

Services Coordinator (SC) Getting Ready Observation Tool

The items on the Obs. Tools are very similar/same as those on the RBI and GR checklists, and this is purposeful. The small boxes on the left side are checked if the item is present. The boxes are NOT intended for scoring. Use the 1 or 0 to indicate a strength or an opportunity for growth. In some instances, a group of items m(s) may be a strength even if the overall matching checklist item is not a plus.

EI SC: _____ Coach/Observer: _____

GUIDE	Strength= 1 Opportunity= 0		Comments
OPENING: Establish/ Re-establish the Partnership (1/1 = Strength)	1	0	
<input type="checkbox"/> Engage in mutual social talk			
OPENING: Discuss Family-Child Strengths/ Concerns/Observations (3/4 = Strength)	1	0	
<input type="checkbox"/> Discuss child strengths, new skills, new interests, steps that were to be taken (if any) since previous contact			
<input type="checkbox"/> Discuss family developments since previous contact			
<input type="checkbox"/> Discuss any concerns and what has been tried			
<input type="checkbox"/> Review steps that were to be taken since most recent contact with family			
OPENING: Co-establish Purpose for Today's Visit (1*/2 = Strength) *required*	1	0	
<input type="checkbox"/> *Co-establish parent's and professional's priorities for the visit, including ideas from previous visit* If no new ideas/concerns, explore action steps toward applicable family outcomes as focus for this visit			
<input type="checkbox"/> If necessary, identify immediate concern which may preempt other main agenda topics for the contact			
MAIN AGENDA – Review Progress Toward Child/Family IFSP Outcomes (2/3 = Strength)	1	0	
<input type="checkbox"/> Discuss progress, child/family strengths, resources and any resulting plans for EACH outcome			
<input type="checkbox"/> Discuss EI services relative to who is providing, frequency, location, and satisfaction with what is happening to address outcomes			
<input type="checkbox"/> Discuss satisfaction with other resources and supports including waiver and needed new resources as appropriate			

MAIN AGENDA – Review Family Rights and Safeguards; Progress on Transition Plan as Appropriate <i>(1/2 strength if addressed)</i>	1	0	
<input type="checkbox"/> <i>Discuss family rights at least annually; what questions does the family have re: EI process and what happens at any given point and what happens next</i>			
<input type="checkbox"/> <i>Discuss progress toward IFSP transition steps including what has been tried, supports needed, joint planning, timelines</i>			
MAIN AGENDA – Develop New Home Visit Plan for Between Now and Next Contact <i>(1/2 = Strength)</i>	1	0	
<input type="checkbox"/> <i>Summarize plans and jointly determine steps to be taken relative to IFSP goals, services and/or transition plan</i>			
<input type="checkbox"/> <i>Discuss communication between SC and family between contacts</i>			
CLOSING: Reflection <i>(1/2 = Strength)</i>	1	0	
<input type="checkbox"/> <i>Ask: What are we each feeling good about?</i>			
<input type="checkbox"/> <i>Ask: Any remaining parent concerns or questions?</i>			
Discuss/Review Possible Ideas for Next Visit			
CLOSING: Review and Finalize Plan <i>(1/2 = Strength)</i>	1	0	
<input type="checkbox"/> <i>Briefly summarize key components of the HV Plan</i>			
<input type="checkbox"/> <i>If addressing an immediate concern took up allotted time, make specific plan for a follow-up contact to review IFSP outcomes</i>			
<input type="checkbox"/> <i>Provide a copy of the HV Plan</i>			

GETTING READY STRATEGIES	Strength= 1 Opportunity= 0		<i>Comments</i>
Communicate Openly and Clearly	1	0	
Affirm Parent Competencies	1	0	
Make Mutual/Joint Decisions	1	0	
Focus Parent's Attention on Child's Strengths	1	0	
Share Developmental Information and Resources	1	0	
Use Observations and Data from Parents and Professionals	1	0	
Model and/or Suggest	1	0	

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