SAMPLE SUMMARY OF TEAM PROCESS FOR INTERVENTION AND REFERRAL SERVICES

REQUEST FOR ASSISTANCE

TEAM LEADER:
--- Reviews Request ---
--- Assigns Case Coordinator ---
--- Schedules Initial Problem Solving Meeting & the First Follow-up Meeting ---

CASE COORDINATOR OVERSEES INFORMATION COLLECTION

CONTACT PARENTS/GUARDIANS

CONVENE PRE-SCHEDULED MEETING

PROBLEM SOLVE

DEVELOP ACTION PLAN

IMPLEMENT ACTION PLAN

PROVIDE SUPPORT TO IMPLEMENTERS

CONVENE FOLLOW-UP MEETING

CONTINUE, MODIFY OR CONCLUDE THE INTERVENTION
SAMPLE OVERVIEW OF PROCESS FOR INTERVENTION AND REFERRAL SERVICES

Request for Assistance (with appropriate documentation)

I&RS Team Leader
Schedules Initial & Follow-up I&RS Team Meetings

I&RS Collaborative Problem-Solving Process
- Problem Identification
- Goal Statement
- Intervention Recommendations
- I&RS Action Plan Development
- I&RS Action Plan Implementation & Monitoring
- Follow-up & Evaluation

Yes

Intervention Successful
- Continue, Expand or Conclude the Current Intervention(s)
- Monitor Periodically

No
- Conduct Observation
- Collect Additional Information, as needed
- Assign Additional Expertise to I&RS, as needed

Where Appropriate

Referral to School and/or Community Resources
or
Referral for Evaluation by Child Study Team

Participants in the Process
- Core I&RS Team (i.e., principal or designee, regular education teacher & student support services staff member)
- Individual Requesting Assistance
- Parent(s) or Guardian(s)
- Additional Ad Hoc School Staff, as needed (expertise matched to problem or issue)
- Community Representatives, as appropriate