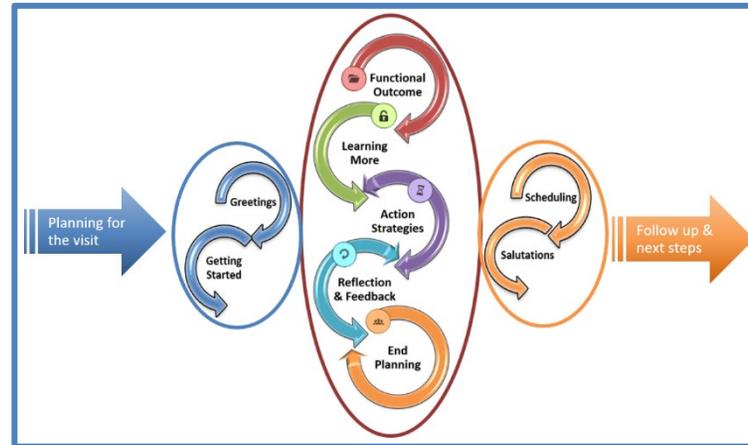


Early Intervention Visiting Framework Quality Practices Checklist



Provider: _____

Family identifier: _____

Reviewer/Date: _____

Use this checklist to determine if and how the quality practices are implemented during early intervention visits. Complete the action plan at the end to celebrate successes and identify continued ways to enhance implementation of these quality early intervention visiting practices.

Planning for The Visit

Planning for The Visit			
1. Reviewing IFSP & notes from last visit	YES	PARTLY	NO
a) Reviews notes from the prior visit to facilitate continuity.			
b) Reviews IFSP outcomes, particularly those addressed last time & those planned for review on this visit.			
c) Reviews developmental levels & progress using an ongoing instrument (e.g., MEISR, HELP).			
2. Collecting needed information	YES	PARTLY	NO
a) Prepares materials for the visit (e.g., materials for documentation during the visit, any needed forms, etc.).			
b) Ensures that a copy of the IFSP outcomes are available for the visit.			
<i>Was information collected to share with the family? (If yes, complete i & ii below)</i>			
<i>i. As applicable to prior plans or new information, prepares materials to share during the visit.</i>			
<i>ii. Tailors the material to fit the family (e.g., choose the most appropriate medium for sharing, highlight pertinent excerpts, & align it with the identified visit focus).</i>			
3. Consulting with others	YES	PARTLY	NO
<i>Did consultation occur prior to the visit? (If yes, complete i, ii, & iii below)</i>			
<i>i. Ensures family permission to consult with others, is secured before consultation.</i>			
<i>ii. Synthesizes information gained through consultation to effectively share with the family.</i>			
<i>Is this a co-visit with another provider? (If yes, complete i & ii below)</i>			
<i>i. Talks with co-visiting provider before the visit, makes plans for participation (i.e., who will do what?).</i>			
<i>ii. Ensures understanding & agreement among co-providers.</i>			
4. Contacting family to confirm visit	YES	PARTLY	NO
a) Provider contacts family before the visit (same day or a few days prior) confirm date, time, & location.			
b) During the contact, provider confirms the plan/area of focus for the upcoming visit.			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

Beginning of the Visit

1. Greeting	YES	PARTLY	NO
a) Greets all individuals present for the visit.			
b) Engages in any small talk, ensuring that it does not replace the focus of the visit.			
c) Treats family members respectfully & in ways that are responsive to their cultural practices.			
<i>Were new participants present? (If yes, complete i & ii below)</i>			
<i>i. Exchanges introductions with any new participants.</i>			
<i>ii. Follows family members lead for engaging other participants or asks if not clear.</i>			
2. Getting Started	YES	PARTLY	NO
a) Clearly & concisely, reviews the plan for the visit (i.e., outcomes to address, activities to do/try/review). E.g., "Last time we planned to ____, does that still work for you? Are you still interested in ____? Anything else?"			
b) Reviews the 'between visit' strategies the family wanted to try based upon the prior visit. This might also be the explicit plan for this visit.			
c) Invites & allows time for the family to respond, confirm, or revise the plan for the visit.			
d) Follows the family's lead or asks about where to physically start the visit.			
<i>Is the plan for the visit still unclear or vague? (If yes, complete i & ii below)</i>			
<i>i. Provides clarification or discuss further the plan for the visit if it is not clear.</i>			
<i>ii. Checks in with the family to ensure an agreed upon plan before moving forward.</i>			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

Middle Of the Visit- FLARE

1. Functional IFSP Outcomes to Guide Intervention		YES	PARTLY	NO
a) Clearly & collaboratively uses the family’s IFSP outcomes (or newly stated priority) to guide the visit.				
b) Listens & responds to family priorities.				
c) Includes ample time to address an outcome before moving on to another.				
d) Closes the loop on an IFSP outcome addressed before moving on to an entirely new outcome or topic.				
TALLY (score 2 for yes, 1 for partly, and 0 for no).				

2. Learning More to Ensure a Deeper Understanding		YES	PARTLY	NO
a) Facilitates a conversation that invites the family to share or show their concerns, discoveries, or interventions tried related to the IFSP outcome being focused upon.				
b) Asks questions to help the team understand the current situation regarding the IFSP outcome.				
c) Observes to understand & discuss status of progress toward the IFSP outcome.				
d) Shares information from observations or from information the family shares, which can help the team understand the current situation regarding the IFSP outcome.				
e) Uses active reflective listening (e.g., open-ended questions, paraphrasing, clarifying, attention to the speaker).				
TALLY (score 2 for yes, 1 for partly, and 0 for no).				

3. Action and Trying Strategies 	YES	PARTLY	NO
a) Engages the family in <input type="checkbox"/> identifying/ <input type="checkbox"/> tweaking/ <input type="checkbox"/> reviewing an intervention strategy for the IFSP outcome being addressed. Evidenced by encouraging dialogue, practice, & creative problem solving.			
b) Starts where the family is/what they have tried rather than being the first to offer up a strategy (i.e., have you tried this, have you tried this, what about this...).			
c) Follows the family’s lead, discusses the contexts or routines in which the strategy will be used or tried.			
d) Helps the family practice the strategy & discuss it fully to ensure family’s comfort and confidence.			
e) Uses effective adult learning methods to help the family determine the strategy they want to try to address the outcome being focused upon. At least one of the following approaches should be evident.			
o Information Exchange			
o Problem Solving			
o Direct Teaching			
o Indirect Teaching			
o Practice With Feedback			
f) Ensures the identified strategy is clearly identified (i.e., can you state what the strategy is?).			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			
4. Reflection & Responsive Feedback 	YES	PARTLY	NO
a) Asks questions that encourage the parent to think about the situation & generate improvement ideas.			
b) Provides enough wait time for the parent to reflect & respond.			
c) Listens intently & empathetically.			
d) Manages interjections of personal opinions or directing next steps.			
e) Provides responsive feedback (acknowledging, sharing ideas/information, and/or encouraging).			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

5. End Planning - Between Visit and Next Visit Actions By Outcome 	YES	PARTLY	NO
a) Ensures sufficient time to clarify the 'between visit' & 'next visit' plans.			
b) Recaps or invites the parent to state what they want to do between this & the next visit with regard to outcomes focused upon during this visit.			
c) Identifies what the team plans to do or focus on during the next visit.			
Is the <i>between</i> visit or next visit plan unclear or vague? (If yes, complete i & ii below)			
i. <i>Provides clarification or discusses further the between visit/next visit plan.</i>			
ii. <i>Checks in with the family to ensure team understanding.</i>			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

End of The Visit			
1. Scheduling	YES	PARTLY	NO
a) Briefly reviews next visit plans discussing any needed schedule changes.			
b) Confirms the date, location, and time for the next visit.			
2. Salutations	YES	PARTLY	NO
a) Extends friendly good byes.			
b) Acknowledge all visit participants.			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

After the Visit

1. Documentation	YES	PARTLY	NO
a) Documents the visit activities in a timely manner following the visit			
b) Documents status of each outcome addressed during the visit.			
c) Documents the intervention toward each outcome addressed during the visit.			
d) Documents the plan for each outcome addressed during the visit.			
Was the visit conducted as a co-visit? (If yes, complete i & ii below)			
<i>i. Clarifies who will document what.</i>			
<i>ii. Completes the necessary documentation in a timely manner.</i>			
2. Provider Reflection	YES	PARTLY	NO
a) Engages in independent or team reflection.			
b) Updates their action plan of what they want to do or not do on the next visit.			
3. Action and Consultation	YES	PARTLY	NO
a) Updates the developmental tool kept open in the background as applicable.			
b) Performs follow up actions, including consultation with others, in a timely manner following the visit.			
TALLY (score 2 for yes, 1 for partly, and 0 for no).			

Verification Scoring

To determine the percentage, divide the tally scores by the total number of items rated x2 for each section. Passing is 75%.

	NOTES	Tally Scores	Number of Rated Items x2	Percentage
PLANNING FOR THE VISIT				
1. Reviewing IFSP & notes from the last visit				
2. Collecting needed information				
3. Consulting with others				
4. Contacting family prior to visit				
BEGINNING THE VISIT				
1. Greetings				
2. Getting Started				
MIDDLE OF THE VISIT WITH FLARE				
1. Functional IFSP Outcomes to Guide Intervention				
2. Learning More to Ensure a Deeper Understanding				
3. Action and Trying Strategies				
4. Reflection & Responsive Feedback				
5. End Planning - Between Visit & Next Visit Actions				
END OF THE VISIT				
1. Scheduling				
2. Salutations				
AFTER THE VISIT				
1. Documentation				
2. Provider Reflection				
3. Action and Consultation				

Reflection/ Action Plan

How effectively were these general quality practices implemented?						MIDDLE OF THE VISIT WITH FLARE									
Not at all (1)	Slightly (2)	Somewhat (3)	Moderately (4)	Extremely (5)											
How effectively were these general quality practices implemented?						1. Functional IFSP Outcomes to Guide Intervention					1	2	3	4	5
						2. Learning More to Ensure a Deeper Understanding					1	2	3	4	5
						3. Action and Trying Strategies					1	2	3	4	5
						4. Reflection & Responsive Feedback					1	2	3	4	5
						5. End Planning - Between Visit & Next Visit Actions					1	2	3	4	5
PLANNING FOR THE VISIT						END OF THE VISIT									
1. Reviewing IFSP & notes from the last visit	1	2	3	4	5	1. Scheduling					1	2	3	4	5
2. Collecting needed information	1	2	3	4	5	2. Salutations					1	2	3	4	5
3. Consulting with others	1	2	3	4	5	AFTER THE VISIT									
4. Contacting family prior to visit	1	2	3	4	5	1. Documentation					1	2	3	4	5
BEGINNING THE VISIT						2. Provider Reflection					1	2	3	4	5
1. Greetings	1	2	3	4	5	3. Action and Consultation					1	2	3	4	5
2. Getting Started	1	2	3	4	5						1	2	3	4	5
Using the information in this document complete the following action plan.															
The general content area (above) I want to focus on is...															
Specifically, I want to...															
To do this I'll need to...															
The resources I'll need are...															
My timeline for reviewing this is...															

Middle Of the Visit Escort Optional Notes Template

Functional Outcome	Learning More	Action	Reflection & Responsive Feedback
			
			<div style="text-align: center;">End Plan</div> 
Signs of Readiness			
Evidence-Based Resource			