



Annual Autism Milestone Assessments

Providers and Staff Checklist

(For teachers, therapists, case managers, and service providers)

Before the Meeting:

✓ **Review the Child's Progress:**

- Gather data on academic, behavioral, and social progress.
- Review previous goals, IEP (if applicable), and therapy reports.
- Identify strengths, areas of improvement, and ongoing challenges.

✓ **Collaborate with Other Team Members:**

- Gather input from speech, occupational, and behavioral therapists.
- Communicate with special and general education teachers.
- Align on recommendations and potential goal updates.

✓ **Prepare Documentation & Reports:**

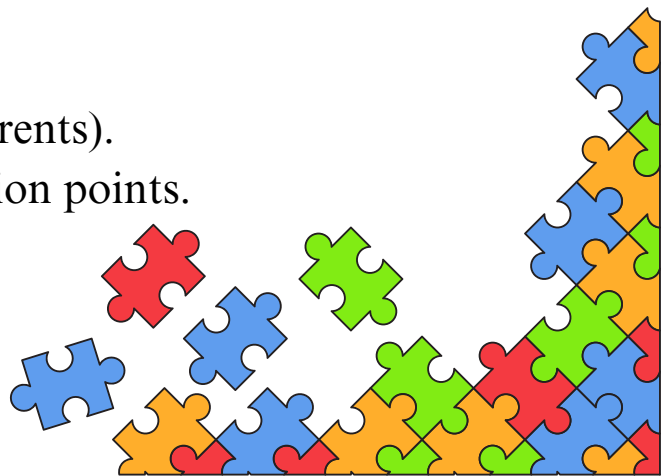
- Current IEP or 504 Plan (if applicable).
- Progress monitoring reports and assessment results.
- Behavioral observation notes and accommodations/modifications.

✓ **Plan for New Goals & Adjustments:**

- Assess whether previous goals were met and if adjustments are needed.
- Propose new, achievable goals for the next year.
- Ensure all recommendations are evidence-based and student-focused.

✓ **Ensure Meeting Logistics Are Set:**

- Confirm meeting date, time, and location.
- Send reminders to all attendees (including parents).
- Prepare handouts or digital slides for discussion points.





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During the Meeting:

✓ **Start with a Positive Approach:**

- Highlight the child's strengths and progress.
- Acknowledge parents' insights and concerns.

✓ **Discuss Present Levels of Performance (PLOP):**

- Go over academic, social, emotional, and behavioral development.
- Address sensory, communication, or executive functioning needs.

✓ **Review and Update Goals & Services:**

- Present data-driven recommendations for new or modified goals.
- Ensure accommodations align with the child's current needs.

✓ **Encourage Parent Involvement & Feedback:**

- Provide time for questions and concerns.
- Discuss home strategies to support school interventions.

✓ **Clarify Next Steps & Action Items:**

- Finalize agreed-upon changes.
- Assign follow-ups (e.g., additional evaluations, therapy referrals).
- Ensure parents leave with a copy of the plan and resources.

