**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