

**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**

