

AT-A-GLANCE

PRIMARY SERVICE PROVIDER APPROACH TO TEAMING

Using a PSP Approach

- All team members are eligible to be PSP
- Use the *Worksheet for Selecting the Most Likely Primary Service Provider*
- Determine the potential role of the PSP
- Make final decision about PSP with family at the IFSP meeting after determining outcomes
- Identify team supports for the PSP
- Involve PSP in development of the IFSP outcomes and outcome review meetings
- Include PSP and SSP with family in decision regarding frequency/intensity of service documented on the IFSP
- Use specific criteria to determine PSP changes if needed

Team Meetings

- Introduce child and family to team upon enrollment
- Keep team informed of child/family status as progress through the enrollment, evaluation, assessment, and IFSP process
- Plan to discuss child/family with team at least quarterly and whenever need for support from other team members arises
- Use the *Individual Family Staffing Report* to plan and document what to share in team meeting
- Role of team members is to support the PSP
- Ensure the supports PSP receives in team meeting match what is wanted/needed
- Ask team meeting participants to provide support via a coaching versus telling interaction style
- Seek help/guidance from the team meeting facilitator if/when needed
- Abide by team meeting ground rules

Joint Visits

- Determine with family/teacher if, how, and when support from another team member may be necessary
- PSP share question/issue/need for support at team meeting
- Determine if joint visit is necessary and who joint visitor will be at team meeting
- Plan the joint visit using the *Joint Visit Planning Tool* at team meeting or prior to joint visit
- Include parent/teacher in planning for the joint visit
- Decide with parent and joint visitor when to conduct the joint visit
- Make any required changes to IFSP to accommodate joint visit and determine billing
- Conduct joint visit together
- Debrief joint visit with parent and joint visitor, then develop joint plan for follow-up if necessary
- Role of joint visitor is to support the PSP

Primary Coaching Opportunities

- Purpose: PSP to obtain support from other team members
- PSP prepares question(s) prior to the meeting
 - PSP states need for support as a specific question
 - PSP provides feedback to other team members to ensure obtaining needed support
 - PSP leaves team meeting with a clear action plan

Quarterly Reviews

- Purpose: Ensure that all children and families are brought to the attention of the full team on at least a quarterly basis
- PSP prepares for the meeting reviewing previous quarterly review and plan
 - PSP shares:
 - Length of time serving as PSP
 - Current plan for child and family
 - Next steps

Welcome to the Program

- Purpose: Ensure that all team members have knowledge of new children and families served by the team
- Prior to the meeting prepare to share:
 - Family's reason for seeking support
 - Current family priorities
 - Support needed from team members
 - During the meeting share:
 - Reason for referral
 - Family's priorities and initial plan
 - Current need for support

Self-Assessment

- What did I and/or the team learn and/or change as a result of the selection of the *most likely* PSP process, joint visit, and/or team meeting?
- How do team interactions build my/other team member's knowledge and skills for the current and future situations?
- How do selection of the *most likely* PSP, joint visit planning, joint visit implementation, and team meeting interactions compare to the characteristics and implementation conditions for using a primary service provider approach to teaming?
- What will I and/or my team continue to do; What is working?
- What will you and/or your team need to do differently?

Your Plan

- What is my plan related to the continued use of the primary service provider approach to teaming practices in terms of what I want to continue to improve or do differently?
- What additional supports do I need?
- When will I revisit your plan?

Sources for Primary Service Provider Approach to Teaming:

Rush D., & Shelden, M. (2012). Individual staffing report for sharing information and planning during team meeting. *CASEtools*, 6(1). Available at http://fipp.org/static/media/uploads/casetools/casetool_vol6_no1.pdf

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Rush, D., & Shelden, M. (2012). Joint visit planning tool when using a primary service provider approach to teaming. *CASEtools*, 6(2). Available at http://fipp.org/static/media/uploads/casetools/casetool_vol6_no2.pdf.

Shelden, M. & Rush, D., (2013). *Early intervention teaming handbook: the primary service provider approach*. Baltimore, MD: Paul H. Brookes.