

YOU ARE A MEMBER OF ZONE 5

As a member of this zone you are responsible for supporting all the families that are housed within your zone.

Your responsibility is to support the family and to support each team member so that we can all provide the best quality service that we can for our families.

HOW DO YOU SUPPORT A FAMILY?

If you are the **PSP** (Primary Service Provider) you are meeting with the family on a regular basis. Your responsibility is to help the family learn ways to improve the child's functioning within the family unit. You need to have a basic knowledge of all areas of the child's development and have strategies that you can use to teach the family. The areas that you need to be comfortable with are basic motor strategies; communication strategies; eating/feeding strategies; social emotional strategies; and cognitive development strategies.

When the **PSP** receives their packet with the family's information, they should contact any **CONSULTS** that are listed on the G page. As a **CONSULT** you will go out when the PSP is at the home and meet the family and see what the child is doing well and what the next step may be. You will be sharing/teaching the family and PSP some strategies to help the child reach their goals.

As a **TEAM MEMBER** in this zone, you will be helping the **PSP** and **CONSULT** with suggestions and strategies when a child and family is being discussed.

WHEN A CHILD AND FAMILY WILL BE DISCUSSED AT A ZONE MEETING:

****Before a child and family can be discussed at a zone meeting, you need to have the family's permission.****

Typically when the PSP is at a visit with the family, a question may come up that they need to ask the team about. This is a great time for the PSP to say "I would like to take this back to the team on _____." Would it be OK for me to do this? At that point you can let the family know that they are welcome to participate in the zone meeting during their child's discussion. They can do this by coming to the zone meeting at a specific time; they can call in and be on speaker phone; or the PSP can summarize with the family what was discussed and the new ideas that were suggested at their next visit.

During the zone meeting the team should listen to what the concern is from the PSP and family and then problem solve together, sharing strategies and hints that might be helpful. This can involve demonstrating strategies, giving out handouts; generating questions that can be asked to get more information when the PSP goes out at their next visit; answering questions that are related to a specific concern (like understanding the results of medical

evaluations), and looking at videos that were brought to the meeting.

At the next zone meeting the team should take a minute to review how the strategies worked that were suggested at the last meeting.

This is an opportunity for all team members to share their knowledge as well as expand their knowledge so that they can be the best early interventionist that they can be 😊

WHAT DO YOU DO DURING THE ZONE MEETING??

1. A member of the team brings information to the zone. It can be verbally or it can be a video or other books, articles, etc.
2. You might be asking a question that you need help from the zone to problem solve.
3. You might be following up with strategies that were tried after the last zone meeting.
4. You might be sharing a great strategy that works for you or that you heard about.
5. It might be sharing information that you learned at training or some handouts that could help the whole team.

It might be reviewing a family that you have never talked about but is part of your zone. Each family knows that they have a team so it would be nice to share focus on them, even if there are no problems.

SUCCESSFUL ZONE MEETINGS:

1. All members of the zone are respectful to one another.
2. All members of the zone are respectful to every family that is discussed.
3. Watch out for interrupting or talking over other members.
4. Keep an eye on the clock but also take the time to completely get the information that is needed.
5. Team members will establish a trust within their zone and this will make sharing strategies and coaching one another much easier. This is the place to share your expertise but also learn from each other. We all need a base of knowledge to do our jobs well and between all the zone members we should be able to find that information.
6. This is where we put our ego aside and problem solve together to find the next best step for the family.

We are not going to be pulling others in from other zones, we need to be able to problem solve together for our families within our zone. It is possible 😊

