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Highlights of the IFSP Observation Tool

- Provides multi-purpose use (knowledge of high quality practices, feedback, reflection, follow-up) for sustainability.
- Aligns with Evidence-Based Practices (EBPs).
- Examines practices specific to the process and discussions of an IFSP meeting, not the written IFSP document.
- Offers a rating for measurement.
- Enhances inter-rater reliability.
Instructions

Purpose:
- Measure the use of Evidence-Based Practices (EBP) during IFSP Meetings.
- Examine the interactions, discussions and overall tone of the IFSP meeting.
- To observe Service Coordinator and Provider practices during an IFSP meeting.
- Assist the regional System Point of Entry (SPOE) Directors with the annual needs assessment.

Instructions Continued

Description:
- Four essential practices
- Three or four observable components
- Three or four key indicators

Procedure:
- Initial, Six-Month or Annual IFSP meeting
- Four-point scale
- Flexible order for observing and scoring
- A notes section to support the ratings

References

- Agreed-Upon Practices:
  http://www.nectac.org/~pdfs/topics/families/AgreedUponPractices_FinalDraft2_01_08.pdf
- Key Principles:
  http://www.nectac.org/~pdfs/topics/families/Principles_LooksLike_DoesntLookLike3_11_08.pdf
- Division of Early Childhood-Recommended Practices (DEC-RP):
  http://ectacenter.org/decrp/
- Reaching Potentials through Recommended Practices Observation Scale – Home Visiting (RP² OS-HV):
  http://ectacenter.org/~pdfs/implement_ebp/RP2_OS-HV.pdf
A Closer Look at Essential Practice 1

Establish and Maintain a Collaborative and Respectful Climate for All IFSP Team Members, Including the Family.

- Explain the purpose and process of the IFSP meeting with all members.
- Share information with all team members in a clear manner.
- Use active and reflective listening skills.
- Facilitate the IFSP meeting to include the family as an equal team member.

A Closer Look at Essential Practice 2

Prioritize the Family’s Concerns, Considering Child and Family Assessment Information.

- Synthesize the information collected regarding the child’s present level of development.
- Review and update the concerns shared by the family.
- Identify the family’s priorities related to child and family needs.
A Closer Look at Essential Practice 3

Determine IFSP Outcomes for the Child and Family, Considering the Family’s Priorities.

- Identify and/or revise outcomes for the child and family that are functional.
- Identify and/or revise strategies and activities to support the identified functional outcomes.
- Identify and/or revise the criteria for determining progress toward achieving outcomes.
A Closer Look at Essential Practice 4
Prepare the Family for Early Intervention Services and Next Steps.

- Identify services and supports necessary to achieve the identified outcomes.
- Identify next steps in preparation for services to begin or continue.
- Identify next steps in planning for upcoming IFSP meetings.
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