

# WELCOME

## PRESENTATION

The IEP/IFSP Facilitation Journey:  
Facilitator as the Guardian of Team  
Collaboration with Chairperson Support

## PRESENTER

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# PARTICIPANTS

## ➤ EXPERIENCE LEVEL



## **PRESENTATION INTENT**

**This presentation and  
all supporting materials:**

**Are intended to be**

- **informative**
- **educational**

**Are not intended to be**

- **legal advice**

## **PRESENTATION MATERIALS**

- **The Power Point presentation and accompanying resource material contained in your packet are copyrighted.**
- **Please honor the copyright.**
- **Thank You!**



## GUIDELINES

### **Group Productivity**

- Remain actively engaged
- Demonstrate respect
- Place phones on vibrate
- Depart the room if you need to answer a phone call
- Limit side-bar conversations
- Adhere to agenda times
- Other



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## PRESENTATION SCHEDULE

**2 hours and 45 minutes**

- **Start: 9:45 a.m.**
- **Break: 11:05 a.m.-11:15 a.m.**
- **Finish: 12:30 p.m.**



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## **PRESENTATION PURPOSE**

To expand your knowledge about the:

- **Best Practices associated with a Facilitated IEP/IFSP meeting**
- **Role of the Facilitator during the Facilitation of an IEP/IFSP meeting**
- **Implementation of the IEP/IFSP Facilitation process steps**

To improve your:

- **Effectiveness as a participant or a facilitator during a Facilitated IEP/IFSP meeting**

## **PRESENTATION OUTCOMES**

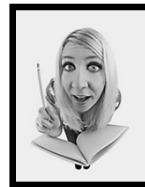
Participants will:

- **Review the goal, purposes and best practices for utilizing the IEP/IFSP Facilitation process.**
- **Explore the role and responsibilities of an IEP/IFSP Facilitator, in particular the IEP/IFSP Facilitator in the role of the guardian of team collaboration with chairperson support.**
- **Recognize the participation level of the facilitator and participants before, during and after the IEP/IFSP Facilitated meeting.**
- **Identify best practice tasks and techniques of the IEP/IFSP Facilitation process before, during and after the meeting.**
- **Examine a checklist to guide and monitor completion of best practice tasks at each step of the IEP/IFSP Facilitation process.**
- **Discover the benefits related to the Facilitated IEP/IFSP meeting process.**

## TEST YOUR KNOWLEDGE

### Activity

- IEP/IFSP Facilitation  
Process Pre-Test



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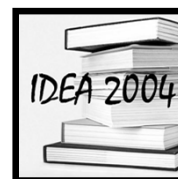
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## IDEA 2004

Expanded Options for Special Education  
Dispute Resolution to

- \_\_\_\_\_
- \_\_\_\_\_

Opportunities for Early Dispute Resolution



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## FACILITATION

To support the team improve the way it:

- \_\_\_\_\_ team problems
- \_\_\_\_\_ team problems
- \_\_\_\_\_ team decisions.

Ultimately, to increase the group's effectiveness to \_\_\_\_\_ in developing the required plan.



## IEP/IFSP FACILITATION...

Is the addition of an impartial and unbiased person to the IEP/IFSP Team, called a Facilitator who:

- Has no stake in the \_\_\_\_\_ of the meeting
- Serves the IEP/IFSP Team by supporting the \_\_\_\_\_ of the meeting
- Demonstrates \_\_\_\_\_ communication skills and problem solving techniques
- Encourages full \_\_\_\_\_ by:
  - Promoting mutual understanding
  - Supporting shared responsibility
  - Endorsing the investigation of solution options
- Strives for \_\_\_\_\_ decision making
- Other

## PURPOSE OF A FACILITATED IEP/IFSP

- Why utilize the Facilitated IEP/IFSP process?



## IEP/IFSP FACILITATION PURPOSE

- Initiate early \_\_\_\_\_ management
- Build and improve \_\_\_\_\_ relationships
- Foster \_\_\_\_\_
- Encourage full \_\_\_\_\_
- Support the IEP/IFSP \_\_\_\_\_
- Demonstrate effective \_\_\_\_\_ skills
- Enhance \_\_\_\_\_ techniques
- Promote \_\_\_\_\_ of solution options
- Maintain \_\_\_\_\_ building
- Address only \_\_\_\_\_ issues
- Other



## BEST PRACTICES

### IEP/IFSP FACILITATION...

Is a process that involves

- \_\_\_\_\_ agreement to participate
- Mutually selected or accepted \_\_\_\_\_
- Signed \_\_\_\_\_
- Solution-oriented \_\_\_\_\_
- Focus on the student's \_\_\_\_\_
- Attention toward the \_\_\_\_\_
- Discussions & decisions only about \_\_\_\_\_ issues
- Other

## BEST PRACTICES

### IEP/IFSP FACILITATION...

Is NOT a Process to:

- \_\_\_\_\_ a parent's right to due process
- \_\_\_\_\_ a parent's right to due process
- Address \_\_\_\_\_ issues
- Other





## IEP/IFSP FACILITATOR'S ROLE

### Activity

- What is the IEP/IFSP Facilitator...
  - Responsible for ?
  - Not Responsible for ?



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## IEP/IFSP FACILITATOR'S ROLE

### What an IEP/IFSP Facilitator:

- Is responsible for
- Is Not responsible for

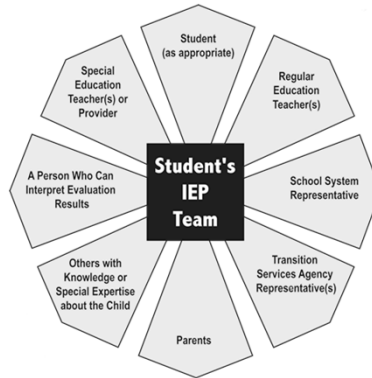


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# IEP/IFSP FACILITATOR'S ROLE

**Basic Function: Safeguard \_\_\_\_\_**



# OVERVIEW: IDEA & IEP FACILITATION

## BEFORE the IEP/IFSP Meeting

IDEA Requirements	IEP/IFSP Facilitation Best Practices
<ul style="list-style-type: none"> <li>• Mutually agree upon IEP/IFSP arrangements: location and time</li> </ul>	<ul style="list-style-type: none"> <li>• Gain agreement on the IEP/IFSP arrangements: location and time</li> </ul>
<ul style="list-style-type: none"> <li>• Provide Written IEP/IFSP Notice to the family with the reason(s) for the meeting and a list of IEP/IFSP Invitees</li> </ul>	<ul style="list-style-type: none"> <li>• Gain agreement on the IEP/IFSP participants</li> </ul>
	<ul style="list-style-type: none"> <li>• Explain: 1) facilitation _____, 2) _____ of the facilitator, and 3) _____ to participate form</li> <li>• Collect _____ issues of concern</li> <li>• Orient participants toward the _____: ask about proposed solution options to current issues of concern</li> </ul>

## OVERVIEW: IDEA & IEP FACILITATION DURING the IEP/IFSP Meeting

IDEA Requirements	IEP/IFSP Facilitation Best Practices
1. Statement of the student's Present Levels of Performance and parent's report	1. Consensus on the student's profile and Present Levels of Performance, accept parent's report
2. Statement of goals with benchmarks	2. Consensus on the student's goals with benchmarks
3. Statement of program modifications, accommodations and supports for staff	3. Consensus on instructional modifications, accommodations and supports for staff
4. Develop the student's educational program	4. Consensus on the student's educational program
5. Statement of Special Education program, Related/Ancillary Services with Supplementary Aids/Services	5. Consensus on Special Education program, Related/Ancillary Services with Supplementary Aids/Services
6. Review the Prior Written Notice of Actions	6. Consensus on the Prior Written Notice of Actions language
7. Confirm follow-up tasks	7. Consensus on any follow-up tasks

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## IEP/IFSP FACILITATION PROCESS

### ***Before*** the IEP/IFSP Meeting:

- \_\_\_\_\_/Intake

### ***During*** the IEP/IFSP Meeting:

- \_\_\_\_\_
- Explore & Evaluate \_\_\_\_\_,
- \_\_\_\_\_
- Gain \_\_\_\_\_, Reach \_\_\_\_\_
- \_\_\_\_\_

### ***After*** the IEP/IFSP Meeting:

- \_\_\_\_\_



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## **BEST PRACTICES: BEFORE THE IEP/IFSP**

### ***Activity***

#### ➤ Preparation Tasks

- Facilitator
- District
- Family



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## **BEST PRACTICES: BEFORE THE IEP/IFSP**

### **Purpose, Tasks & Techniques**

- Facilitator Preparations
- Participant Preparations



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## **BEST PRACTICES: BEFORE THE IEP/IFSP**

### ***Activity***

- **Preparation Step**
  - **Benefits**
  - **Challenges**



## **BREAK**



**\*\*\* Please be back in your seat ready to work in 10 Minutes.\*\*\***

## **BEST PRACTICES: DURING THE IEP/IFSP**

### **Purpose, Tasks & Techniques**

- Opening
- Explore and Evaluate Solution Options, Problem Solve
- Gain Agreements and Reach Consensus
- Closing



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## **IEP/IFSP FACILITATION STRATEGY**

### **IEP/IFSP Team Effort vs. Caucus**



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## **BEST PRACTICES: AFTER THE IEP/IFSP**

### **Purpose, Tasks & Techniques**

- Evaluation
- Follow-up Tasks



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## **IEP/IFSP FACILITATION PROCESS**

### ***Activity***

- **Benefits of the IEP/IFSP Facilitation Process**
  - Immediate
  - Future



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## REVIEW: CONCEPT

### Activity

- What concept made an impact on you during this presentation?



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## RE-TEST YOUR KNOWLEDGE

### Activity

- Facilitated IEP/IFSP Meeting Process Post-Test



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## **LET'S REVIEW**

**You have gained knowledge about the IEP/IFSP Facilitation process, specifically the:**

- **Purposes and best practices for utilizing the Facilitated IEP/IFSP process.**
- **Role and responsibilities of the IEP/IFSP Facilitator as the guardian of team collaboration with chairperson support.**
- **Participation level of the facilitator and team members before, during and after the Facilitated IEP/IFSP meeting.**
- **Best practice tasks and techniques involved in each step of the IEP/IFSP Facilitation process with a checklist to monitor and guide implementation.**
- **Benefits of the Facilitated IEP/IFSP process.**

## **YOUR NEXT STEP**

**You have acquired information about the IEP/IFSP Facilitation process with the role of the facilitator as the guardian of team collaboration with chairperson support.**

**You are now ready to:**

- **Implement this process.**
- **Educate others about this process.**
- **Promote and support this process.**
- **Initiate a collaborative dialogue within your organization or amongst your peers about the benefits of this process.**
- **Explore the necessary steps to develop or improve upon an organizational process that would offer participants the option of utilizing this process.**

## PARTICIPANT'S FEEDBACK

- What parts of the presentation did you find to be the most valuable?



- Could the presentation be improved? If so, how?



## EVALUATION

**Your Opportunity  
to Provide Feedback**

