



## General Guidelines for Conducting IDT Meetings

### MEETING TASKS:

1. Identify chairperson
2. Identify note taker (meeting minutes)
3. Participant introduction
4. Identify purpose of the meeting (Meeting topic)
5. Chair facilitates topic discussion
6. Chair reviews actions steps and identifies responsible party(ies)
7. Schedule follow-up meeting as needed
8. Summarize meeting
9. Distribute minutes

### IDT MEETINGS ARE:

- Client-centered
- Include 3 or more stakeholders
- Outcome focused
- Pre-arranged
- Documented/minutes
- Addressing a service need

### POTENTIAL STAKEHOLDERS:

- The individual served
- Family, guardian, representative payee, or other advocates for the individual
- Supports Coordinator/Case managers
- Funding agency designee(s)
- Medical representative(s)
- Residential representative(s)
- Vocational/Day Program representative(s)
- Clinical representative(s)
- School-based representative(s)