

CONDUCTING IFSP MEETINGS

ROLE OF THE FACILITATOR:

1. Support family members and professionals in having conversational interactions about the child and family needs.
2. Help the team recognize that the family knows the child best.
3. Help the professionals share the information they have gained without giving a formal report (reading a report aloud or using a formal tone).
4. Ensure that the family has an equal opportunity to talk, raise issues and concerns, and ask questions.
5. Keep the flow of the meeting as a conversation between the family and professionals.

STRATEGIES THE FACILITATOR CAN USE DURING THE IFSP MEETING:

1. Set the stage for the meeting.
2. Listen to the family's point of view.
3. Acknowledge what the family is already doing.
4. Respond to the family's view.
5. Listen to the professionals' views.
6. Confirm family/professional agreement.
7. Synthesize the discussion and select outcomes.
8. Decide how to evaluate.
9. Focus on a shared vision.