

# Early Intervention Team Meetings

## Role of the Facilitator

The Service Coordinator, or other designee such as the Early Intervention Team (EIT) Coordinator, completes the following activities: scheduling, planning, conducting and documenting each EIT meeting.

### Prior to the EIT meeting. . .

- The Service Coordinator develops the agenda based on recommendations from EIT members regarding families to be discussed, and adds any new children with an initial Individualized Family Service Plan (IFSP) meeting since the EIT met last.
- The Service Coordinator assigns time frames to each agenda item prior to the meeting. This is to ensure adequate time for each discussion.
- The Service Coordinator distributes the agenda prior to the EIT meeting. It is suggested the agenda be sent at least 24 hours before the meeting in order for the EIT members to be prepared for the discussion.

### During the EIT meeting. . .

- The Service Coordinator starts and ends the meeting within the time frame that is allocated for the EIT meeting.
- The Service Coordinator ensures all items on the agenda are addressed.
- The Service Coordinator ensures full participation of all EIT members and that each member will have ample time to present their concerns/comments.
- The Service Coordinator supports the primary provider in the receipt of consultation, problem solving, and strategizing from the other EIT members.
- The Service Coordinator ensures EIT meetings are used only for team discussions.

### After the EIT meeting. . .

- The Service Coordinator documents the time each provider attends the EIT meeting and records attendance in WebSPOE.
- The Service Coordinator takes notes or meeting minutes and posts them in WebSPOE.