

Notice of Action/Consent (written consent required)

Step by Step Instructions

To provide a Notice of Action/Consent, the Service Coordinator will:

1. Provide a written copy of the Parental Rights to the parent(s) and verbally explain them.
2. Enter the child's name, date of birth, and date of notice.
3. Check the appropriate action being proposed.
4. Enter the reason for the action.
5. For initial evaluation/assessment, check the "consent" or "decline" box indicating the parent's decision regarding the initial evaluation/assessment of the child.

OR

For early intervention (EI) services, list the proposed EI service(s) (including Service Coordination) **and** check the "consent" or "decline" box indicating the parent's decision for each service listed.

6. Obtain parent signature and date of signature.
7. Complete the information at the bottom of the form: signature of agency representative and date form was received by agency.
8. Provide a copy of the Notice of Action/Consent (NOA/C) to the parent.
9. Place a copy of the NOA/C in the child's file.
10. Case note when NOA and Parental Rights were provided, and when signature was obtained.