



## SS-OO-PP-RR Self-Reflection Tool for Dual Role Service Coordinator/Early Intervention Provider

This self-reflection tool may be used to plan visits, during the visit to guide interactions with families, or as a way to self-reflect on your practice. The “R” notations after each item align with the [11 responsibilities](#) of Service Coordinators from Iowa Early ACCESS Rules.

Name of provider and family initials \_\_\_\_\_

Date of visit \_\_\_\_\_

| Setting the Stage for Early Intervention   | Yes | Not Yet | N/A |
|--|-----|---------|-----|
| 1a. Gathers updates on child and family - listens and encourages caregiver reflection (R7, R8)   |     |         |     |
| SC reviews the family’s priorities for early intervention and follows up on referrals (R2, R6, R7, R8)   |     |         |     |
| SC gathers updates on outside services (i.e. doctor’s appointments, private therapy, etc.; R3, R7)   |     |         |     |
| 2. Asks caregiver to update intervention implementation since last visit (or contact) - listens, encourages caregiver reflection and sets up problem solving as needed (R7, R8)  |     |         |     |
| 3. Shares information related to development and family interests - connects learning targets to functional outcomes and IFSP priorities to increase caregiver knowledge and resources (R2, R3, R5)  |     |         |     |
| 4. Clarifies session targets, strategies, and routines jointly - facilitates caregiver participation and decision making in the discussion (R2, R5, R7, R8)  |     |         |     |
| Observation and Opportunities to Embed   | Yes | Not Yet | N/A |
| 5. Observes caregiver-child interaction in routines - provides feedback and builds on dyad strengths (R2, R8)  |     |         |     |
| 6. Uses coaching strategies, matched to caregiver and child behaviors as caregiver embeds intervention in routine - scaffolds and repeats to build competence and confidence ( <i>This indicator is repeated multiple times in 2 or more different routine categories</i> ) (R7, R8)               |     |         |     |
| 7. Provides general and specific feedback on caregiver and child behaviors and interactions- teaches and encourages caregiver to participate ( <i>This indicator is repeated multiple times throughout the session using both general and specific feedback for child and caregiver</i> ) (R7, R8) |     |         |     |
| Problem Solving and Planning   | Yes | Not Yet | N/A |
| 8. Problem solves with the caregiver about appropriate intervention strategies to embed - coaches caregiver on evidence based interventions for identified targets and routines (R7, R8)   |     |         |     |
| 9. Supports caregiver to identify opportunities for practice in additional contexts/routines - plans when, where, how to embed (R7, R8)  |     |         |     |

| <b>Reflection and Review</b>   | <b>Yes</b> | <b>Not Yet</b> | <b>N/A</b> |
|--|------------|----------------|------------|
| 10. Asks questions, comments to promote caregiver reflection and review of a routine or the session - identifies what works for caregiver and child (R7, R8)   |            |                |            |
| 11. Asks caregiver to describe how early intervention services are supporting their child's participation in family routines and activities and supports EI plan (R7, R8)  |            |                |            |
| 12. SC asks caregiver how the provider supports his or her learning, listens to responses, and encourages reflection and problem solving (R7, R8)  |            |                |            |
| 13. Engages caregiver to lead development of a "best plan of action" for embedding intervention in multiple routines and activities throughout the day - facilitates caregiver leadership and decision making (R5, R7, R8)   |            |                |            |
| 14. Offers the caregiver a chance to ask questions about early intervention services, funding for services, and their rights (R1, R9)<br><ul style="list-style-type: none"> <li>a. Help families understand funding of Early ACCESS services, for example, the role of Medicaid, private insurance, and no cost to families (R10)</li> </ul> |            |                |            |
| SC plans and coordinates assessments, IFSP reviews, referrals, or transition meetings as needed<br><ul style="list-style-type: none"> <li>a. Support communication among team members (R4, R5, R11)</li> </ul>   |            |                |            |

For items that were marked "Not Yet", what are next steps to address these items?

Additional Notes/Comments: