

1700: OKLAHOMA FAMILY INTERVIEW (OFI)

The Oklahoma Family Interview (OFI) is a facilitated conversation with the family for the purpose of Individualized Family Service Plan (IFSP) development. The OFI is completed at the initial IFSP for all eligible families. The OFI helps the IFSP team gain a greater understanding of how the child and family functions. It helps the family determine where they are having challenges and what things are going well; new activities they would like to participate in; and outcomes they may want to add to the IFSP. The OFI was developed to meet a number of needs, including developing rapport, gathering information and planning services and interventions.

Who is the Primary Learner?

The Resource Coordinator assists the family in determining who will be the “primary learner” for the child’s IFSP services. A primary learner is the adult who interacts with the child and SoonerStart provider on a consistent basis during early intervention services. The primary learner is empowered to provide intervention activities between service provider visits. The primary learner is never the child. If the parent or caregiver is the primary learner then the OFI will consist of family daily activities. If the childcare provider is determined the primary learner then the OFI will consist of childcare daily routines. If services are split equally between a parent or caregiver and childcare primary learner then both family and childcare activities will be discussed.

Responsibilities

The Resource Coordinator and Service Provider will work as a team to gather the necessary information needed to develop an IFSP with the family.

The Resource Coordinator is responsible for:

- Facilitating the OFI/IFSP process including the family assessment
- Asking questions guided by the Oklahoma Family Interview Tool (OFIT)
- Collaborating with the Service Provider(s) to complete OFI
- Assisting with recap, outcome selection and outcome development

The Service Provider(s) is responsible for:

- Taking brief notes that capture the main points and “staring” potential outcomes
- Collaborating with the Resource Coordinator to complete the OFI
- Assisting with recap, outcome selection and outcome development
- Assisting in identifying and determining appropriate services to support the IFSP outcomes

OFI Tools (OFIT)

Several tools have been developed to assist in completing an OFI. The **OK Family Interview IFSP Outline with EdPlan (Appendix BB)** gives -step-by-step procedures for completing an OFI at the initial IFSP. The

OK Family Interview Tool (OFIT) (Appendix BB) was developed to help guide discussions within each of the seven required daily activities and wrap questions.

Contractors and the OFI/IFSP Process

Contracted service providers have received training on the Oklahoma Family Interview process. If a contracted service provider has been determined the most likely service provider for the family, he/she is expected to be an active participant in the OFI/IFSP process.

Annual OFI/IFSP

The OFI is updated at the annual IFSP review. This is a time to review the information previously gathered, see how the family and child's day has changed and assist the family in identifying new outcomes to be addressed on the IFSP.

For more information on completing OFI/IFSPs, see Section 1701 of this manual.