

WPN Process Chart: NOT Eligible

- **At the visit when evaluation is completed:**
 - Explain to parents what the next steps will be (i.e., you will score the evaluation, look at all the information, talk with the team, write an integrated report or summary of present levels, etc.) to determine if the child is eligible for *Early On*.
 - Let parents know what will happen if the child is NOT eligible (see list below).



- **After determining NOT eligible:**
 - Contact parents with that information (phone, letter, or visit – visit is not required).
 - Provide parents with a copy of the child's evaluation report (integrative report or summary of present levels).
 - Provide parents with WPN that the child does not qualify for *Early On*, the reason(s) for not qualifying, and remind parents that they have a copy of the Family Rights booklet which contains information regarding procedures to follow if they disagree.
 - You may provide parents with information regarding the child's development.
 - Make suggestions for additional ways to help the child's development (this is not required).
 - Let parents know that a new evaluation may be requested after six months if they continue to have concerns regarding their child's development. Parents are also welcome to request a new evaluation sooner than six months if something significant changes in the child's development or health.