**CSP CHECKLIST**

**PLEASE COMPLETE PRIOR TO MEETING**

BEFORE THE MEETING

Have parents been informed of the purpose of the meeting **PRIOR** to the meeting date?\_\_\_\_\_\_\_\_

Have parents signed the consent forms **PRIOR** to the meeting date? \_\_\_\_\_\_\_\_\_

Have parents been given contact info for Parent Rep **PRIOR** to the meeting date? \_\_\_\_\_\_\_

(Parents should be advised that Parent Rep services are available to the family AT NO CHARGE)

Have parents been advised that they can bring support persons to the meeting? \_\_\_\_\_\_\_\_

Is there a team already in place? \_\_\_\_\_

Have you identified all providers who should be invited to the meeting? \_\_\_\_\_\_\_\_\_\_

Fax consent to all agencies invited\_\_\_\_\_\_

Has every effort been made to schedule meeting within 2 weeks of request/consent? \_\_\_\_\_\_\_

DURING THE MEETING:

Get input from the family and all team members \_\_\_\_\_\_\_\_\_

Complete the whole all 8 pages of the CSP document (including the crisis plan) \_\_\_\_\_\_\_\_

Give copy of CSP to everyone at the meeting, BEFORE leaving the meeting. \_\_\_\_\_\_\_\_\_

Schedule a follow up CSP meeting within 1-2 months \_\_\_\_\_\_\_\_\_\_

AFTER THE MEETING

Copy of the CSP goes in the child’s school and mental health file\_\_\_\_\_\_\_\_\_\_\_.

Original CSP gets updated at each follow up meeting.

OTHER CONSIDERATIONS

Who can ask for a CSP Meeting? Any team member including parents/guardian

Who MUST be at the meeting? Parents, Mental Health and Education

Who can be at the meeting?

**Mental Health** even if the child/family are not involved with Rutland Mental Health, it is important that they be involved; they may have support services to offer and should a case ultimately be considered for assessment or residential placement it must be open to the mental health agency.

**DCF Family Services** Family Services must be involved as the guardian if a child is in custody; if a child is not in custody, Family Services may be able to offer supports such as Family Safety Planning or in-home parent supports.

**Private Counselors** if the family is engaged with a private counselor, the family should be encouraged to invite them to the meeting. If they are unable to attend, it’s helpful to get information from them prior to the meeting, to make sure their input is included in the plan.