



**Procedural
Safeguards
and
Dispute
Resolution
Options**

Timeline of Key Actions



July 2025

Office of Special Education Programs (OSEP) tasked the Bureau of Child Development Service (BCDS) to revise our policies and procedures relating to procedural safeguards and timely dispute resolution options outlined in the Individuals with Disability Education Act (IDEA) Part C (34 C.F.R. § 303.431-303.438).

October 2025

BCDS submitted to OSEP:

- ✓ Dispute Resolution Manual
- ✓ Guide to Family Rights and Procedural Safeguards
- ✓ First Steps Families Have Rights Flyer
- ✓ Updated Prior Written Notice Form
- ✓ Independent Hearing Officer (IHO) and Mediator Training
- ✓ MOU with Office of Administration and Law (OALP) (*Finalized November 2025*)

Implementation and Training Timeline



Spring 2026

- ✓ **Release of the Guide to Family Rights and Procedural Safeguards** (*March 2026*)
- ✓ Training for families on procedural safeguards and dispute resolution options hosted by IN*SOURCE (*April 2026*)
- ✓ **Release of Family Rights and Resolution Options webpage** (*April 2026*)
- ✓ Memo release of training requirements for Early Intervention Service(EIS) personnel (*May 2026*)
- ✓ Training for ICC on procedural safeguards and dispute resolution options (*May 2026*)

Summer 2026

- **Training for IHOs and mediators** (*May 8, 2026*)
- Training on updated Prior Written Notice Form (*Ongoing*)
- **Release of First Steps Families Have Rights Flyer** (*Summer 2026*)
- **Release of Dispute Resolution Manual** (*Summer 2026*)
- **Release of Prior Written Notice Form** (*Summer 2026*)
- Translation of materials (*Summer 2026*)



Guide to Family Rights and Procedural Safeguards



Overview of Parent Rights

Within the Indiana First Steps program, you, as a **parent**, have the following rights:

1. The right to give consent, say yes or no, to evaluations, assessments, and services for your child.
2. The right to timely written notice before early intervention providers propose or refuse to start or change your child's identification, evaluation, placement, or delivery of services.
3. The right to receive information in a way that is easy to understand. If English isn't your home language, you have the right to get information in your native language.
4. The right to keep your family's **personally identifiable information** private.
5. The right to have evaluation, assessment, IFSP development and review, service coordination, and procedural safeguards at no cost to you.
6. The right to a full evaluation and assessment by a **multidisciplinary** team to learn about your child's strengths, needs and eligibility for early intervention services.
7. The right to an Individualized Family Service Plan (IFSP), if your child qualifies, within 45 days of the referral.
8. The right to start services within 30 days after you give written consent on the IFSP.
9. The right to be invited to, attend, and take part in all meetings where decisions are made about your child's identification, evaluation, services, or placement.
10. The right to receive services in your family's **natural environment**—like your home or child care—when it helps meet your child's developmental needs.
11. The right to see, check, and ask for changes to your child's records.
12. The right to dispute resolution options, including a written process hearing, when you disagree or believe the

In addition to the rights listed above, you have the right to be **Individual with Disabilities Act (IDEA), Part C** Procedural Safeguards.

Definitions

Parent means a child's biological parent, adoptive parent, legal guardian, foster parent or individual acting in the place of a biological or adoptive parent with whom the child lives.

Multidisciplinary means the involvement of two or more different



Guide to Family Rights and Procedural Safeguards

- The right to **see, check, and ask for** changes to your child's **records**.
- The right to **timely written notice** before early intervention providers propose or refuse to start or change your child's identification, evaluation, placement, or delivery of services.
- The right to **dispute resolution options**, including a written complaint, mediation, or a due process hearing, when you disagree or believe there is a violation of federal law.

Dispute Resolution Options



- Informal dispute resolution
- Formal dispute resolution



Mediation



Written state complaint



Due process hearing



**Family Rights and
Resolution Options Webpage**

Scan QR code or visit
www.in.gov/fssa/ddars/bcds/dispute-resolutions/

Family Rights in Action – Initial IFSP Meeting



Right to prior written notice

Families sign a prior written notice before the meeting and provided a copy of their rights.

Right to understand

Meeting is offered in family's native language, unless it is clearly not feasible to do so.

Right to specific services at no cost

Service coordination, IFSP meetings, and IFSP development is free.

Right to IFSP

When eligible, the family will have an IFSP. They can help write, add-to, or recommend outcomes.

Right to participate

The family is an equal partner and can make suggestions or ask for options.

Right to give consent

The family will be asked to sign and consent to start services. They have the right to say no.

Thank you!

