WORKSHEET

My meeting planner

Get ready for your IPP or planning meeting, so your voice leads.

The meeting

- [ ] IPP meeting
- [ ] Person-centered planning
- [ ] Spending plan review
- [ ] Budget meeting
- [ ] Meeting with a new provider
- [ ] Other

Date: _____ **Time:** _____ **Where:** _____

Who I want there

- [ ] Family
- [ ] A friend
- [ ] My Independent Facilitator
- [ ] My service coordinator
- [ ] My Amelio Services provider
- [ ] My supporter
- [ ] Someone else: _____

What's going well

What I want to change

My goals, in my own words

I want to... because...

Questions I want to ask

- [ ] Can we start by talking about what's going well for me?
- [ ] Can we write my goals in my own words?
- [ ] How will my budget be figured, and can I see the details?
- [ ] What generic resources should I apply for?
- [ ] Who will do each next step, and by when?
- [ ] When will I get a copy of my IPP?
- [ ] If I disagree with a decision, how do I appeal?
- [ ] Who do I contact if something changes before the next meeting?

What helps me during the meeting

- [ ] Breaks
- [ ] Pictures
- [ ] A slower pace
- [ ] An interpreter
- [ ] Someone to take notes
- [ ] The agenda ahead of time
- [ ] I speak first
- [ ] A quiet room

After the meeting

- Ask when you'll get a copy of your IPP.
- Write down each next step, who will do it, and by when.
- If you disagree with a decision, you have 60 days to appeal a Notice of Action, and 30 days to keep your services the same during the appeal. Free help: OCRA, (714) 621-0563.

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