

Intake Procedure

The Mentorship partner has:

identified a team (LEA or Infant/Toddler) for the DMP based on previous TA contact.

contacted an administrator to arrange an initial meeting with the local team.

cleared this date with the internal consultant team.

Initial on-site meeting with LEA/Infant-Toddler team:

(LEA team): family member, administrator, SPED teacher, paraprofessional/intervener, network administrator.

(Infant-Toddler team): primary coach, family

Provide overview of DMP

Review expectations, roles, and outcomes

Identify the single point of contact (usually SPED teacher or primary coach)

Obtain administrative consent for 90 minute distance consult sessions with team (LEA)

Sign confidentiality, video permission, and cooperative agreement forms

Confirm distance consultation dates and times

Team members expected to participate in consults and use wikis

Determine costs associated with TA (KSSB)

Determine length of TA and meeting dates

Have SPED Director and team sign contract

Create action plan

Technology

Select video cameras to capture routines and activities (Flip HD or others)

Determine best method to share video clips (email, etc.)

Decide on Video conferencing system (Polycom, Adobe Connect, Skype, etc.)

Determine training needs (videotaping, editing, use of Skype, etc.)

Ensure that firewalls or other restrictions are lifted for the distance TA events

Select Wiki or Ning to serve as repository

Show examples of wikis

Ongoing

Test web conferencing method prior to first distance consult

Create 2 wikis: One for internal discussion, one for team

Conduct or review Person Centered Plan

Review current assessment information, conduct missing assessments

Determine child and service provider outcomes for DMP

Create a formative and summative review process.