



Summary of Changes

ACHIEVE Prior Written Notice Enhancements

This document provides an overview of the updated Prior Written Notice (PWN) features in ACHIEVE for Early ACCESS and Special Education. The changes strengthen how PWNs are linked, documented, managed, finalized, shared with families and tracked.

What is Changing

1. Link PWN To

- A required Link PWN To field identifies the process associated with the PWN.
- If Other is selected, Describe Other appears and is required.
- Incomplete Data Report (IDR) Resolve logic now opens, creates or displays draft PWN modal based on existing drafts and the linked process.

2. Draft PWN Management

- View Draft replaces Preview and allows review without adding the draft PWN to Documents.
- Push to Portal sends a draft for family review without finalizing it; the draft PWN appears in Documents as Incomplete.
- Delete PWN requires confirmation and a delete rationale; multiple draft PWNs may be maintained.

3. Contact Person

- Multiple contact persons may be selected.
- Users may select the PWN creator, add an Alternate Contact or search for another ACHIEVE team member.

4. Early ACCESS

- A new Transition option is available for Early ACCESS PWNs.
- Date Decision Reached is required, and additional action-date sections can be added when needed.

5. Special Education Actions

- Proposed and refused actions are now documented individually, with decision-making information and dates connected to each action.
- Multiple actions can be clearly documented within one PWN.

6. Draft Tracking, Family Portal and Reporting

- A Finalize Draft PWN To Do is generated when a PWN remains unfinished for 5 or more days.
- Finalizing a PWN triggers an email notification for eligible family contacts.
- The Unfinalized PWN Report identifies learners with a PWN open for 10 or more days.

Summary

These enhancements create clearer connections between the PWN and the associated process or action, provide stronger draft-management and tracking tools, and support timely completion and family access.