

RBI Implementation Checklist

Interviewer _____ **Date** _____

Observer _____ **Score** _____

	+	+/-	-	Comments
1. Did the interviewer prepare the family, at least the day before the interview, by telling them (a) that they will be asked to describe their daily routines, (b) they can choose a location, and (c) they can choose who participates (including whether it's one or both parents)?				
2. Did the interviewer greet the family then review the purpose for the meeting (e.g., to get to know the family and to determine how best to provide support to their child and family)?				
3. Did the interviewer ask the parents if they have any major questions or concerns before starting the interview?				
4. Did the interview have a good flow (conversational, not a lot of time spent writing)				
5. Did the interviewer maintain focus without attending too much to distractions?				
6. Did the interviewer ask follow-up questions to gain an understanding of functioning?				
7. Did the interviewer address all of the family's routines, especially by following the parent's lead?				
8. Were there follow-up questions related to engagement?				
9. Were there follow-up questions related to independence?				
10. Were there follow-up questions related to social relationships?				
11. Were follow-up questions developmentally appropriate?				
12. Were open-ended questions used initially to gain an understanding of the routine and functioning (followed by closed-ended questions if necessary)?				
13. Did the interviewer find out what people in the family other than the child are doing in each routine?				
14. Did the interviewer ask for a rating of each routine?				
15. Did the interviewer find out how satisfied the family is with each routine through both description and rating?				
16. To transition between routines, was the question <i>What happens next?</i> or something similar used?				
17. Did the interviewer use good affect (e.g. facial expressions, tone of voice, responsiveness)?				

18. Did the interviewer use affirming behaviors (nodding, positive comments or gestures)?				
19. Did the interviewer attempt to get the parent's perspective on behaviors (why he/she thinks the child does what he/she does)?				
20. Did the interviewer use active listening techniques (rephrasing, clarifying, summarizing)?				
21. If there were no problems in the routine, did the interviewer ask what the parent would like to see next?				
22. Did the interviewer avoid giving advice?				
23. Did the interviewer avoid unnecessary question, such as the specific time something occurs?				
24. Did the interviewer act in a nonjudgmental way?				
25. Did the interviewer use "time of day" instead of "routine"?				
26. Did the interviewer return easily to the interview after an interruption?				
27. Did the interviewer allow the family to state their own opinions, concerns, etc. (not leading the family towards what the interviewer thinks is important)?				
28. Did the interviewer get information on the parent's down time (any time for him/herself)?				
29. Did the interviewer put a star next to the notes where a family has indicated a desire for change in routine or has said something they would like for their child or family to be able to do?				
30. After the interviewer has summarized concerns, was the family asked if anything should be added?				
31. After summarizing concerns (starred items) did the interviewer take out a clean sheet of paper and ask the family what they wanted to work on? (New List)				
32. Did the interviewer ask the family to put the outcomes into a priority order for importance?				
33. Did the interviewer discuss when the services will be decided upon-this meeting or a subsequent one?				
34. Did the interviewer thank everyone for their time?				
35. Ask the family, "When you lie awake at night worrying, what is it you worry about?"				
36. Ask the family, "If you could change anything about your life, what would it be?"				

Goal 85% or better (Total score of 87 or better on numbered items)

Scoring +3 points +/- 2 points - 0 points