

EIT Meeting Guidelines

1. What is the purpose of the EIT meeting?

The purpose of an EIT meeting is to exchange professional opinions, strategies, and information about children assigned to the EIT. The meeting is an opportunity for EIT members to support the primary provider for a particular child. This support builds the capacity of the family and child to participate in everyday life activities in the child's natural environment. Discussion topics may include strategizing and problem solving activities, coaching opportunities among team members, and new issues/concerns that have occurred since last EIT meeting regarding the family and child. The activities may be incorporated into the home visits by the primary provider.

2. How often are EIT meetings held?

At least monthly; however, EIT meetings can be held more frequently as determined by the number of children on a team, availability and schedules of the team members.

3. Who attends EIT meetings?

EIT meetings will include the core team members of: Speech- Language Pathologist (SLP), Physical Therapist (PT), Occupational Therapist (OT), Special Instructor (SI) and Service Coordinator (SC). Families do not attend EIT meetings and ancillary providers attend the meetings as needed. Once the primary provider is assigned at the initial IFSP meeting, then s/he will inform the family of upcoming EIT meetings so any lingering questions/concerns can be brought to the team.

4. Who facilitates the EIT meeting?

It is the SC's role to facilitate the EIT meetings. The SC prepares and completes an agenda, guides the EIT discussion, takes attendance and prepares meeting minutes.

5. How do ancillary providers participate in EIT meetings?

Ancillary providers can attend EIT meetings as determined by the IFSP team and authorized in the IFSP. Ancillary providers only participate in discussions involving the child and family they are serving. Ancillary providers do not attend any portion of the EIT meeting that includes discussion of children and families they are not serving. The ancillary provider can attend in person, by conference call, or by report; however, payment is only for participation in person or by conference call.

6. Are all EIT members required to be present for all EIT meetings?

The determination to hold an EIT meeting without participation of all members is an individual team decision. Best practice for participation in EIT meetings is all providers meet in person. There may be occasions when a member's participation is via conference call or by report. Payment for EIT meeting attendance is only when participating in person or by conference call.

7. What is the primary provider's role at an EIT meeting?

The primary provider's role is to update the EIT on the progress of and concerns about a specific child/family to be discussed at the meeting. The remaining members of the EIT problem-solve, and provide suggestions or strategies for the primary provider.

8. How much time should be allowed for each child/family?

This will vary depending on the needs of the family and the primary provider. Not all children/families will need to be discussed at each meeting; however, the average amount of time allotted on the agenda per child/family is 10-20 minutes. To ensure that every child and family receives support from the EIT, it is suggested that each child is discussed on a quarterly basis.

9. Can providers schedule joint visits during EIT meetings?

No, since scheduling joint visits between two providers does not involve all members of the team, it should not be addressed within the time parameters of the meeting. If individual members of the team need to schedule with each other, this can be done after the EIT meeting has concluded. Providers are paid for their time at EIT meetings yet providers are not paid for their time to schedule visits with one another.

10. Can a change to direct services occur at the EIT meeting?

No. Any change in IFSP outcomes or direct services must occur at an IFSP meeting.

11. How is the EIT notified when a new child/family is assigned?

Before an initial IFSP: On an individual basis, EIT members may be called upon by the SC to conduct the DAYC or assessments for IFSP planning for children in a designated geographical area. Prior to the initial IFSP meeting, the child is not discussed at the EIT.

After the initial IFSP: The SC should include a newly assigned child to an upcoming EIT meeting discussion. The items of discussion may include the reason for eligibility, the primary provider's concern, the family's priorities, and the outcome(s) related to the concern.

12. Who determines the agenda for an EIT meeting?

The SC develops the agenda for each EIT meeting, with input from EIT members. The development of this agenda prior to the meeting is critical for the organization and flow of the EIT discussion. For example, an EIT member may contact the SC with a request to discuss a family for whom s/he is the primary provider. This provider should give the SC a brief synopsis of the situation and an approximate amount of time needed for discussion. The SC adds this family's name to the agenda for the upcoming EIT meeting.