

## INDIVIDUAL SUPPORT SERVICES TEAM MEETING

### SUPERVISORY CHECKLIST BEFORE THE INDIVIDUAL SUPPORT SERVICES TEAM MEETING

	To Be Done	Completed
1. Review the steps in the ISS planning process	_____	_____
2. Consult with personnel to ensure that preparation for ISSP team meeting is on schedule	_____	_____
3. Ensure that environments which children/youth may need to be accessed are realistic  e.g., Fire standards, accessibility	_____	_____
4. Consider the appropriateness of environment/space for carrying out procedures such as toileting, catheterization - i.e., privacy, infection control guidelines, sanitation, storage of necessary supplies	_____	_____
5. Ensure that potential staff demands are within the expectations of their roles	_____	_____
6. Consider the resources and support which can actually be made available to this child/youth to ensure success	_____	_____
7. Where appropriate, ensure that transitional planning commences or is in progress	_____	_____
8. Ensure that personnel are prepared to implement the support services plan	_____	_____