

## At-a-Glance

### Primary Service Provider Approach to Teaming Practices

#### 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

#### 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

#### 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?

### 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?