: GCI-1050A

Prior Written Notice	
Child's Name:	
Date of Birth:	I-TEAMS ID:
As the parents of a child who is involved with the Arizona Early Intervention Program (AzEIP), you have protections under the Individuals with Disabilities Education Act (IDEA), which are explained in the Child and Family Rights in the Arizona Early Intervention (AzEIP) booklet. Prior written notice is one of these protections. It means that we will let you know before we make certain changes or refuse to make a change you have requested. We will also make sure you understand your rights if you don't agree with our decision(s). The following is the change(s) that is being proposed or refused and the reason(s) for the change(s).	
☐ Propose	☒ Refuse
☐ Evaluate to determine AzEIP eligibility (you have the right to request an evaluation any time during the screening process)	
☐ Identify your child as eligible for AzEIP	
☐ Initiate provision of early intervention services	
☒ Change the provision of early intervention services	
☐ Change in placement (exiting the early intervention system)	
☐ Other (specify):	
Effective Date:	

**Refusal to add, increase, or decrease
a requested service**

GCI-1050A Refusal to add, increase, or decrease: Description of action(s)

Description of action(s):

Enter specific details about the service the agency is refusing to add, increase or decrease, including but not limited to:

- a. Name of requested service
- b. Frequency of requested service that is being refused
- c. Name/frequency of services that the service providing agency will provide

GCI-1050A Refusal to add, increase, or decrease: Reason for the action(s)

Reasons for the action(s):

Enter basis for the service providing agency's refusal to add, increase or decrease a requested service, including but not limited to:

- a. Statement of facts on which the decision is based, including relevant details
- b. Any evaluation, assessment, records, or reports used as a basis for the refusal
- c. Any other factors relevant to the refusal of the service

Reminders

- When a family has opted out of the PEA Notification/Referral to the school district and ADE and has signed the opt out section, the PEA Notification/Referral form should not be sent to the school district or ADE.
- A DDD Incident Report must be completed when reporting an incident for a child that is DDD eligible. The DDD Incident Report is sent to DDD and to AzEIP.
- When a referral is made to DCS or other emergency services, the service coordinator must document on the Records Released Log that the child's records were released.
 - Purpose of the release: to address a health or safety emergency.
 - Records released: child and family names and contact information.

Resources

AZEIP Prior Written Notice: [\(English\) GCI-1050A](#), [\(Spanish\) GCI-1050A-S](#)

Consent for Screening PWN: [\(English\) GCI-1082](#), [\(Spanish\) GCI-1082A-S](#)

Consent for Evaluation PWN: [\(English\) GCI-1038B](#), [\(Spanish\) GCI-1038B-S](#)

Record Review Report PWN: [\(English\) GCI-1157A](#), [\(Spanish\) GCI-1157A-S](#)

Individualized Family Service Plan (IFSP) Packet: [\(English\) GCI-1021A](#),
[\(Spanish\) GCI-1021A-S](#)

[Prior Written Notice Job Aid GCI-1270A](#)

[Record Review Report/Prior Written Notice Technical Assistance Bulletin
GCI-1202A](#)





Questions

Questions 1 and 2

SPA Question:

How soon after a child is re-evaluated and identified as no longer eligible for early intervention services must they be exited in I-TEAMS?

AzEIP Response:

AzEIP does not have a defined time period. The family should have a reasonable amount of time to consider and act upon the prior written notice proposing to exit a child from early intervention services. Data entry must be completed within 10 days of the activity.

SPA Question:

Prior to completing a review of medical records and documentation to determine if a child has an established condition, does a Prior Written Notice GCI-1050B need to be provided to the family, as the team will be using the review for “Identification” if the child is eligible for Early Intervention?

AzEIP Response:

A prior written notice is not required before reviewing records and documentation to determine whether the child has an established condition. A prior written notice is required when the team proposes or refuses to identify the child as eligible for AzEIP.

Questions 3 and 4

SPA Question:

During an Initial Visit, after a child has been screened and does not demonstrate a potential developmental delay and the family requests an evaluation, which prior written notices need to be provided to the family?

AzEIP Response:

If the family requests an evaluation during the Initial Visit, the service coordinator would complete the Consent for Evaluation/Prior Written Notice GCI-1038B.

SPA Question:

During an Initial Visit, if a parent indicates that they refuse for their child to be evaluated on the Consent for Evaluation/Prior Written Notice GCI-1038B, does an additional Prior Written Notice GCI-1050 proposing to exit their child need to be completed as well?

AzEIP Response:

Yes, prior written notice is always required when the team proposes to exit a child.

Questions 5 and 6

SPA Question:

Since the PWN is given to the caregiver, can you please provide more information about why the parents' names were removed from the PWN?

AzEIP Response:

The parent's name is not required information to be contained on the prior written notice.

SPA Question:

Why are these reasons not on separate forms? It is confusing to guess which box on the Prior Written Notice is appropriate for each situation.

AzEIP Response:

The Prior Written Notice Job Aid GCI-1270A and the Prior Written Notice Programmatic Presentation were created to support service coordinators and agencies in completing a Prior Written Notice. If you have additional questions, please contact your direct supervisor for assistance. Your supervisor can contact AzEIPQualityImprovement@azdes.gov for additional support.

Questions 7 and 8

SPA Question:

Is a Prior Written Notice needed if family brings up additional services not in an official request but in casual conversation or in part of a conversation discussing a pediatrician's recommendations?

AzEIP Response:

- An “official request” for a change in services is not required for the service coordinator to be responsible for providing the family with a Prior Written Notice.
- If a family discusses with their team that their pediatrician has recommended a change in their early intervention services, it is recommended that the service coordinator complete a Prior Written Notice.
- If the team is unsure if the family is requesting a change or addition of service, they are highly recommended to directly ask, “Are you requesting for the team to consider changing your services to xxxx?”.

SPA Question/Comment:

It is crazy how confusing the whole PWN process is.

AzEIP Response:

We understand that the IDEA Part C requirements regarding prior written notice for families can be confusing. We are providing additional technical assistance through the Prior Written Notice Job Aid and the Prior Written Notice Programmatic Presentation. If you have additional questions, please contact your direct supervisor for assistance. Your supervisor can contact AzEIPQualityImprovement@azdes.gov for additional support.

Question 9

SPA Question:

If the family is a team member and part of the discussion on the service page, when talking about TL, JV, start date, frequency, duration, etc and everyone comes to an agreement together after discussions, when would 1b be used?

AzEIP Response:

- Service coordinators/Practitioners do not determine whether the educational parent fully agrees with the services identified in the IFSP.
- The service coordinator is responsible for supporting the educational parent in understanding their procedural safeguards and documenting their agreement, partial agreement, or disagreement on the IFSP.
- 1b is used any time the educational parent expresses that they are not in full agreement with the IFSP as written, even if they consent to some of the services/frequencies.

Question 10

SPA Question:

At what point does it shift from an educational, friendly conversation to the need for a PWN when families are asking about service options?

AzEIP Response:

- The responsibility of providing a family with a Prior Written Notice does not hinge on whether or not the conversation was educational or friendly.
- If the team is unsure whether the family is requesting a change or an addition to services, they are strongly encouraged to ask directly, “Are you requesting for the team to consider changing your services to xxxx?”
- AzEIP recommends that service providing agencies and their practitioners shift their perspective on Prior Written Notices. A Prior Written Notice should not be viewed as a good or bad process. It is an IDEA requirement to be given to the family when any of the identified events occur.
- The purpose of the Prior Written Notice is to
 - Allow the family to make informed decisions and
 - Document the team’s decisions and the reasons behind the decision.

Question 11

SPA Question:

If the team refuses to change services, completes a Prior Written Notice as you've described, and it leads to a family complaint, how does that impact the contractor?

AzEIP Response:

- Completing a Prior Written Notice will explain to the family why the decision to propose or refuse to change, add, or remove services was made. Documenting the reason for the action in writing may prevent a family from pursuing an informal concern and/or using their formal dispute resolution options, as they understand that the team has fully considered their request and provided the reason for the action in writing.
- If the service coordinator completes a Prior Written Notice that meets IDEA Part C Requirements, it will support the contractor's compliance with the Prior Written Notice requirement.
- A Prior Written Notice does not absolve a contractor of being in compliance with all IDEA Part C Requirements. If the contractor has not violated IDEA, there will not be a negative impact.

Questions 12 and 13

SPA Question:

Will we be discussing the new PWN guidance that begins in July?

AzEIP Response:

After the new and revised AzEIP Policies and Procedures are released on July 15th and service providing agencies have had a chance to review the final versions, AzEIP will be available to answer questions.

SPA Question:

If we are sending out a prior written notice for a new referral we have never successfully contacted, what should we select for the preferred method, since we were never able to obtain the family's decision?

AzEIP Response:

AzEIP recommends sending the Prior Written Notice by mail and email to give the family the best opportunity to receive it.

Thank You for Participating

Arizona Early Intervention Program Quality Improvement Team

ADA: Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • TTY/TDD Services 7-1-1

- Erica Melies, AzEIP Quality Improvement Manager
- Tanya Goitia, AzEIP Continuous Quality Improvement Coordinator
- Pamela Meurer, AzEIP Continuous Quality Improvement Coordinator
- Anissa Albert, AzEIP Technical Assistance Specialist
- Amanda Tipotsch, AzEIP Technical Assistance Specialist
- Amanda Honeywood, AzEIP Administrative Assistant