



Fidelity in Practices
Primary Service Provider Approach to Teaming (FIP-PSP)

Team Name _____

Observer _____ Date _____

Checklist for Implementing a Primary Service Provider Approach to Teaming

Directions: Use this checklist to document the program's preparation for moving to a primary service provider (PSP) approach to teaming. Use the Guidance Manual to determine if the indicator is present (yes) or absent (no).

		Yes	No	Examples/Notes:	
Establishing Teams	1	The team(s) is (are) organized by geographical area (i.e., zip code, county, school district, etc).			
	2	The number of teams and team members is commensurate to the number of referrals in the identified geographical area.			
	3	Each team minimally consists of an early childhood educator and/or early childhood special educator, occupational therapist, physical therapist, and speech-language pathologist.			
	4	The role of a consistent service coordinator is fulfilled either by an individual solely responsible for service coordination or by a service provider on the team.			
	5	Teams have an identified member that provides leadership and administrative support.			
Team Operations	6	All therapists and educators on the team are available to serve as a primary service provider.			
	7	The team consistently uses a PSP to support each family.			
	8	The primary service provider for a family changes as infrequently as possible (i.e., rarely changes).			
	9	The IFSP team selects the MLPSP in light of the child and family outcomes and formally assigns the PSP at the IFSP meeting.			
	10	The team has regular (no less frequently than every other week) team meetings.			
	11	The team has assigned a consistent team meeting facilitator.			
	12	The team has written and posted ground rules for the team meeting and team member interactions.			
	13	The team meeting is used exclusively to share information among team members as families move through the early intervention process and for primary service providers to receive coaching from other team members.			
	14	Families are notified when they will be discussed at team meeting and are invited to share information.			

Adapted from: Shelden, M., & Rush, D., (2013). *The early intervention teaming handbook: The primary service provider approach*. Baltimore, MD: Paul H. Brookes.



Fidelity in Practices Primary Service Provider Approach to Teaming (FIP-PSP)

Team Name _____

Observer _____

Date: _____

Checklist for PSP Team Meeting

Directions: Use this checklist to document the program's adherence to evidence-based team meeting indicators. Use the *Guidance Manual* to determine if the indicator present **all the time**, **sometimes**, or **not at all** during of the three parts of the team meeting.

1		Start time	Stops time	Yes	No	Examples/Notes:
		Primary Coaching Opportunity	Welcome	Quarterly Update		
2	All team members are present for the meeting.	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
3	A pre-published agenda is used to guide the team meeting.	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
4	Team members participate in the meeting.	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
5	Team members always speak about families in a respectful manner.	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
6	Team members use the Primary Coaching Opportunity agenda item to obtain support from other team members.	None occurred Not at all Sometimes All the time				
7	Team members use Welcome agenda item to select the most likely PSP and provide updates through initial IFSP process.				None occurred Not at all Sometimes All the time	
8	Team members use Quarterly Update agenda item to provide status updates on progress toward child and family outcomes.				None occurred Not at all Sometimes All the time	
9	Each team member presenting has a plan .	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
10	The PSP and SSP have a plan to meet prior to the date of the joint visit .	None occurred Not at all Sometimes All the time				
11	Team members use a coaching interaction style to support one another.	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	
12	The Individual Family Staffing Report is used to organize and document a presentation .	None occurred Not at all Sometimes All the time				
13	Team members follow the meeting ground rules .	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	None occurred Not at all Sometimes All the time	

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Fidelity in Practices Primary Service Provider Approach to Teaming (FIP-PSP)

PSP _____ SSP: _____

Observer _____ Date _____

Checklist for Joint Visiting

Directions: Use this scale to document joint planning before the home visit, what occurs during the home visit, and the debriefing that occurs after the visit for the primary service provider (PSP). Use the Guidance Manual to determine if the indicator is present (yes) or absent (no).

			Primary Service Provider		Secondary Service Provider	
			Yes	No	Yes	No
Before Visit with Parent/Caregiver	1	Determine the need for a joint visit.				
	2	Identify the context (activity setting) for the joint visit with the parent.				
	3	Work in partnership with parent to identify what will happen in the joint visit.				
Before Visit with Secondary Provider	4	Clarify the reason for the joint visit (i.e., his/her need for support).				
	5	Clarify the context for the joint visit.				
	6	PSP and SSP plan what is going to happen during the visit.				
During Visit	7	PSP initiates the joint visit.				
	8	PSP and SSP maintain agreed upon roles.				
	9	Plan with the parent for any future follow-up with SSP at the conclusion of the visit.				
After Visit	10	Debrief the visit to build PSP competence and confidence to provide ongoing support to the family.				
	11	Debrief joint visit with family.				

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