

20 QUESTIONS

You should answer before creating an IEP meeting facilitation system

The following is set of questions to be considered when designing an individualized education program/plan (IEP) meeting facilitation system. Typically these systems are funded by the state, but may be managed and implemented by other agencies or groups.

1.	Who will manage/oversee the IEP meeting facilitation system?
2.	How will the system be funded?
3.	How will the system/program be marketed to schools, districts, parents, advocates, mentors, and other interested parties?
4.	How many IEP meeting facilitators are needed?
5.	How will the system be evaluated?
6.	What information will be tracked? <ul style="list-style-type: none">• number of cases?• number of meetings?• hours spent per meeting or case?• issues discussed?• school, district or county using the service?• outcome of each meeting?• whether the team reached consensus on the IEP?• satisfaction level of all meeting participants?• facilitator's performance?• will there be any follow-up after the case?• other indicators for success?
7.	Who can request an IEP meeting facilitator?
8.	How does someone request an IEP meeting facilitator?

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9.

What is the process once a request is received?

- What forms will be used?
- Who will conduct the “intake”?
- What information will be gathered during the intake?
- What is the minimum amount of time needed to meet the request?

10.

Do all parties have to agree to use an IEP meeting facilitator?

- Will there be a pre-meeting agreement form that is signed by the parent and a school/district representative agreeing to use a facilitator?

11.

How will the confidentiality of the student and family be maintained at the time of request?

- What information may be shared by the family or the school/district with the facilitator prior to the meeting?

12.

Is the commitment of a facilitator unlimited once they facilitate a meeting?

- Under what circumstances may the facilitator schedule themselves for another meeting?
- When may they not commit to another meeting?
- Will there be a cap placed on the number of meetings a facilitator can attend for each case?

13.

Must there be a dispute in order for a facilitator to attend an IEP meeting?

- If so, how do you define “dispute”?
- Do all parties have to agree that there is a dispute?

14.

When can a request for an IEP meeting facilitator be denied?

15.

Who decides which facilitator gets which case?

16.

Who will be trained to be an IEP meeting facilitator?

- What are the qualifications to be a facilitator?
- What criteria will be used to select our facilitators?

17.

Once someone is trained, what criteria will be used to decide if they have the skills to facilitate an IEP meeting?

18.

What do the IEP meeting facilitators need to know about confidentiality?

19.

How will we evaluate the effectiveness of our system and our facilitators?

20.

How will facilitators be kept abreast of changes that occur in special education, particularly the law?

- Will ongoing training be offered?
- Will it be mandatory?