

## INDIVIDUAL SUPPORT SERVICES TEAM MEETING

### INDIVIDUAL SUPPORT SERVICE MANAGER'S CHECKLIST BEFORE THE SUPPORT SERVICES PLANNING TEAM MEETING

	To Be Done	Completed
1. Check Coordination of Services to Children and Youth, Individual Support Services Plans and relevant Departmental Policies to reference stages in the process	_____	_____
2. Obtain consent for release of information	_____	_____
3. Complete assessment (if appropriate)	_____	_____
4. Read all relevant background information	_____	_____
5. Clarify/validate relevant information with parents and other agencies	_____	_____
6. Ensure that all members		
(i) have been contacted	_____	_____
(ii) know time and place of meeting	_____	_____
(iii) are aware that they should		
- bring/send written supporting document	_____	_____
- be ready to contribute to a discussion of the child's/youth's strengths, needs & goals	_____	_____
7. Clearly articulate a list of strengths and needs gleaned from assessment and questions to be answered	_____	_____
8. Prepare working summary of projected goals, if assessment reports have been received prior to the meeting	_____	_____