

INDIVIDUAL SUPPORT SERVICES TEAM MEETING

INDIVIDUAL SUPPORT SERVICES MANAGER'S CHECKLIST DURING THE INDIVIDUAL SUPPORT SERVICES PLANNING TEAM MEETING

	To Be Done	Completed
1. Members who were unable to attend have been sent current reports	_____	_____
2. Each team member has had an opportunity to contribute his/her input	_____	_____
3. The team has reached consensus regarding this child's/youth's strengths and needs	_____	_____
4. Input from all consultants/service providers has been incorporated into the goals of the ISSP	_____	_____
5. Team has reached consensus regarding		
(i) potential goals	_____	_____
(ii) environments	_____	_____
(iii) materials and equipment	_____	_____
6. Team has addressed the issue of transportation	_____	_____
7. All questions have been noted re environmental requirements for procedures such as toileting, feeding, etc.	_____	_____
8. Decisions have been made regarding acceptability of the ISS plan	_____	_____
9. All questions have been noted and decisions made re who will seek answers	_____	_____
10. Each member is leaving with a clear understanding of his/her future role in ensuring that the child can attain the goals written in the plan	_____	_____
11. Date of the next meeting has been set	_____	_____

