

## Family-Team Interactions

| Timeline                     | Family Service Coordinator                                                                                                                                     | Primary Service Provider                                                                                                                                                                                                                                    | Other team members                                                                                                                                                               |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Referral                     | The FSC is assigned by the program at the time of the initial referral and follows the family through exit.                                                    |                                                                                                                                                                                                                                                             |                                                                                                                                                                                  |
| Initial visit                | Conducts the initial visit with the family to explain the program, provide procedural safeguards (family's rights) and conduct screening activities as needed. |                                                                                                                                                                                                                                                             |                                                                                                                                                                                  |
| Evaluation and Assessment    | Coordinates the child and family evaluation and assessment activities, explains the process to the family.                                                     |                                                                                                                                                                                                                                                             | At minimum of 2 team members of different disciplines conduct the evaluation and assessment.                                                                                     |
| Initial IFSP                 | Coordinates the meeting activities within the required timelines. Attends the IFSP meeting and may act as a recorder, filling out the IFSP form.               | The most likely PSP attends the IFSP meeting; PSP is discussed and confirmed at the meeting by the team, including the family. Services are determined as a team based on the outcomes identified by the family.                                            | Other team members attend as needed; participation could be in writing or by phone.                                                                                              |
| On-going services            | Ensures services are occurring as determined by IFSP.<br>Attends team meetings.<br>Coordinate services outside of the early intervention system.               | PSP provides the majority of services face-to-face with child and family.<br>Attends team meetings.<br>May accompany the family to outside service providers or with permission, talk to outside service providers regarding the child's on-going services. | Secondary service providers assists the PSP, family and child through joint visits.<br>Attends team meetings.<br>Provides coaching to PSP during joint visits and team meetings. |
| IFSP Reviews/<br>Annual IFSP | Coordinates meeting activities within required timelines.<br>Participates in meeting.                                                                          | Participates in all IFSP meetings.                                                                                                                                                                                                                          | Participates in IFSP meetings as needed.                                                                                                                                         |
| Transition Activities        | Coordinates transition activities within required timelines.<br>Participates in transition meetings.                                                           | Participates in transition meetings as needed to assist with understanding of child's strengths and on-going service needs, progress made in early intervention.                                                                                            | Participates in transition meetings as needed to offer additional information regarding child's ongoing service needs.                                                           |
| Exit                         | Coordinates exit activities as needed per individual child.                                                                                                    | Participates in exit IFSP meetings as needed.                                                                                                                                                                                                               | Participates in exit meetings as needed.                                                                                                                                         |