

CHAPTER 3: EARLY INTERVENTION SERVICES

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §§ 1431, et seq.; 34 C.F.R. §§ 303.303-346, 420, and 421, 34 C.F.R. §§ 303.340; 342(a), 343(a) and § 303.344, § 303.342(b) and § 303.342(c), Rush, D. D., & Shelden, M. L. (2011). The early childhood coaching handbook. Baltimore, MD: Paul H. Brookes Publishing Co.

3.16 Team Conference - (Team Meeting)

- 3.16.1 The EIP is required to hold weekly (unless otherwise approved by ADES/AzEIP) team meetings to share information among team members about children and families referred to and/or eligible for AzEIP, provide coaching opportunities, and ensure that services are provided in accordance with the IFSP.
- 3.16.2 Each team meeting includes the AzEIP TBEIS Contractor and DDD service coordinators, all core team members (DSI, PT, OT, SLP), and as appropriate the Psych, SW, TVI, and TOD working with the families.
- 3.16.3 The EIP identifies one (1) team member, supervisor, or other staff person, to serve as the facilitator for each team meeting.
- 3.16.4 The team meeting facilitator is responsible for:
 - A. ensuring all information is gathered from team members
 - B. publishing an agenda 24 hours prior to the team meeting
 - C. ensuring that team members stay on track and follow the agenda
 - D. ensuring that discussions are related to the child and family outcomes and new priorities and/or concerns
 - E. ensuring discussions adhere to team-based practices and use components of coaching for all agenda items
 - F. challenging team members to confirm that the strategies suggested are evidence-based; and
 - G. maintaining the schedule for quarterly reviews
- 3.16.5 The EIP ensures that a standard agenda and internal procedures for adding children to the agenda are implemented and each agenda includes the following sections:
 - A. Attendance: this section includes the name and discipline of each team member in attendance at the team meeting
 - B. Welcome to the Program: this section focuses on children who have been recently referred and recently determined eligible and will be used as an opportunity for the team to review the Worksheet to Select the Most Likely Team Lead.

- C. Coaching Opportunities: this section focuses on supporting a TL with a particular outcome or question they have in working with the family and provides an opportunity to receive support and plan for a joint visit(s) if needed.
 - D. Quarterly Progress Reports: this section focuses on reviewing the progress toward outcomes, learning opportunities for the child and family and how visits are progressing.
 - E. Transitions/Closures: this section is optional and may be used to briefly communicate any upcoming changes. Team members may not bill for this portion of the discussion.
 - F. Scheduling: this section is optional and may be used to schedule evaluations, IFSPs, or transition meetings. Team members may not bill for this portion of the discussion.
- 3.16.6 The service coordinator ensures that each child is reviewed at a team meeting on at least a quarterly basis from the date of the initial IFSP.
- A. If the TL or service coordinator determines that a child needs to be discussed at a team meeting earlier than the quarterly timeline requires, the TL or service coordinator contacts the team meeting facilitator to request that the child be added to the team meeting agenda. Once discussed, the team meeting review schedule for the child is adjusted accordingly.
- 3.16.7 The service coordinator or TL ensures the parent(s) is invited to any team meeting in which their child will be discussed.
- A. If the parent(s) does not participate in the Team Meeting, the TL summarizes and shares the team's discussion with the family at the next home visit.
- 3.16.8 The EIP ensures the following agenda items are documented on the AzEIP-approved forms:
- A. Welcome to the Program
 - B. Coaching Opportunities
 - C. Quarterly Progress Reports
- 3.16.9 The TL is responsible for completing the quarterly progress report. If the TL is not providing direct services, the TL or SC is responsible.
- 3.16.10 The service coordinator ensures that documentation for each child and family that is discussed at a team meeting is maintained in the child's early intervention record.