

### Routine-Based Conversation Checklist

Interviewer: _____ Date: _____	Never	Some-times	½ of the time	Often	Always
1. Did the interviewer greet the family, then review the purpose of the meeting (e.g., to get to know the family and to determine how best to provide support to their child and family)?					
2. Did the interviewer ask the parents if they have any major questions or concerns before starting the interview?					
3. Did the interview have a good flow (conversational, not a lot of time spent writing)?					
4. Were both the interviewer and the parent engaged in the conversation (not distracted by other things that were going on, not looking around the room)?					
5. Did the interviewer ask follow-up questions to gain an understanding of functioning?					
6. Did the interviewer explain the purpose of the Up to 3 Satisfaction with Home and Community rating scale and how to rate the time of day & activities?					
7. Did the interviewer begin by discussing the time of day & activities that were rated as very satisfying for the family and why they rated them as satisfying?					
8. Did the interviewer address all of the family's routines/ time of day that were rated as a 1 (not at all satisfied) or 2?					
9. Were follow-up questions related to engagement (level of participation in the activity) asked?					
10. Were follow-up questions related to independence (level autonomy/ self-determination in the activity) asked?					
11. Were follow-up questions related to social relationships (level of positive communication & interaction with others during the activity) asked?					
12. Were follow-up question developmentally appropriate?					
13. Were open-ended questions used initially to gain an understanding of the routine/ time of day and functioning (followed by closed-ended questions if necessary)?					

14. Did the interviewer find out what people other than the child are doing in each routine/ time of day?					
15. Did the interviewer ask how satisfied the family is with each time of day/ activity?					
16. Did the interviewer use good affect (e.g., facial expressions, tone of voice, responsiveness)?					
17. Did the interviewer use affirming behaviors (e.g., nodding positive comments or gestures)?					
18. Did the interviewer attempt to get the parent's perspective on behaviors (why he/she thinks the child does what he/she does)?					
19. Did the interviewer use active listening techniques (e.g., rephrasing, clarifying, summarizing)?					
20. Did the interviewer ask the parent how they would like the routine/ activity to be different?					
21. Did the interviewer avoid giving advice?					
22. Did the interviewer avoid unnecessary questions, such as the specific time something occurs?					
23. Did the interviewer act in a nonjudgmental way?					
24. Did the interviewer use "time of day" the majority of the time?					
25. Did the interviewer return easily to the interview after an interruption?					
26. Did the interviewer allow the family to state their own opinions, concerns, etc. (not leading the family towards what the interviewer thinks is important)?					
27. Did the interviewer put a star to indicate the parent's desire for change /statement of how they would like the routine/ activity to be different?					
28. Did the interviewer "recap" the interview by summarizing the starred items and other change statements made by the parent?					
29. Did the interviewer ask the family, "When you lie awake at night worrying, what is it you worry about?"					
30. Did the interviewer ask the family, "If you could change anything about your life, what would it be?"					

Personal Goals: \_\_\_\_\_

