

AzEIP Team Meetings



Team meetings are an integral part of Team Based Early Intervention Services. During team meetings members have an opportunity to provide coaching to the team lead and family or caregiver in promoting their confidence and competence in supporting child growth and development in the context of everyday activities.

AzEIP Policies and Procedures Chapter 3 states the purpose of team meetings is to 'share information among team members about children and families enrolled in AzEIP, provide coaching opportunities, and ensure that services are provided in accordance with the IFSP.'

Role in Team meetings:

- Prepare for and attend weekly team meetings in person if possible and by phone if necessary.
- Collaborate with team members to ensure children are brought to the agenda if there are questions.
- Collaborate to ensure children are reviewed at least quarterly and families are invited to participate.
- Ensure meeting minutes and quarterly update reports are kept in child's early intervention record.
- Participate in team meetings by sharing expertise regarding resources, community supports and potential program eligibility.

Who Will Participate?

Facilitator

Core Team Members:

PT OT
SLP DSI
SCs (DDD, ASDB and
Provider)

Supporting Expertise

Teacher of the Deaf
Teacher of Visually Impaired
Social Worker
Psychologist
Other Part C Service Providers

Family or Caregiver

Participates in person or by
phone.

Where do I find more information?



[AzEIP Fidelity Checklist](#)

[AzEIP Policies and Procedures: Chapter 3](#)

[Team Meeting Agenda and Minutes Template](#)

[Guidelines for Team Meetings](#)

[Checklists for Implementing a Primary Coach Approach to Teaming](#)

[Individual Family Staffing Report](#) (Document for team meeting)

[FIPP.org](#)

The Early Intervention Teaming Handbook: The Primary Service Provider Approach by M'Lisa Shelden and Dathan Rush.
Paul H. Brookes Publishing Co., Inc.

Team Meeting Guidelines:

Agenda Component and time spent during meeting	Purpose	Tips to prepare for team meeting	Information to share during meeting
Pre-IFSP 5 minutes (if needed).	Ensure team has knowledge on families served. There is little discussion unless the IPP service coordinator has specific needs or questions.	Gather information on family priorities, activities and reason for referral.	Share reason for referral, child interest, activity setting, stage in early intervention process, supports needed from team members. Team may type pre-IFSP information and review verbally if needed.
Coaching Opportunities 10-15 minutes per child	Team lead obtains role assistance from team members to support family priorities.	Identify specific question or issues, type of support needed, current knowledge, child interests, activity setting and family priorities.	Share the need for support in the form of a question or state the issue in the context of an activity. Help team members to understand what type of supports are needed. Ensure there is a specific action plan before conversation ends.
Quarterly Updates 5 minutes per child	Ensure all children and families are discussed with the full team at least quarterly.	Review the previous quarterly update. Identify progress made and any relevant updates.	Share the current focus of the visit including child interests and activity settings, current strategies and how they relate to parent priorities, parenting support and resources or supports that a family may need.
Announcements (Optional)	Ensure team has knowledge regarding transitions, transfers, program eligibility or other areas that impact families served.	Include on agenda dates of transitions, transfers, eligibility or other information for team.	Share only if necessary. This section is utilized to keep team up to date on any events for a family. If other discussion or support is needed child would be added to the Coaching Opportunities section of the agenda.
Scheduling (Optional)	Ensure teams have opportunity to schedule visits after meeting.	If asking team member for joint visit prepare with the activity setting and the time or day the activity usually takes place.	Share only if necessary. Team members may participate if needed or if there are meetings or joint visits that aren't already scheduled.

Agenda items based on the sample Team Meeting Agenda on the [AzEIP website](#). See *Guidelines for Team Meetings When Using a Primary-Coach Approach to Teaming Practices* by Dathan Rush and M'Lisa Shelden for more information.