A Teamwork Approach in the Primary Service Provider Model

Panelists:
Mary Ellen McGeehan, M.Ed., CCC-SLP
Lezlie Carson, M.A., CCC-SLP, M.Ed
Ashley Hurd, MS., CCC-SLP
Teran Frick, MS., ECSE
Kelly Bechard, MS., ECSE
Welcome

- Facilitator – Michele Utt, Infant-Toddler Technical Assistance Specialist

- Each panelist will introduce themselves:
  - Name, discipline
  - Your tiny-k program and where located
  - Approximate number of children served in your program
What is the primary service provider approach?

- PSP model with coaching - one person is assigned as the primary coach to the family and receives coaching support from other team members to strengthen parenting competence and confidence and promote child learning and development.

- Blended or Dedicated Service Coordination

- Master Coaches in Kansas tiny-k programs

- Relationship-based approach

Components of a team meeting

- Logistics
- Facilitation
- Coaching colleagues during team meetings
- After the meeting...
Logistics

- How many teams does your program support?
- How many people are on each team?
- On your team:
  - How often do you meet?
  - What is the composition in terms of disciplines represented?
  - Do you have established ground rules? What are they?
  - Who is the “keeper” of the agenda? Who creates and shares? What are the timelines for getting a topic/child onto the agenda?
South Team Meeting

Primary Coaching Opportunities (10 min):
What is new? / What has been tried? / What support do you need? / Did we help? / What is the plan for your next visit?

Celebrations:

Welcome To The Program:
Reason for referral / Family’s priorities / Possible support needed / Primary Coach:

Transitions Due:
* Send Referral / Reevaluate and Schedule Transition Conference
- August: March and April Referrals
- September: January Referrals
- October: February Referrals
- November: March Referrals
- December: March and April Referrals

Announcements/Other:

January – March, April and May Referrals
February – June Referrals
March – July Referral Referrals
April – August and October Referrals
May – October, November 12th Referrals
June-July with limited availability during the summer.
Team Meeting Agenda

Team: 

Date: [ ]
Beginning Time: [ ]  Ending Time: [ ]
Team Members Present: [ ]

1. Celebrations:

2. Pre-IISP Activities (All referrals for evaluation): Share
   a. Reason for referral
   b. Family Priorities
   c. Your initial plan developed jointly with the family

<table>
<thead>
<tr>
<th>Primary Coach</th>
<th>City</th>
<th>Child</th>
<th>DOB or Age</th>
<th>Relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Annual Rewrites: Share:
   a. Relevant background information
   b. The current plans and/or evaluation outcomes for the family
   c. Progress

<table>
<thead>
<tr>
<th>Primary Coach</th>
<th>City</th>
<th>Child</th>
<th>Time in services</th>
<th>Relevant information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Reviews, Revisions, and Quarterly Updates: FILL OUT A TEAM MEETING LOG ON ALL Quarterly Updates, REVIEWS, and REVISIONS!!

<table>
<thead>
<tr>
<th>Coach</th>
<th>City</th>
<th>Child</th>
<th>Was the plan reviewed with the family or revised?</th>
<th>Relevant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The children listed to the left were discussed during this team meeting for 3, 6, and 9 month updates. Summary logs can be found in each child's file.

6. Exit and Transitions: Share:
   a. Relevant background information
   b. The current plans and/or evaluation outcomes for the family
   c. Progress

<table>
<thead>
<tr>
<th>Coach</th>
<th>City</th>
<th>Child</th>
<th>Time in Services</th>
<th>Age</th>
<th>Relevant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Newborn Follow-Up: Share
   a. Relevant background information
   b. The current plans and/or evaluation outcomes for the family
   c. Progress

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>City</th>
<th>Referral Source</th>
<th>Age</th>
<th>Relevant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Primary Coaching Opportunities: Share:
   a. Relevant background information
   b. What have you tried already?
   c. What support do you need from the team? (strategies)

<table>
<thead>
<tr>
<th>Coach</th>
<th>Child</th>
<th>Time in Services</th>
<th>Age</th>
<th>Relevant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember:
- Provide feedback to other team members regarding whether or not they are giving you the support and assistance you need.
- Restate or clarify your question(s) or issue(s) as needed.
- Have you created a concrete or specific action plan before the facilitator moves to the next item on the agenda?

Announcements and Updates

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
## PWITS Team Meeting Agenda

**Date:**

**Beginning Time:** | **Ending Time:**

**Team Members Present:**

---

**Celebrations:** These include both the families we serve and our own!

---

### 1. Pre-ISFP activities: During the meeting, share:

1. Reason for referral.
2. Family priorities.
3. Your initial plan developed jointly with the family (GOALS).
4. ECO’s.

**Optional:** Check the box if support needed.

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>Age</th>
<th>Relevant Information</th>
<th>Support Needed</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
</table>

### 2. Quarter/Six Month Updates: During the meeting, share:

1. Child interests
2. What activities is the child doing and explain how the child is doing them
3. Family Priorities

**Optional:** Check the box if support needed

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>CName</th>
<th>Time in Service</th>
<th>Age</th>
<th>Relevant Information</th>
<th>Support Needed</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
</table>

### Annual Review Updates: During the meeting, share:

1. What does my family/child like to do?
2. What are my family and I working on? (Goal update).
3. What activities are going well and how am I supporting them?
4. Family priorities.
5. Questions my family has for the team.
6. ECO’s

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>Time In Service</th>
<th>Age</th>
<th>Relevant Information</th>
<th>Support Needed</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
</table>
### Primary Coaching Opportunities:

**During the meeting:**
1. State your need for support in the form of a question or an issue.
2. Relevant background information.
3. What have you already tried?
4. Questions for the team?

**REMEMBER:**
- Trust your team!
- Provide feedback to other team members regarding whether or not they are giving you the support and assistance you need.
- Coach each other.
- Ensure that you have a concrete and specific action plan before the facilitator moves to the next item on the agenda.
- Anyone can share ideas, make sure they are EBP and are in line with Mission and Key Principles.
- If a joint visit is needed you MUST bring back to the team for update.

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>Time in Service</th>
<th>Age</th>
<th>Support needed/Relevant Information/Update</th>
<th>Original Request</th>
<th>U-Update</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exit updates:

**During the meeting, share:**
1. Relevant background information.
2. CEC rating.
3. Any other info.

Optional: Check the box if support needed.

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>Time in Service</th>
<th>Age</th>
<th>Relevant Information</th>
<th>Support needed</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Transition

<table>
<thead>
<tr>
<th>Coach</th>
<th>Family</th>
<th>Birthdate</th>
<th>Relevant Information</th>
<th>Support Needed</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transition plan date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transition Conference (due date or actual):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Next Review/Annual Due:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>District/Part B contact:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Eligibility Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Autism Diagnostic Team:

1. Where are they in the eligibility process?
2. Family info
3. Any other needed info.

**New referrals for Evaluation:**

<table>
<thead>
<tr>
<th>Coach</th>
<th>Child</th>
<th>Time In Service</th>
<th>Age</th>
<th>Relevant Information</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Announcements, Resources, Administrative Updates

|       |       |       |       |       |       |       |

### Questions, Comments, Concerns?

|       |       |       |       |       |       |       |

### Best Practice

|       |       |       |       |       |       |       |
Facilitation

- Who facilitates team meetings? Do you rotate the role of the facilitator?
- How are ground rules enforced?
- What measures are taken if a team member cannot participate in person?
- Who takes team meeting minutes?
- How do you manage your time to ensure there is time for everything on the agenda?
- How do you keep all members engaged?
Coaching colleagues during team meetings

• Primary coaching opportunities –
  • any relevant background information
  • what have you tried already?
  • what support do you need?

• What is the role of your Master Coach within your team?

• Fielding suggestions – when there is a plethora of suggestions

• Reflective coaching practices – how are they used in your team meeting?

• Joint visit – what is the process for determining when this is necessary?
After the meeting

- How does information get passed on to the family?
- When do you check in with your team to report progress or lack of progress on strategies shared at the meeting?
- Follow up meetings/conversations
Questions?
Resources