

ROLES IN DEVELOPMENT & IMPLEMENTATION OF THE ISP

WHO	WHAT	WHEN
IDT Members (e.g., case manager, nurse, therapist)	Complete and disseminate assessments to the rest of the IDT (including other providers, the person and the guardian)	At least 2 weeks before the meeting
Case Manager	Meets with the person (and guardian) to review rights, review assessments, sign paperwork (e.g., Addendum A), discover what the person wants for the future, help the person prepare for the meeting, etc.	Before the meeting
Case Manager	Sends written notice of meeting to meeting participants	At least 21 days before the meeting
Service Coordinators	Sends annual narrative assessment summaries to case manager and all other team members	Two weeks before the meeting
IDT Members	Review assessments, identify implications for planning, and prepare for the meeting (e.g., help the individual prepare visual aids, make notes of things to include during the team's discussion)	Before the meeting
IDT Members	Submit draft individual-specific training requirements to the case manager	Before the meeting
Therapists and Nurses	Make arrangements with the case manager to participate in the meeting in person or by phone (if necessary/requested by the team)	Five days before the meeting

