



An Early Intervention Guide To Tele-Teaming

Joint Visits

Joint Planning: Use your teleconferencing platform to meet with all providers who will be a part of the televisit. Make sure to establish clear roles during the visit as nonverbal cues will be more difficult to communicate. Make a plan for who will host the meeting and how team members needing to share information will do so without talking over one another. Ensure the focus of the visit is on an everyday activity setting and how to support the Primary Service Provider (PSP) and family promote child learning as part of it.

Communication: Share with caregivers who is present in the televisit. If this is anyone's first time meeting the family, allow time for a brief introduction. Share with caregivers which team member will be taking the lead role during the conversation and how providers will chime in as the planned activity progresses.

Technology: Discuss as a team who will mute themselves and when to avoid background noise. Also discuss the best way to position webcams and how team members will request a different view if needed. Ensure that all team members know how to use chat functions and other nonverbal communications to let the team know of any technical difficulties.

Debrief: Have honest conversations with caregivers about what did and did not work during the joint visit. Make a plan for how you will get the team together in the future. Also make a point of debriefing with all providers to discuss lessons learned and ensure that the PSP has all of the information she or he needs.