

Steps for Completing a Written Prior Notice

Use these directions when the Service Plan is Current and the Evaluation and Review is marked completed.

Evaluations and Reviews (Sidebar)

- Choose “Add an Intermediate Review”
- Populate the Request Date
- Populate the Case Manager (using the binoculars)
- Populate Reason for Review - #8 Other
- SAVE

Questionnaires (Sidebar)

- Choose Notice of Action (Written Prior Notice form)
- Either complete the form or leave it blank to populate at the staffing
- Print it with the draft watermark
- Post staffing insert additional information into the questionnaire as necessary

Documents (Sidebar)

- Choose Notice of Action (Written Prior Notice form)
- Click on Final Version and choose submit
- Print your document without the draft watermark

Evaluations and Reviews (Sidebar)

- Choose Find an Evaluation and Review
- Change the status drop down from active to completed
- Scroll to the bottom of the page and insert the completion date.

Once these steps are completed the document will be stored on the student’s Intermediate Review under the attachments tab.