



Home-Based Services: Administrator Checklist

For Programs Serving Deaf and Hard of Hearing Infants & Toddlers

Administrators play an important role in ensuring high-quality home-based services for deaf and hard of hearing infants, toddlers, and their families. This checklist can help programs strengthen systems, policies, and supports that promote family-centered services in natural environments.

Scheduling, Logistics & Provider Safety

- ☐ Maintain systems for scheduling, communication, and travel coordination.
- ☐ Support efficient scheduling that maximizes service time and minimizes travel.
- ☐ Establish and communicate home visit safety procedures and professional boundaries.
- ☐ Review provider safety, well-being, and workload regularly.

Documentation, Natural Environments & IFSP Alignment

- ☐ Use consistent documentation procedures and templates across providers.
- ☐ Ensure documentation reflects family routines, natural environments, and IFSP outcomes.
- ☐ Monitor that families receive visit summaries and next steps.
- ☐ Review documentation for quality, compliance, and family-centered practices.

Family-Centered Home-Based Services

- ☐ Ensure visits are embedded within family routines, daily activities, and natural environments.
- ☐ Promote coaching practices that build caregiver knowledge, confidence, and participation.
- ☐ Support caregiver learning related to communication, language development, and ASL when appropriate.
- ☐ Ensure families have opportunities to connect with Deaf and hard of hearing adults, mentors, and community resources.

Assessment, Progress Monitoring & Feedback

- ☐ Ensure assessment and observation are integrated into ongoing service delivery.
- ☐ Support a balance of coaching, observation, and direct service during visits.
- ☐ Use portfolios, progress monitoring tools, and family input to guide next steps.
- ☐ Monitor child progress in language, communication, and developmental outcomes.
- ☐ Establish and review family feedback systems to support program improvement.

Program Reflection & Continuous Improvement

- ☐ Review home-based service practices regularly.
- ☐ Identify strengths, barriers, and areas for growth.
- ☐ Provide ongoing training, coaching, and support for staff.
- ☐ Ensure policies and practices reflect family-centered, culturally responsive, and evidence-based approaches.

