



SS-OO-PP-RR Self-Reflection Tool for Dedicated Service Coordinators

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.

Provider name: _____ Family initials: _____ Date of visit: _____

Setting the Stage for Early Intervention	Comments
1a. Gathers updates on child and family - <i>listens and encourages caregiver reflection (R7, R8)</i>	
SC reviews the family’s priorities for early intervention and follows up on referrals <i>(R2, R6, R7, R8)</i>	
SC gathers updates on outside services (i.e., doctor’s appointments, private therapy, etc.) <i>(R3, R7)</i>	
2. Shares information related to development and family interests - <i>connects learning targets to functional outcomes and IFSP priorities to increase caregiver knowledge and resources (R2, R3, R5)</i>	
Observation and Opportunities to Support Early Intervention Practices	Comments
3. Observes caregiver-child interaction in routines - <i>provides feedback and builds on dyad strengths and the child’s development and learning related to EI (R2, R8)</i>	
4. Asks caregiver to describe how early intervention services are supporting their child’s participation in family routines and activities and supports EI plan <i>(R7, R8)</i>	
SC Asks caregiver how the provider supports his or her learning, listens to responses, and encourages reflection and problem solving <i>(R7, R8)</i>	



Problem Solving, Reflection, and Planning	Comments
<p>5. Follows up on family concerns by engaging in problem solving discussions to build caregiver capacity and encourage decision-making (<i>R7, R8</i>)</p> <p>Problem solves with the caregiver about appropriate intervention strategies to embed - <i>coaches caregiver on evidence-based interventions for identified targets and routines (R7, R8)</i></p>	
<p>6. Offers the caregiver a chance to ask questions about early intervention services, funding for services, and their rights (<i>R1, R9</i>)</p> <p>a. Help families understand funding of Early ACCESS services, for example, the role of Medicaid, private insurance, and no cost to families (<i>R10</i>)</p>	
<p>7. Asks the caregiver what they are learning to do with their child, listens to responses and encourages reflection and problem solving to build capacity (<i>R7, R8</i>)</p>	
<p>SC plans and coordinates assessments, IFSP reviews, referrals, or transition meetings as needed</p> <p>a. Support communication among team members (<i>R4, R5, R11</i>)</p>	

Additional Notes/Comments: