

RBI Implementation Checklist

Interviewer: _____ Date: _____

Observer: _____

	Yes	No	Comments
Opening the Interview			
1. Did the interviewer greet the family?			
2. Did the interviewer review the purpose of the meeting (i.e., get to know the family and determine how to best support the child and family)?			
3. Did the interviewer ask the family what their major concerns were for their family and child?			
Gathering Information about Routines			
4. Did the interviewer find out what people other than the child are doing during each routine?			
5. Were open-ended questions used to gain an understanding of each routine and functioning?			
6. For every routine, were logical follow-up questions asked to gain an understanding of functioning?			
7. For every routine, was there a follow-up question related to engagement?			
8. For every routine, was there a follow-up question related to independence?			
9. For every routine, was there a follow-up question related to social relationships?			
10. For some routines, did the interviewer attempt to get the family's perspective on behaviors (why they think the child does what he/she does)?			
11. Did the interviewer ask for a rating of satisfaction for each routine?			
12. Did the interviewer ask for a description of the family's satisfaction for each routine?			
13. If there were no problems in a routine, did the interviewer ask what the family would like to see next?			
14. Did the interviewer get information on the parent's down time (i.e., time for self)?			
15. Did the interviewer take notes about each routine?			
16. Did the interviewer place a star next to the notes where change in a routine or what the child and family do during a routine is needed?			
Summarizing Information Gathered			
17. Did the interviewer summarize the starred items?			
18. After summarizing concerns (starred items), was the family asked if anything should be added?			

Connecting Information with the IFSP			
19. After summarizing concerns, did the interviewer take out a clean sheet of paper for writing what the family would like to work on?			
20. Did the interviewer ask the family what they wanted to work on?			
21. Did the interviewer write on the piece of paper what the family wanted to work on?			
22. Did the interviewer ask the family to put the things they want to work on in priority order?			
23. Did the interviewer explain how the things they want to work on will be included in the IFSP?			
24. Did the interviewer discuss when services will be decided upon (e.g., this meeting or a subsequent one)?			
Closing the Interview			
25. Did the interviewer thank everyone for their time?			
Interview Style			
26. Did the interview have a good flow (e.g., conversational, not a lot time spent writing)?			
27. Did the interviewer maintain focus without attending to distractions?			
28. When an interruption occurred, did the interviewer return easily to the interview?			
29. Did the interviewer use good affect (e.g., facial expressions, tone of voice)?			
30. Did the interviewer use affirming behaviors (e.g., nodding, positive comments, gestures)?			
31. Did the interviewer use active listening techniques (rephrasing, clarifying, summarizing)?			
32. Did the interviewer avoid giving advice?			
33. Did the interviewer avoid unnecessary questions (e.g., specific time something occurs)?			
34. Did the interviewer act in a nonjudgmental way?			
35. Did the interviewer allow the family to state their own opinions and concerns (i.e., not leading the family)?			
36. Did the interviewer use "time of day" instead of "routine"?			
37. To transition between routines, was the question, "What happens next?" or something similar used?			

Adapted from R.A. McWilliam (2008). RBI Implementation Checklist. RBI Certification Institute.