

Tuesday Schedule

New Tuesday Schedule
1:00-1:45 Child staffing as scheduled by 11 am *
1:45-2:15 Sign up for ifsp, 6-mos, annuals
2:15-2:30: review upcoming weekly ifsp mtgs
2:30-3:00 Business/training etc.

- We'll backfill available child staffing times starting with the 1:30-1:45 mtg slot. Schedule this section first. Then 1:15-1:30 and then 1:00-1:15. IF you are not on a team having a child staffing that day, you can work on other stuff until 1:45
- Anyone can call a team meeting. Those calling team meetings are responsible to schedule zoom meeting and send invitation. Those working in the office are responsible to check the white board by 11:00 and show up for the team meetings they're part of at the appropriate time.
- Child staffing mtgs **scheduled on WellSky** after 11:00 could still happen. But you'd need to contact individuals and ASK them if a meeting can be held.

Clarifying this part

Signing up for new intakes and scheduling IFSPS with some folks working from home temporarily:

A) *If you're in the office, sign up as usual. The only change is scheduling IFSP during staff meeting **at new time** (see above chart).*

NO intakes after 11. People can sign up for evaluations on new intakes until 12:30.

B) *If you're working from home –whether for quarantine or choosing to work when ill:*

On Monday Miriam will email referred children listed by UP number to all UP to 3 staff. Those working from home would need to look up the individual child referrals listed by service coordinators they team with to find kiddos in their own geographic areas. Click on referral tab on child page. Then click link to "referral report" to see the full intake form. Identify evaluations dates. Service coordinators will text those working from home for those dates during scheduling time of staff meeting. (now 1:45-2:15)

Tuesday morning an email will be sent to all Up to 3 staff listing who is working from home that day or out ill.

C) If you're ill, and not working, follow process as usual (which is to sign up for kiddos when you're back to work or contact Miriam about referrals to you and Service Coordinator with scheduled evaluation times)

Questions: Scheduling IFSP meetings: Since COVID and remote work happened, it seems more people are scheduling before staff meeting. We had it set at a certain time so people would not have to nag or be nagged all through the day. So we need to keep a set time for scheduling this. I'd recommend still doing this during staff meeting time

Team Meetings: Are they happening? We rearranged staff meeting time to include child team meetings. The last two weeks there have been none on wellsky. Is the scheduling of it not working on well-sky? We need to keep team meetings happening during the staff meeting time when everyone is available. Meeting face to face or as much as you can on zoom is still the best way.

Explanation of USD/Sound Beginnings/Up to 3 child team meetings