



First Steps Notice of Action Usage Chart

REVISED NOVEMBER 17, 2010

First Steps Notice of Action (NOA) - Parental Consent not Required

Situation	Provide NOA	Action Being Proposed	Example Reasons for the Action
1. Initial Evaluation Refused (Referral refused by SPOE)	Yes	Initial Evaluation Refused	To refuse your request for an initial evaluation because there is no reason to suspect a half age delay.
2. Ineligible for First Steps	Yes	Ineligibility for First Steps	To inform you that after reviewing (child's name) information, s/he does not meet the eligibility criteria for First Steps.
3. Ongoing Assessment after initial IFSP*	Yes	Ongoing Assessment	To complete an ongoing assessment for _____ (list the EI service).
4. SPOE/SC refuses a parent request for an ongoing assessment	Yes	Other: Request Refused	To refuse your request for an ongoing assessment for _____ (list the EI service).
5. SPOE/SC refuses a parent request for a service or assistive technology	Yes	Other: Request Refused	To refuse your request to increase _____ (list the EI service) from _____ (e.g., 30 minutes 1x week) to _____ (e.g., 30 minutes 2 x week). To refuse your request for a Nebulizer because it is a medical device and not considered assistive technology.
6. To discontinue a service at the request of the parent*	Yes	Other: Discontinue Service	To discontinue _____ (list the EI service) per parent request.
7. Change in eligibility*	Yes	Change in eligibility	To inform you that after reviewing (child's name) information, s/he does not meet First Steps eligibility requirements.
8. To suspend EI services due to unable to contact/ locate the family*	Yes	Other: Suspend Services	To suspend all early intervention services, with the exception of Service Coordination, due to lack of family participation.
9. To suspend EI services due to lack of FCP payment	Yes (by the CFO)	CFO Letter	This notification is provided by the Central Finance Office (CFO) when the 75 th day letter is mailed to the Head of Household listed in the child's record. Document in case notes any conversations with the family regarding FCP.

***10 day waiver provision must be addressed with the parent. The proposed action cannot be carried out for 10 days from the date of the notice of action unless the parent waives the 10 day requirement.**

First Steps Notice of Action/Consent (NOA/C) - Written Parental Consent Required

Situation	Provide NOA/C	Action Being Proposed	Example Reasons for the Action
10. Initial Evaluation/ Assessment of the child to determine eligibility/plan for the initial IFSP, if child is eligible.	Yes	Initial evaluation/ assessment of the child	<ul style="list-style-type: none"> • To determine eligibility for the First Steps program by conducting initial evaluation of the child's level of functioning in each of the developmental areas: cognitive, communication, social-emotional, physical, adaptive; <u>and</u> • Assessment of the unique needs in each developmental area for an eligible child. <p>NOTE: Parent will check "consent" or "decline" for the initial evaluation/assessment, and sign.</p>

Continued. . . First Steps Notice of Action/Consent (NOA/C) - Written Parental Consent Required

Situation	Provide NOA/C	Action Being Proposed	Example Reasons for the Action
11. Initiation of EI Service(s) at Initial IFSP meeting	Yes	Initiation of EI Service(s)	To begin the early intervention service(s) listed below. NOTE: Be sure to list the EI service(s) on the notice. Parent will check “consent” or “decline” for each proposed service, and sign.
12. Add new EI service(s) at subsequent IFSP meetings	Yes	Initiation of EI Service(s)	To begin the early intervention service(s) listed below. NOTE: Be sure to list the EI service(s) on the notice. Parent will check “consent” or “decline” for each proposed service, and sign.
13. Change in location of Service	Yes	Change in EI Service(s)	To change location of _____ (list the EI service) from a Special Purpose Center to the home.
14. Change (increase or decrease) in Frequency, Intensity or Duration of service	Yes	Change in EI Service(s)	To increase _____ (list the EI service) from _____ (e.g., 30 minutes 1 x a week) to _____ (e.g., 30 minutes 2 x a week). To decrease _____ (list the EI service) from _____ (e.g., 60 minutes 1 x a week) to _____ (30 minutes 1 x a week).
15. To discontinue a service when IFSP team determines the IFSP outcomes for that service have been met.	Yes	Change in EI Service(s)	To discontinue _____ (list the EI service) because child has met IFSP outcomes and the IFSP team has determined s/he no longer needs that EI service.
16. To exit a child less than 3 years of age from First Steps when <u>all</u> IFSP outcomes have been met.	Yes	Change in EI Service(s)	To exit (child’s name) from First Steps due to meeting IFSP outcomes. The IFSP team has determined early intervention services are no longer needed.

Examples of When A First Steps Notice of Action is NOT Required

Situation	Provide NOA or NOA/C	Action Being Proposed	Notes
17. To implement compensatory services	No	N/A	Document in case notes and the IFSP (authorization of services).
18. Change in provider name or funding source	No	N/A	Document in case notes and the IFSP (authorization of services).
19. Change in No Provider Available (NPA) status to add provider	No	N/A	Document in case notes and the IFSP (authorization of services).
20. To exit a child from First Steps, the day before they turn 3 years of age.	No	N/A	The First Steps program ends at age 3. There is no reason to provide a NOA - no parental rights are triggered.
21. To exit a child with a Part B IFSP	No	N/A	The First Steps program will end for a child with a summer birthday when the services in the Part B IFSP end. There is no reason to provide a NOA - no parental rights are triggered.
22. To exit a child with a Compensatory IFSP	No	N/A	The First Steps program will end for children receiving compensatory services past their 3 rd birthday when the compensatory services end. There is no reason to provide a NOA - no parental rights are triggered.