

## OK Family Interview (OFI) Outline with EdPlan

- I. Beginning/Introductions
  - a. Explain purpose of meeting
  - b. Introduce all participants
- II. Present Levels of Development
  - a. Update health information
  - b. Review and update existing vision and hearing information
- III. Family Assessment
  - a. Who lives in your household?
  - b. Who are the important people in your family's life?
  - c. What community resources/services are being provided to your family and/or child?
    - i. Review of Oklahoma Family Resource Assessment (OFRA)
  - d. What are your main concerns for your family and child?
    - i. Optional follow-up questions: How do these impact your day? When during your day are these concerns the most challenging?
- IV. Family Daily Routines/Activities (**Services with a Family Member**)
  - a. Use the OK Family Interview Tool (OFIT) gather information and star important notes on ALL required activities listed below:
    - i. Waking Up
    - ii. Diapering/Toileting/Dressing
    - iii. Eating (Meals/Snacks/Feeding/Meal Prep)
    - iv. Hanging Out
    - v. Outings
    - vi. Bath Time
    - vii. Sleeping (Nap/Bedtime/Nighttime)
- V. Childcare Daily Routines/Activities (**Services with a childcare provider**)
  - a. Method for Completion:
    - i. Best practice – Complete interview with family and childcare provider together
    - ii. Next option – Complete prior to the IFSP and review information with family at the IFSP
    - iii. Last option – Complete after the IFSP and review information over the phone with family to determine if an IFSP modification is needed
  - b. Use the OK Family Interview Tool (OFIT) for Childcare to gather information and star important notes of indicated routines on the OFIT
    - i. Waking up (naps)
    - ii. Diapering/Toileting/Dressing
    - iii. Eating
    - iv. Hanging out (play, circle time, story time, etc.)
    - v. Sleeping (naps)
    - vi. Other questions – drop off/pick up, transitions, social interactions, etc.

vii. Wrap up questions for childcare – Any specific concerns... & What skills...

VI. Wrap Up Questions

- a. Other activities not discussed
- b. Future or missed activities
- c. Weighs on your mind...

VII. Recap/Outcome Selection

- a. Team will review starred notes with the family
- b. Team and family will make a list of agreed upon potential outcomes during the recap process

VIII. IFSP

- a. Change informal outcome list to formal IFSP outcomes
- b. Determine who is responsible for assisting family with each outcome on the IFSP... RC or Service Provider(s)
  - i. Add the person responsible in the “strategy” box of the IFSP
- c. Formula: Who (child) + will do what + when (routine) + how often + over what span of time.
  - i. Example: *Johnny will feed himself with a spoon during two meals a day, daily for two weeks.*
- d. Determine services based on the IFSP outcomes and level of support needed by family

# OK Family Interview Tool

Revised Sept 2019

## Waking Up

- Tell me about wake up time
- Who's up first?
- Where does the child sleep?
- How do you know he/she is up?
- How long before your child needs your attention?
- What is your child's mood like at wake up time?
- Where is rest of the family?
- **Childcare – Are there any challenges or concerns with this activity at childcare?**
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make this time better?**

## Diapering/Toileting/Dressing

- Tell me about diapering/toileting time
- How cooperative is your child during diapering/toileting?
- Is your child using the toilet? How independently?
- How does your child tell you – need to use toilet or need a diaper change?
- Tell me about dressing time
- Is your child helping w/dressing? How? What?
- Tell me about your child's communication during diapering/toileting and dressing
- **Childcare - Are there any challenges or concerns with this activity at childcare?**
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make these times better?**

## Eating (Meals/Snacks/Feeding/M meal Prep)

- Tell me about mealtimes/feeding for your child and family
- How independent is your child during meals/snacks and feeding?
- Where does the family eat? Where is your child fed?
- What are other family members doing during meals/feedings?
- How do you know your child is hungry, wants more or is finished?
- Do you and your child enjoy mealtimes/feedings together? Tell me about that.
- Tell me about the time you spending preparing for meals/feedings
- **Childcare - Are there any challenges or concerns with this activity at childcare?**

- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make these times better?**

## Hanging out

- Tell me about your child's time spent hanging out or playing at home
- What does your family like to do together at home?
- How is your child involved in family time?
- Does your child enjoy watching TV? How do you know? What do they do?
- Are there any family activities that you'd like to do that you're unable to do at this time?
- Does your family spend much time outdoors? What do you like to do?
- What does your child like to do outside?
- What happens when it's time to go back inside?
- **Childcare - Are there any challenges or concerns with this activity at childcare?**
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make these times better?**

## Outings

- Tell me about going on outings and traveling with your child
- How independent is your child during this time? How much can he/she do on own?
- Does your child enjoy traveling in the car and going on outings? How do you know?
- How does your child do with transitions to and from the car?
- Tell me about your child's communication during these times
- How does your child react to or communicate with others while out?
- **\*\*If attending childcare: Tell me about drop off/pick up times? Have others shared concerns? What were they?**
- How much attention or supervision does your child require on an outing from you?
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make these times better?**

### **Bath time**

- Tell me about bath time
- How independent is your child during bathing?
- Does your child enjoy their bath? How do you know?
- How does your child do with hair washing?
- Tell me about playtime in the bath
- How does he/she communicate w/you at this time? What do you talk about?
- Tell me about getting out of the bath
- Tell me about teeth brushing with your child
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make this time better?**

### **Sleeping (Nap/Bedtime/Nighttime)**

- Tell me about putting your child down to sleep for a nap
- What do you do to help your child transition to from other activities to naptime?
- How do you know when your child is ready to get up from their nap?
- Tell me about putting your child down to sleep at bedtime
- What do you do to help your child prepare for bedtime?
- Does your child sleep through night? What happens if your child wakes up?
- Is bedtime easy or stressful? Tell me about that.
- **Childcare - Are there any challenges or concerns with this activity at childcare?**
- **Over the next 6-12 months, what would you like to see happening that isn't happening now?**
- **Is there anything that would make these times better?**

### **Childcare – Other questions**

- Are there any challenges or concerns with any other activities that the child participates in at childcare?
  - ✓ Drop off/pickup
  - ✓ Transitions
  - ✓ Social interactions
- Are there any specific concerns regarding this child's development, skills or behavior?
- What skills do you feel the child needs to improve upon in order to help make their day more successful?

### **Wrap Up Questions...**

- Are there any activities that you, your family or your child participate in that we have not discussed? Would you like to discuss them now?
- Are there any additional activities that you'd like yourself, your child or your family to be able to participate in? Would you like to tell us about that?
- Is there anything that weighs on your mind? Would you like to share that with us?