

Monthly Meetings Checklist

Some service coordinators find it helpful to track the meetings they have coming up each month. This is a tool service coordinators can use to document the families/IFSP teams they need to schedule with and remind them to complete the accompanying activities that go along with each meeting (i.e. assessment authorizations for an annual review, progress and/or discharge reports collected, etc.) Please remember to keep this stored in a confidential place to protect each family's privacy.

Annual Reviews	6 Month Reviews
Child's name/date due/memo out/scheduled	Child's name/date due/memo out/scheduled
Exit IFSP's	Transition Meetings
Child's name/date due/memo out/scheduled	Child's name/date due/contacted SD/scheduled