



Inclusive Planning Checklist: Home-Visiting Programs

This checklist is a tool for providing collaborative home-based services to infants or toddlers with significant disabilities and their families. The checklist provides suggestions for activities that should take place to ensure that high-quality integrated services are provided. It is divided into four sections: 1) Build Relationships, 2) Gather and Share Information and Resources, 3) Develop and Implement Plans, and 4) Review and Evaluate Services.

Instructions:

Each team member should complete the checklist, identifying his or her role in the achievement of each of the activities. Team members should then consider what they need from each of the other team members to meet their responsibilities. Team members can then discuss the roles and responsibilities of each member in implementing the activities for effective, integrated services.

Session 7 Handout #3



Task #1 Build Relationships	My Role:	What I Need from Others:
<p>a. Whenever possible, arrange to meet with all team members before the child's first home visit. Get pictures of providers and exchange telephone numbers, email addresses, and other contact information.</p> <p>b. Share information about routines for both the family and the home visitors.</p> <p>c. As a team discuss your philosophies about disability and intervention.</p> <p>d. Gather information from the family about:</p> <ul style="list-style-type: none"> • The child's preferences, routines, sleeping patterns • The techniques and tips for soothing the child, feeding him/her, etc. • Their expectations of the home visitors and themselves, including any accommodations and adaptations the family uses for their child 	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>

Session 7 Handout #3



Task #1 Build Relationships	My Role:	What I Need from Others:
<p>e. Discuss information from those who know the child about his/her learning style and preferences to determine priorities for the home visit, such as:</p> <ul style="list-style-type: none"> • Chances for their child to play with siblings or other children in the home • Type, timing, and location of therapy the child receives • The developmental skills the child is working on • Respite care • Parent information and resources • Other: _____ 	<p>e.</p>	<p>e.</p> <p>f.</p>
<p>f. Obtain information releases for Part C and other providers who are working with the child and family and with whom it is appropriate to collaborate.</p>	<p>f.</p>	

Session 7 Handout #3



Task #2 Gather and Share Information and Resources	My Role:	What I Need from Others:
<p>a. Develop a system for ongoing communication between family members and service providers.</p>	a.	a.
<p>b. Insure that all team members know who the main contact person is, such as the service coordinator.</p>	b.	b.
<p>c. Make appropriate medical and developmental information available to all team members (such as that found in the Individualized Family Service Plan).</p>	c.	c.
<p>d. Ensure that all service providers and family members are aware of strategies necessary to support the child in the home and other natural settings.</p>	d.	d.
<p>e. Openly address any insecurity that service providers may have about working with the child and make sure that all questions from family members and service providers are clearly answered on an ongoing basis.</p>	e.	e.

Session 7 Handout #3



Task #3 Develop and Implement Plans	My Role:	What I Need from Others:
<p>a. The Individualized Family Service Plan (IFSP) is child-specific and is developed for the child and family. One purpose of the IFSP is to clarify what services are to be provided and by whom, as well as when and where those services will be delivered.</p> <p>b. Identify who needs to be involved in developing the IFSP and what specific role they might play. For example, the plan might include:</p> <ul style="list-style-type: none"> • The family • Early care and education staff: <ul style="list-style-type: none"> • Home visitor • Disabilities coordinator • Education coordinator • Administrator/Director • Other: _____ • Community partners: <ul style="list-style-type: none"> • Part C service provider • Early intervention home visitor • Public health nurse • Occupational therapist • Physical therapist 	<p>a.</p> <p>b.</p>	<p>a.</p> <p>b.</p>

Session 7 Handout #3



Task #3	My Role:	What I Need from Others:
<p>Develop and Implement Plans</p> <ul style="list-style-type: none"> • Speech and language pathologist • Health care providers, including family doctors and specialists • Family child care provider • Others: _____ • Others: <ul style="list-style-type: none"> • Sunday school teachers • Family • Friends 	<p>c.</p> <p>d.</p> <p>e.</p>	<p>c.</p> <p>d.</p> <p>e.</p>

Session 7 Handout #3



Task #3	My Role:	What I Need from Others:
<p>Develop and Implement Plans</p> <p>f. Schedule IFSP meetings and reviews at times when all team members can participate.</p>	f.	f.
<p>g. Meet as a group before and after the IFSP meeting so that everyone understands the child's IFSP outcomes, why those outcomes were selected, and what their roles are in working towards the outcomes.</p>	g.	g.
<p>h. Discuss options for practicing any new skills in settings where there is feedback to the person learning the new skills.</p>	h.	h.
<p>i. Discuss accommodations and adaptations that are currently being used or might be useful (for example, adapted toys or eating utensils).</p>	i.	i.

Session 7 Handout #3



What I Need from Others:	My Role:	Task #3 Develop and Implement Plans
j.	j.	<p>j. Develop a shared events calendar where dates for IFSP meetings are updated, and doctors' appointments, assessments, etc., can be shared among all team members. Set up schedules that are coordinated among all team members and that are responsive to the needs of the family (e.g., joint home visits, alternate home visits, regular systems of communication).</p>
k.	k.	<p>k. Consider which of the child's outcomes should be incorporated into the home visit and daily routines and then plan how to incorporate them.</p>
l.	l.	<p>l. Develop a system to monitor and note how outcomes are addressed.</p>

Session 7 Handout #3



Task #4 Review and Evaluate Services	My Role:	What I Need from Others:
<p>a. Determine how information regarding progress or problems will be communicated among team members.</p> <p>b. Engage in ongoing dialogue among team members to assure that the child's and family's changing needs are appropriately addressed.</p> <p>c. Develop a system to monitor how outcomes are addressed and progress is noted.</p> <p>d. As a team, evaluate:</p> <ul style="list-style-type: none"> • Adaptations and accommodations for the child • Staff training • The flow of information among all parties • Interagency agreements that effect day-to-day practice • Staffing patterns and schedules • IFSP outcome implementation and progress • Participation in IFSP meetings 	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>

Session 7 Handout #3



What I Need from Others:	
My Role:	<p>e.</p> <p>f.</p>
<p>Task #4 Review and Evaluate Services</p> <p>e. Make IFSP revisions based on evaluation findings.</p> <p>f. Develop plans to sustain services and supports when providers change because of programmatic or staffing changes and/or as the child or family experience changes.</p>	

Session 7 Handout #3