

WPN Process Chart: (Not Initial) Evaluation

- **Discussion of New Evaluation:**

- When discussing with parents the need to re-evaluate the child's development, a WPN form should be filled out. The WPN must include the action proposed (the evaluation), the reason for that action (to measure progress, to establish present levels of development, or to re-evaluate eligibility), and procedural safeguards (including offering another copy of those in writing).
 - o WPN is needed anytime an evaluation will be conducted that requires a parent to sign the Consent to Evaluate form.
 - o WPN is reviewed with parents and they are told they have 7 days to decide if they would like to consent to the evaluation.



- **Immediate Consent:**

- If parents indicate that they would like to give consent to have the child evaluated right away, then you can:
 - o document on the WPN form that they are waiving the 7 day prior notice.
 - o review the Consent to Evaluate with them and proceed with the evaluation after the Consent to Evaluate is signed.

- **If parents are NOT ready to give Consent:**

- Parents have the right to receive the WPN 7 days before being asked to sign the Consent to Evaluate.
- If parents want to wait, make arrangements for how you and they will communicate at the end of those 7 days regarding their wishes and getting the consent signed and doing the evaluation at that time.



- **Child Continues to be Eligible:**

- If a child's eligibility does not change as a result of the evaluation, no WPN is needed.

- **Child No Longer Eligible:**

- If a child is found to be no longer eligible for *Early On* services, WPN must be provided. WPN must include the action (no longer eligible for services which will end on specific date), reasons (for example, developmental delay is less than 20 percent), and procedural safeguards (what rights parents have if they disagree and how to receive a new copy of the Family Rights booklet if needed).

- **Child Continues to be Eligible:**

- If a child's eligibility does not change as a result of the evaluation, no WPN is needed.