



Evidence-Based Practice Tip Sheet Series

TEAM MEETINGS

Watch Now!



WHAT ARE TEAM MEETINGS?

Regularly scheduled formal opportunities for colleague-to-colleague coaching and support necessary to build the capacity of parents and care providers to promote child participation and parenting supports across home, community, and early childhood program settings (Shelden & Rush, 2022).



WHAT SHOULD I KNOW ABOUT TEAM MEETINGS IN PART C EARLY INTERVENTION?

Regularly scheduled multi-disciplinary team meetings are an essential component of a primary provider approach to teaming (Shelden & Rush, 2022).

Research identifies three important components of effective team meetings:

- logistics (e.g. scheduling, ground rules, participants)
- facilitation (e.g. facilitator role, agenda, meeting structure)
- participant interaction style (e.g. preparation, discussion, team support) (Shelden & Rush, 2022).

The practice of team meetings aligns with the Division of Early Childhood Recommended Practices including: “Practitioners use communication and group facilitation strategies to enhance team functioning and interpersonal relationships with and among team members” (DEC, 2014).



WHAT DOES THE LAW SAY ABOUT TEAM MEETINGS?

Although the the Individuals with Disabilities Education Act (IDEA) does not address specific team meeting practices, it does promote use of **evidence based practices**. IDEA 34 CFR 303.1 states that: “A statewide system described in section 1433 of this title shall include, at a minimum, the following components: . . . (a) (2) A State policy that is in effect and that ensures that appropriate early intervention services based on scientifically based research, to the extent practicable, are available to all infants and toddlers with disabilities and their families . . .” Additionally, Wisconsin Administrative Code - Dept. of Health Services, Chapter 90.11.(2).(a).(1). outlines the general conditions and general role of providers of early intervention services.

Wisconsin Birth to 3 Program Operations Guide
see Chapter 10: Early Intervention Services



WHAT ARE THE BENEFITS OF EVIDENCE BASED TEAM MEETINGS IN PART C EARLY INTERVENTION?

- ✓ Regular meeting time encourages networking, informal support, and builds team culture while establishing joint accountability for all children and families served by the team.
- ✓ Team members who receive support within team meetings are more likely to support families in a manner that will build their capacity to promote their child's growth and development.
- ✓ Consistent team meetings provides team members with a predictable opportunity for role assistance, which may include discussion, idea generation, questioning and critical thinking regarding services provided to children and families in a primary service provider approach. (Shelden & Rush, 2022)

WHAT ARE CONSIDERATIONS FOR TEAM MEETINGS IN PART C EARLY INTERVENTION?



Scheduling: How predictable and consistent are team meetings? How does the meeting schedule allow for all team members to be present? What steps have been taken to ensure that there is sufficient time allotted to complete the agenda?

Agenda: What measures have been taken to ensure that the agenda has the necessary components: coaching, updates, welcomes, transitions, and closures? How is the agenda accessible to all team members before and during meetings?

Facilitation: What factors were used to choose the designated meeting facilitator? What strategies does the facilitator use to maintain structure and encourage participation?

Interaction Style: How are ground rules established? How do participants use coaching principles such as collaboration, active listening, and constructive feedback to support other team members?

Participation: What measures are in place to ensure consistent attendance at team meetings? How are alternate modalities utilized if in-person participation is not possible?

Family Involvement: How does the team ensure that parents are aware of and invited to team meetings in which their child is going to be discussed?

Please see reference page for sources utilized within the evidence-based practice tip sheet series.

