

Sample IFSP Meeting Agenda

Some service coordinators find it helpful to distribute an IFSP meeting agenda at the beginning of the meeting so that everyone present understands the activities that must be accomplished during the meeting. This is only a sample IFSP meeting agenda. For more information on policies and procedures for IFSP development please visit the [Child and Family Connections Procedure Manual](#) under [Initial/Annual IFSP Development](#).

- I. Introductions
- II. State meeting guidelines and check on time constraints
- III. State objective
 - a. Develop IFSP
 - b. Requires full team participation from discussion of family priorities thru development of the service plan
- IV. Review family rights
- V. Identify family priorities
 - a. Check to see if anything has changed since intake or evaluations
 - b. Inquire about strengths, concerns, and daily routines
- VI. Complete levels of development/review evaluation findings
- VII. Complete child outcomes
- VIII. Develop IFSP outcomes/strategies
- IX. Develop service plan
- X. Adjourn