

WPN Process Chart: Initial Evaluation

Referral is received.



- **At initial phone call:**

- Explain procedural safeguards, WPN and consent for evaluation. You may go ahead and schedule an appointment in about ten days for the evaluation (enough time for parents to receive information in the mail and have seven days to review materials). Following this conversation, immediately send out WPN, the Family Rights booklet, and a copy of the Consent to Evaluate form.
- If parents would like to schedule the evaluation for sooner than 7 days after receiving WPN, you can explain to them the option of waiving the 7 day timeline ("It is possible for us to come out sooner if you would like to waive the 7 day notice. If that is what you choose, then I will bring the written notice and the procedural safeguards information with me when I come and we can review it before you give consent to evaluate your child. We will have to document that you have waived the 7 day notice by having you initial a form.")



- **At the visit:**

- *Early On* staff reviews the WPN with parents by discussing the need for the evaluation (the action), why it is being proposed (the reason), and the parent's right to deny or consent to the evaluation (the procedural safeguards).
- Give parents a copy of the WPN if one was not sent in advance. If parents have chosen to schedule the evaluation earlier than 7 days after receiving WPN, then you must document on your copy of the WPN that the 7 day timeline has been waived.
- After parents are clear about the WPN information, then you can request a signature on the Consent to Evaluate form and proceed with determining eligibility.