

## Helpful Hints

# How To Plan for an Interdisciplinary Team Meeting (IDT) or a Service Plan Meeting (SP)



- Let the organizer of the meeting know if a proposed day, time or location for the meeting does not work for you.
- If the meeting is at a time when you have day program or work ask that the time be changed if that is what you want; if not, be sure to let your supervisor know you have a meeting.
- Ask that the meeting agenda be given to you at least one week before the meeting.
- For an IDT meeting -- make a list of your questions/concerns/comments. Take this to the meeting with you; and consider sharing it with the team before the meeting.
- For a Service Plan (SP) meeting -- make a list of things you want to keep the same and those you wish to change in the Service Plan.
- Invite a support person to help make your list of comments and questions for the meeting and to attend the meeting with you.
- If you have an advocate, be sure your advocate knows about and can attend the meeting with you.
- For individuals – speak up! You are the reason for the meeting and your voice needs to be heard.
- For parents and other support people – you have important knowledge about the person and are a member of the team if the individual wishes you to be— you also need to speak up!
- At the meeting communicate assertively, rather than passively or aggressively.
- Ask questions and ask for clarification if you do not understand something.
- Listen