

Overview of Appropriate Written Individualized Assistance Toolkit Components & Uses



TOOL	PURPOSE	USED BY	USED WITH
Considerations for Parent Centers re: Individualized Assistance	<i>To provide context and background information to help understand the issues</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Considerations for Parent Centers re: Unauthorized Practice of Law	<i>To provide context and background information to help understand the issues</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Written Provision of Individualized Assistance (ppt)	<i>Professional Development (site visits, Board training, regional conferences)</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Written Provision of Individualized Assistance to Use with Staff (ppt)	<i>Professional Development</i>	RPTACs Parent Center Directors	Parent Center Staff
Dialogue Guide: Written Individualized Assistance	<i>Professional Development (regional conferences, Parent Center staff/ volunteer training) – accompany ppt</i>	RPTACs Parent Center Directors	Parent Center Staff
Dialogue Guide: Unauthorized Practice of Law	<i>Professional Development (regional conferences, Parent Center staff/ volunteer training) – accompany ppt</i>	RPTACs Parent Center Directors	Parent Center Staff
Written Individualized Assistance Scenarios & Answer Key	<i>Professional Development (regional conferences, Parent Center staff/ volunteer training) – accompany ppt</i>	RPTACs Parent Center Directors	Parent Center Staff
Unauthorized Practice of Law Scenarios & Answer Key	<i>Professional Development (regional conferences, Parent Center staff/ volunteer training) – accompany ppt</i>	RPTACs Parent Center Directors	Parent Center Staff

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TOOL	PURPOSE	USED BY	USED WITH
Providing Quality, Appropriate Written Individualized Assistance Checklist	<i>To help Parent Centers assess policies, procedures, and practices regarding written individualized assistance and unauthorized practice of law (site visits, Board training)</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Policies:	<i>To help Parent Centers compare and improve their existing policies and/or develop appropriate policies (site visits, Board meetings)</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Data Collection & Documentation	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Case Notes Policy/Procedures	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Confidentiality and Records Release Policy	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Disclaimers	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Written Individualized Assistance Policy/Procedures	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
Sample Unauthorized Practice of Law Policy/Procedures	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
SPAN TA Policy	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board
WI FACETS UPL Policy/Procedures	<i>See above</i>	RPTACs Parent Center Directors	Parent Center Management, Board