
Forming the SPSR Team: Frequently Asked Questions for *Early On* Coordinators

1. What are my responsibilities as an *Early On* coordinator?

Early On coordinators are responsible for enlisting and orienting service provider self-review (SPSR) team members, facilitating team meetings, participating as a team member, and overseeing general SPSR operations at the local level. SPSR operations include managing timelines and designees/support staff, managing child record review and document review processes, and submitting SPSR work and progress reports to the Michigan Department of Education (MDE).

2. Who are the members of the SPSR team?

Each SPSR team should consist of at least one parent of a Part C child, at least one service provider, and the *Early On* coordinator. A local interagency coordinating council (LICC) member(s) may serve as the SPSR team, but that is not a requirement. *Early On* training and technical assistance (EOTTA) staff cannot serve as official members of any SPSR team. They can, however, serve as resources to teams and may attend team meetings to provide assistance to the SPSR team process.

3. How large should the SPSR team be?

An SPSR team can have no fewer than three members. Depending on the size of the service area, a reasonable size for the SPSR team can range from five to 12 persons.

4. Can SPSR team members represent multiple stakeholder groups?

Yes. For instance, a service provider who is also a parent of an *Early On* recipient can serve on the SPSR team and “count” as both a parent of a part C child and a service provider. However, the team must still comprise a minimum of three members.

5. When does the SPSR team have to meet?

The SPSR team meets at the discretion of the *Early On* coordinator. Typically, it is recommended that the team meet once in the fall for an overview and 2–3 times during March/April for analysis and rating. If necessary, the team may regroup in early May to review improvement plans.

6. Must the team meet in person?

No. SPSR team meetings are facilitated by the *Early On* coordinator, who can use any variety of meeting venues or methods to accomplish the goals.

7. Can team members do some of the analysis/rating work on their own, prior to submitting the workbook?

Yes. If the *Early On* coordinator wants to assign "homework" to members of the SPSR team in order to decrease the amount of time spent in meetings, he/she may do so.

8. May team members be compensated?

Yes. There is grant money available to compensate SPSR team members. Information about these grants will be available after October 1, 2007.