Parent Responsibilities

As the parent of an infant or toddler with a developmental delay or disability, you are your child's voice. It is your responsibility to:

- Learn about your child's developmental delay or disability
- Provide the local early intervention (EI) program with information about your child and family so they can understand your needs
- Participate in the development of your child's IFSP goals, and partner with the EI team to help your child reach those goals
- Monitor your child's progress, and communicate any questions or concerns to your service team or local EI program director
- Communicate with the EI team about any issues that may affect your child's services
- Schedule appointments at a time when you and your child are best able to participate
- Be available and prepared to meet with service providers at the scheduled time
- Give your full attention to your child and to service providers during each visit
- Tell your providers promptly when you need to reschedule or cancel an appointment
- Pay family fees promptly (if applicable)

Resources

For more information about parent rights and responsibilities in Part C early intervention, please contact:

UTAH DEPARTMENT OF HEALTH
Baby Watch Early Intervention Program

utahbabywatch.org

800 961 4226

Parent Rights and Responsibilities

in Part C Early Intervention

UTAH DEPARTMENT OF HEALTH
Baby Watch Early Intervention Program

2020

Parent Rights

Every parent has rights under a federal law known as the Individuals with Disabilities Education Act (IDEA). Part C of IDEA guarantees certain rights for families of infants and toddlers with special needs. These rights begin the moment your child is referred to early intervention (EI). When you know your parent rights, you can help make important decisions about your child's EI services. Part C of IDEA gives ALL parents the following rights:

1. **THE RIGHT TO GIVE INFORMED CONSENT: §303.7**
   You must give written permission before your child is evaluated, before services begin or are changed, and before information about your child or family is shared with anyone else. You will be given complete information and explanations before you are asked to make decisions or sign anything. Written consent can be cancelled in writing at any time.

2. **THE RIGHT TO RECEIVE NOTIFICATION IN WRITING: §303.421**
   You must receive written notice from your local EI program before any evaluations or assessments can take place. You must also be given written notice within a reasonable time before any decisions are made about:
   a. Your child's eligibility
   b. Individualized Family Service Plan (IFSP) meetings
   c. Beginning or changing your child's services
   d. Refusing (choosing not to receive) services

3. **THE RIGHT TO A COORDINATED INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP): §303.342-343**
   An IFSP is a written plan that contains your goals for your child for the next 12 months. The IFSP lists when, where, and how each EI service will be delivered. You will work with your service team to create your child's IFSP. You will also help plan the meeting when the IFSP is discussed and signed. You can invite anyone you want to join you at the IFSP meeting. Your child's IFSP will be reviewed at least every 6 months, or sooner if requested. You can request an IFSP review meeting at any time.

IDEA Part C federal regulations (34 CFR Part 303) are available at sites.ed.gov/idea/regs/c.

4. **THE RIGHT TO RECEIVE SERVICES IN NATURAL ENVIRONMENTS: §303.26 and §303.126**
   Natural environments are the places where children live, learn, and play. They are also the activities that children do as they go about their everyday lives at home and in the community. IFSP services are designed to be carried out within your family's daily routines and activities, so that you can learn strategies for teaching your child that can be practiced in between service visits. When a service is provided anywhere other than a natural environment, the program must give you a written explanation of why they changed the location.

5. **THE RIGHT TO CONFIDENTIALITY: §303.401 and §303.414-416**
   Access to your personal information is limited to select EI program staff. You must agree in writing before your child's records can be shared with anyone else. Child records will be retained for at least five years, and then destroyed.

6. **THE RIGHT TO REVIEW RECORDS: §303.401, §303.405-412**
   You can ask for an explanation of your child's records, or to review your child's records at any time. EI programs have 10 days to comply with your records request, and must give you one free copy of your child's records. After reviewing the records, you can ask to make changes if you think anything is incorrect or incomplete. If the EI program disagrees with your request to change the records, you can ask for a hearing to challenge the decision.

7. **THE RIGHT TO RESOLVE DISAGREEMENTS: §303.430-434**
   The quickest way to resolve a concern is to talk with your service coordinator or program director. If you are unable to resolve the concern with the local EI program, contact Baby Watch at babywatch@utah.gov or:
   Baby Watch Early Intervention
   PO Box 144720
   SLC UT 84114-4720
   If you feel your rights have been violated, the following dispute resolution options are available:
   a. Submit a written complaint. A copy of the complaint must also be sent to the local EI program.
   b. Request mediation.
   c. Request a due process hearing.

   Until the disagreement is resolved, your child's services will not be affected unless you and the local EI program agree to make a change. For more information about dispute resolution, contact Baby Watch or the Utah Parent Center at (800) 468-1160 or utahparentcenter.org.