



Parent's Written Refusal of Services Instruction Sheet



PURPOSE STATEMENT

The Parent's Written Refusal of Services form (Refusal Form) is used only as a **last recourse** in the event that a parent/guardian refuses a recommended health or developmental service(s)/screening(s).

TIMELINE

When parent/guardian refuses recommended health or developmental service(s)/screening(s).

STAFF RESPONSIBLE

Family Service Advocate, Early Head Start Teacher, Home Visitor, Site Supervisor/Assistant Site Supervisor, Home-Based Supervisor, Family Services Supervisor, Early Childhood Education/Disabilities Specialist, and Comprehensive Services and Quality Improvement (CSQI) Program Support staff

INSTRUCTIONS

Prior to completing the refusal form, **staff must first explain the benefits and rationale of the recommended** health and developmental procedures. Staff should also request assistance from their Site Supervisor, Family Services Supervisor, and CSQI Program Support, before offering the Refusal Form to the parent/guardian.

- If the parent/guardian still chooses to refuse the service(s), staff will have the parent/guardian complete the Refusal Form. (If parent/guardian needs assistance, staff may offer to complete the form).
- **NOTE:** Staff must maintain documentation in the Child File of all types of efforts made (i.e. specify information/literature provided: brochures, websites, Service Request for CSQI Program Support, etc.).
- Staff fills in the site name.
- The parent/guardian or staff will:
 - Print the parent/guardian's full name and child's full name.
 - Indicate the procedure(s)/service(s) being declined in the space provided.
 - Document the reason why the parent/guardian is refusing the procedure(s)/service(s) in the space provided. An additional page may be attached if needed.
- Staff asks the parent/guardian to verify that they were told the benefits and reasons for the recommended procedures.
- Staff asks the parent/guardian to review the form to verify accuracy before acquiring their signature at the bottom of the form.
- Staff and the parent/guardian sign and date the form.