# ISP Meeting Agenda

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| **Person’s legal name:** |  | | **Preferred name:** |  |
| **ISP meeting date:** |  |  | |  |

Based on conversation with the person supported, the team, and/or gathered in the Person Centered Information and Needs Assessment, record what the person and/or team members want to talk about and note the action that was taken.

**Consider the following:**

* Celebrations and achievements from the previous year
* Review One Page Profile(s)
* Anything this person wants to talk about at the meeting
* Assessed needs and how the person wants to be supported
* Any supports the person needs to more fully participate in planning his/her life, to understand his/her rights, or to understand his/her ISP
* Anything that the person wants support to work toward, change, and/or learn
* What others believe is important for the person to work toward, change and/or learn
* Any items from previous agendas that need to be discussed again
* Briefly review goals from the previous ISP. Were there any barriers that need to be addressed?
* Other items not yet addressed that the team needs to discuss

| **Discussion Topic** | **Action Taken/Outcome,** e.g.Desired Outcome, Issue resolved (note how it was resolved), Added to Safety Plan, etc. |
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*At the end of the meeting, the SC/PA leads the team to review the finished ISP and Support Documents.*