

PWITS Team Meeting Agenda

Date:	
Beginning Time:	Ending Time:
Team Members Present:	

Celebrations: These include both the families we serve and our own!	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

<p>1. Pre-IFSP activities: During the meeting, share:</p> <ol style="list-style-type: none">1. Reason for referral.2. Family priorities.3. Your initial plan developed jointly with the family (GOALS).4. ECO's. <p>Optional: Check the box if support needed.</p>
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4. <u>Primary Coaching Opportunities:</u> During the meeting <ol style="list-style-type: none"> 1. State your need for support in the form of a question or an issue 2. Relevant background information. 3. What have you already tried? 4. Questions for the team? 				<u>REMEMBER:</u> <ul style="list-style-type: none"> • <i>Trust your team!</i> • <i>Provide feedback to other team members regarding whether or not they are giving you the support and assistance you need.</i> • <i>Coach each other</i> • <i>Ensure that you have a concrete and specific action plan before the facilitator moves to the next item on the agenda.</i> • <i>Anyone can share ideas, make sure they are EBP and are in line with Mission and Key Principles.</i> • <i>If a joint visit is needed you MUST bring back to the team for update</i> 			
Coach	Family	Time in Service	Age	Support needed/Relevant Information/Update	O-Original Request U-Update	Time In	Time Out

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5. Exit updates:
During the meeting, share:

- 1. Relevant background information.**
- 2. ECO rating.**
- 3. Any other info.**

Optional: Check the box if support needed.

Coach	Family	Time in Services	Age	Relevant Information	Support Needed	Time In	Time Out

6. Transition

Coach	Family	Birthdate	Relevant Information Transition plan date: Transition Conference (due date or actual): Next Review/Annual Due: District/Part B contact: Eligibility Date:	Support Needed	Time In	Time Out

7. Autism Diagnostic Team:

1. Where are they in the eligibility process?
2. Family info

Any other needed info.

New referrals for Evaluation:						
Coach	Child	Time in Service	Age	Relevant Information	Time In	Time Out

8. Announcements, Resources, Administrative Updates	
9. Questions, Comments, Concerns?	
10. Best Practice	