

Treatment Integrity Measure for the IEP Meeting:

Steps to follow:	Yes or No Response:
1. Prior to the Meeting	
Was the parent called or notified of the meeting?	
Were the parents' schedules accommodated as much as possible?	
Was an appropriate meeting place secured?	
Were there appropriate brochures or information specifying staff, phone numbers, and a guide to common language?	
Was the appropriate staff notified of the meeting and expected to attend?	
Was all pertinent information mailed to the parent in advance of the meeting for their review?	
2. During the Meeting	
Were the appropriate personnel present at the meeting?	
Were physical barriers minimized?	
Were the parents' rights reviewed prior to the meeting?	
Were ideas shared visually (LCD, power point, etc.) so all IEP members could see them?	
Were the child's strengths reviewed?	
Was there a check for parent understanding of key points made?	
Was the parent asked for their opinion?	
Was there a discussion of clear expectations regarding placement, related services, and modifications and accommodations?	
Were timelines discussed?	
Were team members' roles and responsibilities outlined?	
3. After the Meeting	
Were the parents asked if their concerns and perspectives were heard?	
Was there appropriate follow through regarding IEP decisions concerning delivery of services, goal monitoring, and reporting of progress to parents?	
Were the parents provided with information on the best way to contact educational staff if they had questions?	
Was there communication with the parents after the meeting?	