

Effective Team Collaboration

Evaluation Tool

Needs improvement
Not Practiced
Practiced

Best Practices related to Collaboration	Team Assessment	Improvement Strategies
I. Before the IEP Meeting		
A. Assure sufficient amount and quality of planning time.		
B. Bring parents into process as early as possible.		
C. Assure that all participants have the understanding and skills to allow the process to work.		
D. Clarify member roles and understanding of importance.		
E. Arrange meeting schedule and location to promote a positive meeting atmosphere.		

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II. During IEP Meeting				
A. Focus on student issues and strengths.				
B. Directly link the IEP to the general education classroom.				
C. All IEP members demonstrate skills in listening and communication.				

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III. After the IEP Meeting

<p>A. Assure that a process is in place so that staff assume designated responsibilities following the IEP meeting.</p>					
<p>B. Make certain that the IEP document is accessible to all appropriate staff.</p>					
<p>C. Assure consistent monitoring.</p>					
<p>D. Assure that IEP objectives are reflective in the progress report.</p>					
<p>E. Review the IEP Process.</p>					