

Aging and Disability Services Division

IDEA Part C

Parent Rights and Responsibilities/Procedural Safeguards

Rights & Responsibilities of Families

The State of Nevada's Aging and Disability Services Division (ADSD), Individuals with Disabilities Education Act (IDEA) Part C Office, believes that families are equal partners in helping their child get the services they need to grow and learn. This form lists family rights and responsibilities under IDEA. For more details, families can ask for the Parent Handbook at any Early Intervention (EI) Services office.

Family Responsibilities

Families play an important role in planning and providing EI services. As partners with EI staff, families help:

- Make decisions;
- Find resources;
- Solve problems; and
- Use strategies that help their child's development.

Right to be Notified

Families must be told ahead of time if there are plans to review or change the child's Individualized Family Service Plan (IFSP). They must also be told if a service you asked for will not be provided.

An IFSP includes:

- Goals for the child and family;
- How progress will be tracked;
- What services will be given;
- Where services will take place;
- When services will start;
- How long services will last; and
- How the child will prepare to leave EI before turning three (3).

The IFSP is written for one (1) year and reviewed at least every six (6) months.

Surrogate Parent

If a child is in state custody like foster care, and the parent cannot be found or chooses not to be a part of services, a person called a surrogate parent will make decisions about EI services.

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Right to Bring Support

Families can have anyone they choose to be at IFSP meeting(s). This can include other family members, friends, or advocates (supporters).

Right to See Records

Families have the right to look at their child's EI records and ask for a copy. One (1) copy is given at no cost. If other people or programs request records, the request will follow Nevada's policies.

Services at no Cost to Families

There are no costs for EI services in Nevada. If families give permission, their health insurance may help cover costs. Families will not be charged deductibles or co-pays.

Right to Give Permission

Families have the right to get clear information before an evaluation or service begins. Written permission is needed before services begin. Families can choose if they, their child, or other family members take part in any EI service. Saying no to one (1) service does not change the right to receive other services.

Right to Understand

If a family uses a language other than English, sign language, or another way to communicate, they have the right to get information in a way that works best for them. Their rights must be clearly explained at all important meetings.

Right to a Service Coordinator

After a child is approved for services, the family will be assigned a service coordinator. This person helps the family find services, understand their rights, and set up evaluations. The service coordinator works with the family and team to figure out what services are needed and helps address concerns.

Right to Privacy

Information about the child and family is private. The EI program must ask for permission before sharing information with others. Families can choose if they want to share this information.

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Right to Disagree

Families can speak up if they feel their child is not getting the right services. They may talk to their service coordinator, program manager, and other staff.

Families also have legal rights, called procedural safeguards, to help resolve disagreements. Families can:

- File a written complaint;
- Ask for mediation; and/or
- Request a due process hearing

These options can be used at any time. If a complaint is about something also being decided in a due process hearing, the State will wait to handle that part of the complaint until the hearing is over.

To file a complaint, send a written letter to:

IDEA Part C
680 W. Nye Ln, Suite 102
Carson City, NV 89703

Complaints must be resolved within 60 days of being received.

To ask for mediation, families can call (800) 522-0066, write to the address above, or visit the [ADSD Program Policies and Forms](#) webpage to access the Mediation Request Form at adsd.nv.gov. Mediation should happen as soon as possible after the request is made.

While a complaint is being looked into, services will continue unless everyone agrees to make changes. If the complaint is about starting services, any services that are not part of the complaint must start as soon as possible.

To ask for a due process hearing, send a written request to the IDEA Part C Office at the address listed above. Include the reason for the request. The program manager must send this to the IDEA Part C Coordinator within five (5) days. A decision must be made within 45 days of the request.

If the family does not agree with the decision, they can take the matter to State or Federal court.

Statewide Family Supports and Advocacy Organizations

Project ASSIST

A free service that helps families learn about programs and supports in Nevada for children and young adults with special needs.

Statewide Phone Number: 1-800-522-0066

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Nevada P.E.P. (Parents Encouraging Parents)

Nevada's Parent Training and Information Center. It offers support and resources for families of children with disabilities.

P.E.P. provides:

- Information and referrals
- Training workshops
- Helpful "TIPS" articles
- Public awareness activities
- A resource library
- One-on-one help for families
- A network of community specialists

These services are designed to help families understand their rights and support their children's needs.

Statewide Phone Number: 1-800-216-5188

Family to Family Connection

A free service for all Nevada families with babies up to one (1) year old.

Services include:

- New Baby Centers, with classes and workshops.
- A Resource Lending Center with books and videos that families can borrow.
- Infant specialists who can visit families at home, in the hospital, or other locations.

Statewide Phone Number: 1-800-742-4545

Family TIES (Training, Information & Emotional Support)

A parent-led partnership made up of three groups that support families of children with special needs:

- Nevada Parent Network: Offers support and leadership training.
- Family Voices of Nevada: Works to improve healthcare policies.
- Nevada Partners in Policymaking: Teaches families how to advocate and take part in public policy decisions that affect children with special needs.

Statewide Phone Number: 1-866-326-8437

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Nevada Disabilities Advocacy & Law Center (NDALC)

A federally required program that protects the rights of people with disabilities. This program provides legal support, access to the services needed, and helps ensure fair treatment.

Northern Nevada: 1-800-992-5715

Southern Nevada: 1-888-349-3843

Words to Know

Due Process: A formal way to settle disagreements through a legal hearing.

IDEA Part C: A federal law that provides early intervention services for children from birth to age three (3) with developmental delays or disabilities.

Mediation: A voluntary meeting with a neutral person to help solve a disagreement.

Procedural Safeguards: Legal rights that protect families and children in early intervention programs.

Surrogate Parent: An adult who makes decisions for a child in state custody when the parent cannot be found or chooses not to participate.