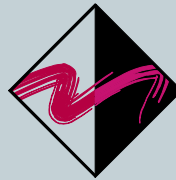


20+ Tips to Facilitate An Effective IEP



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Pre-IEP Preparation



- Draft Goals Sent to Parents 1 week in advance
- Send through a verifiable method, not the child's backpack
- Send all suggested goals in same format

Day of IEP



- Before meeting begins, have full and complete copies of the draft IEP available for each meeting member
- Determine the IEP writer
- Determine the IEP note taker
- Create name cards (first names and role)

Day of IEP continued



- Create a collaborative space
- Place manipulatives around the table
- Place tissue paper on table
- Place pens and paper on table
- Place snacks on table
- Place IEP's on table

Day of IEP continued



- Remove all information from the writing surface (white board, smart board, flip chart, black board, etc)
- Post General IEP Agenda
- Write the child's name on the writing surface
- Set-out three low-odor white/smart board pens and eraser
- Place Procedural Safeguards at parents seating

IEP Meeting



- Greet each and every person the same way as they enter the door
- If you are an impartial facilitator, ask the parents' team if they need to meet with you privately before the meeting. If they want to meet with you privately, provide the same opportunity to the District.
- Make sure a valid IEP team is present



STRUCTURE!

IEP Meeting



- Introductions
- Ground Rules
- Determine the time-frame of the meeting
- NO “Hopes and Dreams”
- Discuss the definition of consensus
- Inform the meeting participants of the District Rep.

PRESENT LEVELS



- Everyone's view are heard
- Maintain focus on each present level area: academic, developmental and functional needs of the child
- Ask questions to flesh out data
- Gain consensus
 - For each present level area and direct the note-taker to indicate consensus
 - For the overall present level and direct the note-taker to indicate consensus
 - When the District and the Parent disagrees.... Parent Concerns

GOALS



- Keep each area separate and distinct
- If short-term objectives are used, refer each short-term objective to the Goal
- Gain consensus at the conclusion of each Goal and indicate to the note taker that consensus has been reached
- At the conclusion of the Goals section, compare the drafted Goals to the Present Level to ensure consistency
- Indicate to the note taker that consensus has been reached

Service Summary



- Specially Designed Instruction
 - List each Goal or Goal Area (maintain consistency with the Goals pages)
 - Anticipated Amount: add up minutes to make sure minutes are not more than a school day
 - Location: may be multiple; across settings
- Gain consensus and indicate to the note taker to mark consensus

Service Summary



- Related Services
 - Don't forget: Transportation, BSP, Adult Assistance, and many, many others
- Supplementary Aids, Accommodations and Modifications
- Supports for School Personnel
- Non-Academic Services

Placement



- Describe how the team needs to discuss the advantages and disadvantages of several placement options.
- Based upon Sam's IEP, what placement options exist?
- Keep the group focuses on one placement option at a time
- Reframe advantages and disadvantages of each placement for note taker
- Gain consensus and indicate to the note taker consensus has been reached

Special Factors



- Forms, forms, forms
- ESY

Assessments



- Forms, forms, forms

Finalization



- Consensus
- What does signing the IEP really mean?
- Next step
- Congratulations!

Tips and Techniques



- When you know that a party will misbehave in the IEP meeting,
 - Prepare a member of the other party (i.e. if the misbehaving party will be a district member, prepare the parent; if the misbehaving party will be the parent, prepare a district member) ahead of time that you will need to enforce a ground rule on them.

Tips and Techniques



- When frustrated with a party, you may consider
 - Becoming the party
 - Cracking the Goo
 - Shift the perspective
 - Walk-N-Talk
 - Take your own time-out and have some chocolate

Tips and Techniques



- When you have a long-talker, you may consider:
 - Talking Ball
 - Walk-N-Talk
 - Time-Out-Reframe Move-On
 - Quick-Check-Why

Tips and Techniques



- When you have an insulting member of the team, you may consider:
 - Neutral reframing
 - Walk-N-Talk
 - Equally enforce civility

Tips and Techniques



- When you have a “Puffy Person,” you may consider:
 - Prep
 - Walk-N-Talk
 - Equally enforce civility
 - Raise Your Voice to the Puffy Person’s intensity and ask several questions with short answers that engage their minds
 - Ego stroke
 - Time-Out-Reframe Move-On
 - Re-Schedule
 - Consider a Puffy Person and the District Rep. only meeting
 - IEP Meeting

Tips and Techniques



- When the IEP Team isn't going to finish, you may consider
 - Set A Deadline (if one hasn't been already set)
 - When at the appointed time, ask the team how it wants to proceed
 - Re-Calendar in the Meeting or utilize MeetingWizard.com

Tips and Techniques



- When a member asks a question off-topic, you may consider:
 - Placing the question/statement/concern into the Parking Lot AND showing the speaker where the question/statement/concern will be addressed on the General IEP Agenda

Tips and Techniques



- When IEP team members are misbehaving, you may consider:
 - Prep
 - The Second Grade Teacher “Look”
 - Columbo
 - Ask the misbehaving party questions, again and again
 - Walk-N-Talk
 - Stand by the misbehaving member

Tips and Techniques



- When interruptions are occurring, you may consider,
 - Columbo
 - Walk-N-Talk
 - Call-Out the party, gently with ego stroking

Tips and Techniques



- When a party uses the word “respect,” always ask the party to describe, in detail, what respect looks like to them

Tips and Techniques



- When a party has “Mall Glaze,” you may consider,
 - Offering chocolate
 - Walk-N-Talk
 - Suggest to re-schedule
 - Honor each stake-holders need for processing time

Tips and Techniques



- When a team member uses a term another team member may not understand, you may consider:
 - Remind the group what that term means
 - Columbo

Tips and Techniques



- When a team member is not directly stating her emotions, you may consider,
 - Describing the behavior, not labeling the emotion

Tips and Techniques



- When you are in a multiple-party, large IEP meeting, you may consider,
 - Ground Rules
 - Red-Yellow-Green
 - Have multiple break-out rooms previously arranged
 - Projector and laptop
 - Tape recordings, conference callers
 - Enough IEPs for everyone

Tips and Techniques



- When the team cannot reach consensus, you may consider,
 - Walk-N-Talk with the stake holders
 - Re-schedule a meeting with the stake holders only
 - Re-schedule the IEP meeting
 - District Rep. may need to impose FAPE

Notes

