

Conducting the Routines-Based Interview™ (RBI)

1. May the RBI be completed at the same time as the intake visit or evaluation for eligibility?

No. The RBI would not be conducted with a family until eligibility has been determined. With children coming into the program with a qualifying diagnosed medical condition, it may be appropriate to complete the RBI as an assessment for Individualized Family Service Plan (IFSP) planning but not before eligibility is determined.

2. How frequently is the RBI repeated?

There is no required schedule for repeating the RBI. However, it is suggested that as part of the annual IFSP review process, the IFSP team should review the existing RBI information and make changes as appropriate.

3. Who should be present when conducting an RBI with the family?

It is best to include the service coordinator (SC) and the provider who may be providing services to the family (i.e., the evaluator), in order to keep the parents from repeating their story. In addition to the parents, other family members or childcare providers who contribute to the child's routine on a regular basis may be present.

4. Who leads the interview?

In instances where both the SC and a provider are present, the provider and SC determine who will conduct the interview with the family and who will handle the distractions and take notes. In instances where only one person can be present, the SC should conduct the RBI because this information will be discussed at the IFSP meeting.

5. How will providers be authorized to conduct or attend a RBI?

Providers will receive an authorization for evaluation/assessment as they would for a traditional evaluation/assessment, regardless of whether the provider leads the RBI or is second person.

6. What RBI documentation is required in the child's official record?

The notes or RBI protocol used to complete the interview. The provider or SC sends the documentation to the SPOE to be filed in the child's official record.

7. Prior to the initial IFSP, can discipline specific assessments be conducted in addition to the RBI?

It depends. When collecting the necessary information for an initial IFSP, there may be a need to collect additional specifics about a particular concern (i.e., feeding) in order to develop strategies and activities in an IFSP. Additionally, if a discipline specific assessment is needed for a provider's licensure requirements, then a provider may need to conduct an assessment in addition to the RBI.

8. Is the Ecomap a required component of the RBI?

No. It may be completed at intake to help the family identify their resources and supports since it takes little time to administer and assists the SC in building rapport with the family.