 

**The PSP Approach to Teaming and the**

**Service Coordinator’s Role:**

**Helpful Strategies for Service Coordinators**



**Coaching**

**Set reasonable expectations about coaching. It takes practice, and every situation is different.**

**If he/she is willing to learn, coach the PSP about resources so they can walk families through the process of accessing supports and services outside of EI (e.g. BCMH, Medicaid, etc).**

**Coach is not an authoritative role but**

**a supportive role.**

**Teaming**

**Use the Team Meeting Agenda from the Shelden and Rush Teaming Handbook.**

**Use team meetings to ensure everyone is on the same page and there is no miscommunication.**

**Be positive and strengths-based when introducing the family to the team.**

**Understand the importance of Service Coordination! It takes time to build your skills and determine how you fit on the team.**



 

**Monitoring Service Delivery**

**Stay organized.**

**Meet with families at least once a month with PSP.**

**Make periodic phone calls to check in with families.**

**Use quarterly reviews to check on the progress of outcomes.**



**General**

**Become familiar with local resources. One source of information is the electronic resource directory maintained by Central Coordination.**

**Observe other Service Coordinators and incorporate positive elements you observe into your own practice. Learn from other team members.**

**Take your time and try not to feel rushed. Think *quality* vs. quantity.**

**Have a plan, but be open to changing the plan when needed.**

**Resources**

**Shelden, M. L., & Rush, D. D. (2013). *The early intervention teaming handbook: The primary service provider approach*. Baltimore: Brookes Publishing**

**Team Agenda:** <http://archive.brookespublishing.com/documents/Shelden-early-childhood-teaming-handbook-forms.pdf>

**Worksheet for Selecting the Most Likely PSP:** <http://fipp.org/static/media/uploads/casetools/casetool_vol6_no3.pdf>