
The Role of the SPSR Team Member: What to Expect

As a member of the service provider self-review (SPSR) team, you play an important part in the review, analysis, and rating of your service area's outcomes and performance. The results of your team's deliberations can contribute to the success of your *Early On* programs and highlight areas where improvements can be made. This guide will help you understand your role as an SPSR team member and how your participation can contribute to the team's effort.

PREPARING FOR THE SPSR MEETING

- Block time on your calendar for scheduled meetings. Attendance by all team members is critical.
- Know when and where to meet. Be sure you know the correct meeting time and location. If you are meeting via teleconference, test your equipment prior to the meeting. (e.g., know how to use the mute functions on your phone.)
- Do any required homework. Be sure to review any documentation you might have received prior to the meeting. If you have questions or do not understand the material, contact your *Early On* coordinator before the meeting.

PARTICIPATING IN THE SPSR MEETING

- Arrive or call in on time.
- Listen to what others have to say without interruptions.
- Offer opinions and expertise. You have been asked to participate because your input is valuable!
- Be open-minded and receptive. You may disagree with your team members. Determine whether a compromise is reasonable or wise. Recognize that it is OK to change your mind based on new information.
- Stay on the agenda and subject. Remember that the goal is to review and analyze the information that has been provided.
- Ask questions to assure understanding.

AFTER THE SPSR MEETING

- Evaluate meeting if requested.
- Discuss any misunderstandings with leader. Be available to clarify comments or questions the facilitator may have of you.
- Brief others as appropriate. If you are representing a stakeholder group, be prepared to offer a meeting summary if requested.
- Complete any action item assigned to you.