

Trisha Bergin-Lytton, M.Ed.

Mediator, IEP Facilitator, Trainer & Consultant

Test Your Knowledge: FACILITATED IEP/IFSP MEETING PROCESS

Directions: Read the statement below and make a checkmark in the box you select. Total your True, False and Not Sure responses at the bottom of the column on page 2.

Test your knowledge about the Facilitated IEP/IFSP Meeting process.	True	False	Not Sure
1. The definition of facilitation is “to make easier”.			
2. One purpose of IEP/IFSP Facilitation is to support and advocate for the IEP/IFSP meeting process.			
3. The IEP/IFSP Facilitation process can only be requested by a school district.			
4. IEP Facilitation should promote collaboration and team building between the family and school.			
5. In an IEP/IFSP Facilitation meeting, the facilitator develops and manages the meeting agenda.			
6. The family must voluntarily agree to the facilitation process for their child’s IEP/IFSP Meeting.			
7. If an attorney attends the Facilitated IEP/IFSP Meeting, the process follows a different format.			
8. A facilitated IEP/IFSP meeting is also be called a mediated IEP/IFSP meeting.			
9. The IEP/IFSP Facilitator does not assist the team to capture requests/proposals or generate counter-requests/proposals during the meeting.			
10. If a student has evaluations that need to be presented, that review process could take place along with the Facilitated IEP/IFSP Meeting.			
11. Any issue resolved during a mediation session would be the same issue that is discussed with decisions made during a Facilitated IEP/IFSP Meeting.			
12. The Facilitated IEP/IFSP Meeting process supports consensus decision-making by the team.			
13. In preparation for a Facilitated IEP/IFSP Meeting, a district-designated staff member would be assigned as the chairperson to manage the meeting with support provided by the facilitator.			

Test your knowledge about the Facilitated IEP/IFSP Meeting process. (Con't.)	True	False	Not Sure
14. Caucusing during a Facilitated IEP/IFSP Meeting is a standard practice.			
15. The Facilitated IEP/IFSP Meeting process will not be successful if the family and the district are not both committed to exploring solution options together.			
16. Per IDEA, no drafts of any part of the IEP/IFSP document are permitted to be prepared or shared prior to the Facilitated IEP/IFSP Meeting.			
17. The facilitator should examine the student's records on file before facilitating the IEP/IFSP Meeting.			
18. Before the actual IEP/IFSP meeting, concerns and/or requests could be gathered and exchanged between the family and district through the facilitation process.			
19. The facilitator makes decisions about the student's program throughout the IEP/IFSP Meeting.			
20. A key responsibility of the facilitator is to support the team to maintain focus on the needs of the district.			
21. Both the facilitator and participants could complete some IEP/IFSP preparation tasks prior to the Facilitated IEP/IFSP Meeting.			
22. A facilitator is not required to adhere to the same confidentiality as the IEP/IFSP Team members.			
23. During a Facilitated IEP/IFSP Meeting, the facilitator is expected to lead and control the process.			
24. The agenda for a Facilitated IEP/IFSP Meeting is different from an IEP/IFSP Meeting that is not facilitated.			
25. At a Facilitated IEP/IFSP Meeting, the facilitator designates each IEP/IFSP Team member's role and participation level.			
26. The facilitator is not accountable for the IEP/IFSP Team's decisions.			
27. Encouraging full participation by the team members is a co-responsibility of the facilitator during a Facilitated IEP/IFSP Meeting.			
28. With support from the facilitator, the IEP/IFSP Team members establish guidelines to follow during the Facilitated IEP/IFSP Meeting.			
TOTALS			