

Individualized Intervention Planning Checklist

Child :
Coach:

Teacher:
Initial Meeting Date:

Data Review Date:
Planning Meeting Date:

Before Initial Meeting:

- Inquire about center protocol on teaming for behavior needs
- Plan with teacher how/what to communicate with family
- Schedule initial meeting with Team

At Initial Meeting:

- Discuss what existing data can be used to plan
- Plan what additional data is needed and who will collect
- Schedule Data Review

Before Data Review:

- Assist teacher in completing or updating **SEAM**
- Collect child observational data, including ESI and BIR-IT
- Collect and review data, plans, and other child records

At Data Review:

- Review data
- Use **SEAM** and other child data to complete **Child Strengths & Concerns**
- Use **Child Strengths & Concerns** to select child goal
- Use BIR-IT & other data to discuss when individualized interventions will take place (activities, routines, times of day)
- Schedule Planning Meeting

Before Planning Meeting:

- Send invitation to Team
- Prepare **Individualized Intervention Plan(s)**
- Gather new and existing forms needed for planning

At Planning Meeting:

- Review **Child Strength & Concerns** & goal selected by team
- Review **Individualized Intervention Plan(s)**
- Prepare **PTR-YC** or determine other method for child data collection by teacher
- Update **Targeted Support Plan**, if needed
- Make note of possible changes to **Teacher Action Plan**
- Schedule first intervention session & follow up meeting

You will need:

- Existing plans (Targeted Support, IFSP, etc.)
- Existing child data
- Data collection tool(s)
- SEAM (new or existing)
- ESI
- Child Strengths & Concerns
- Teacher Action Plan (for coach's personal use only)
- Individualized Intervention Plan
- PTR-YC or other Progress Monitoring Tool
- Data Collection Log