

Facilitator Notes for a IIP Meeting

Revised April 2006

My name is YOUR NAME and I will be facilitating this IIP meeting. The family has requested service coordination through a IIP. We will be basing our agenda on a needs-based IEP meeting agenda, but including input and planning across agencies. Our purpose today is to determine as a team what CHILD'S NAME needs to learn, and what he/she and his/her family needs from us in their home and community life. Hopefully by the end of the meeting we will have learner outcomes and agreed upon service needs.

For today, let's:

- Speak one at a time.
- Avoid side conversations
- Not judge what is said, unless to clarify
- Let's try to stay on the CHILD and FAMILY'S present and future needs. Stay focused Is this OK with everyone?
- Remember, the IIP is designed to incorporate the child's strengths.

