



SERVICES WRITTEN PRIOR NOTICE GUIDANCE FOR WISCONSIN'S BIRTH TO 3 PROGRAM

County Birth to 3 Programs are required to:

- Provide families with Written Prior Notice (WPN) for services.
- Propose the services necessary to meet the outcomes on the Individualized Family Service Plan (IFSP).
- Ensure parental consent prior to provision of services.

Steps during an IFSP meeting would include:

- A. The IFSP team, which includes the family, discusses all the possible services and variations of providing the services to meet the IFSP outcomes. During this discussion, the family shares their perspective on the services they wish to receive. The Birth to 3 Program staff share their perspective on the services based upon training, experience, and other expertise.
- B. The Birth to 3 Program proposes the services 'necessary to meet the unique needs of the child and the family to achieve the results or outcomes' documenting these services on the IFSP services page. The Birth to 3 Program staff use their knowledge to support the decision about the services to propose to the family, taking into account the conversation points that occurred during the IFSP team discussion. Needed services and the manner in which each service will be provided are individualized; services vary between children and families. The services proposed represent the best plan, given the information known at the time, for supporting the child and family. The WPN is completed. A copy of rights is offered to the family.
- C. The family is given the opportunity to provide informed consent for the services proposed by the Birth to 3 Program to meet the IFSP outcomes and support for their child and family.

Written Prior Notice and IFSP service page sample documents are available from the DHS Birth to 3 Program website which can be accessed at the following location: <https://www.dhs.wisconsin.gov/birthto3/forms.htm>