
INTEROFFICE MEMORANDUM

TO: SERVICE PROVIDERS FOR DOUBLE CLICK AND INSERT STUDENT NAME
INSERT NAMES OF PROVIDERS HERE

FROM:

SUBJECT: IIP MEETING

DATE: 1/27/2006

CC: DOUBLE CLICK AND INSERT PARENT NAME(S)

The family of DOULBE CLICK AND INSERT STUDENT'S NAME has selected to use service coordination and the Individual Interagency Intervention Plan (IIP). While the services you provide will remain the same, the way that services are coordinated and planned will change. Benefits from interagency coordination and the IIP for families include *one plan and one planning meeting for all public services*.

STUDENT'S NAME IEP/IIP meeting is scheduled for IIP DATE at TIME at the BUILDING AND ROOM. If we cannot complete our plans, then we may have to reconvene another meeting.

Because the family is choosing the IIP, other public agencies have been invited to attend and do their planning at this meeting. An IIP meeting includes many people who interact with a child and their family in the home, school and community. These meetings can be lengthy. You can help by coming to the meeting with the following information gathered:

1. What are this child's strengths?
2. What is this child's present level of performance (How is this child functioning in the domain in which you interact with her)? and
3. What do you see as needs to support her and her family for the next year?

In addition, during the meeting please try to stay focused on the present and future needs of this child and family. With this to start, we should be able to move quickly into identifying priorities, goals and services for the upcoming year.

Please consider these areas (as applicable) when considering this child's plan for the next year:

Academic Performance/Cognitive Development/Intellectual Functioning	
Current Health and Medical Status	Physical/Motor Development
Basic Senses Including Hearing and Vision	Social/Emotional/Behavioral Development
Communication	Self-Help Skills
Environmental (Basic Needs)	Adaptive Development
Community Access/Use	Legal Representation

If you have any questions about service coordination please call me at TELEPHONE NUMBER. Thank you.