

Interagency Planning Process Meeting Guidelines

- The family has agreed to interagency services and releases of information have been signed. The DD Case Manager or Rule 79 Case Manager will obtain.
- In preparation, the agency (other than the school) has discussed with the family the information for completing IIP forms (demographic information, family considerations and concerns, and meeting plans) and to complete the Parent Consideration page. This information is shared with all team members before the IIP meeting. Team members will use this information to assure that all parent agenda items are discussed at the meeting.
- Gather and share evaluation information and eligibility determinations with the parents before the meeting.
- Facilitation Basics: Begin with introductions and an explanation of the purpose of the meeting. Review the agenda and determine any revision or additions. Set time parameters and determine any team members' constraints. Assign a note taker for the meeting and to complete the IIP/Service Coordination Worksheet.
- The IIP meeting is a meeting to address goals broadly. This is not a meeting to read levels of performance. At the meeting, beginning with parent issues and concerns, there should be a general discussion by all team members of where the child is, how she/he is doing, and the related strengths, concerns, and needs. This information will drive the general goal statements. In most cases, specific objective statements will be developed outside the meeting and sent to the parent for review. Services to address the goals will be discussed at the meeting.
- All team members should be part of the discussion of issues, concerns and questions in home, school, and community that have been identified by the parents, if possible. County social workers may facilitate the portion of the meeting that addresses home and community based issues such as behavior, self-help skills, basic needs, activities, friends, etc. that are of concern and in need of supports or services. Education staff may take a more direct facilitation role in the discussion of education issues and related services.
- The IIP Service Page of the IIP will be completed and reviewed by all team members at the end of the meeting.
- If there are issues that parents will discuss with agency staff separate from the entire team, facilitators need to make sure that team members know that the interagency part of the meeting has ended.