

Steps In The Facilitation of the IEP



Step 1: Pre-IEP Meeting (for high conflict IEP's)

1. Meet with parents) and parent advocates.
2. Meet with essential school personnel
3. Identify issues and concerns.
4. Identify and obtain information needed for the IEP.
5. Solicit IEP agenda items.
6. Identify IEP meeting participants and schedule their participation time.
7. Confirm, if appropriate, participation of attorneys advocates, and others.
8. Agree on meeting schedules and times.
9. Confirm agenda items and IEP participants with those involved.



Step 2: Agreement on Process

1. Introductions
2. Explanation of the role of the facilitator.
3. Explain the role of the participants.
4. Agreement on ground rules for the meeting:
 - Behavioral agreements
 - Video/Audio taping
5. Agreement on length of meeting.
6. Agreement on agenda items and sequence.



Step 3: Identifying Issues, Concerns, and Child Needs

1. Identifying what is working.
2. Identify and summarize issues and concerns raised.
3. Discuss and clarify issues.
4. Identify child's strengths.
5. Identify child's needs as they relate to the issues and concerns.
6. Develop "Present Levels of Performance" (focus on strengths).



Step 4: Develop Agreement on IEP Goals

1. Develop a list of goals/objectives/benchmarks for the child.
2. Gain agreement from all parties on goals.



Step 5: Generate Options for Placement and Services

1. Generate a range of options and alternatives for the child. Avoid fixed positions.
2. Be open to all options
3. Focus on inventions and innovations, not debate or negotiation.
4. Identify the most promising alternatives.
5. Evaluate options based on agreed upon criteria, guided by the needs of the child.



Step 6: Negotiate Agreements

1. The options that meet the child's needs and the concerns of the participants.
2. Help parties create trade-offs to meet their primary concerns or interests.
3. Negotiate agreements to related issues (possibly non-IEP issues) .



Step 7: Finalize IEP and Set Up Monitoring

1. Complete the writing of the IEP:
 - placement decision
 - services
2. Complete and sign *Prior Written Notice of Proposed Actions*.
3. Establish a plan for monitoring child's progress.
4. Confirm who is responsible for implementing service and placement agreements.
5. Establish an explicit communication plan between parent and school.
6. Agree on method of managing future conflicts including non-IEP issues.