PROGRAM OPERATIONS

CLERC CENTER
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IFSP Checklist for Providers Serving Deaf and Hard of Hearing Infants & Toddlers: During the Meeting

This checklist supports early intervention providers in delivering family-centered, legally compliant, and communication-accessible early intervention services for infants and toddlers who are deaf or hard of hearing. It is intended to guide preparation, participation, follow-up, and DHH-specific considerations so the IFSP meaningfully reflects the child's development, the family's priorities, and real-life communication access.

Collaborative Development

◯ Support authentic family participation:
- Ensure meetings occur in the family's preferred language, time, and setting.
- Invite family-identified supporters or advocates.
- Maintain a multidisciplinary, collaborative approach.

Provider reflection: Am I ensuring that the family is a primary decision-maker in this meeting, and how am I actively supporting that?

◯ Contribute meaningful developmental insight
Share information that integrates:
- Formal and informal assessments
- Observations across natural environments
- Family report and lived experience

Provider reflection: Am I interpreting standardized scores within the context of the child's everyday functioning, such as how they communicate and participate across daily routines with familiar people?

◯ Develop functional, measurable IFSP outcomes
Ensure outcomes are:
- Embedded in daily routines
- Family-centered and participation-focused
- Specific, measurable, achievable, relevant, and time-bound (SMART)

Provider reflection: Will progress be visible in real life, not only therapy sessions?

◯ Clarify service delivery with precision
Document clearly:
- Service type, frequency, duration, location, and method
- Start and end dates
- Provision within natural environments that support authentic communication and participation

Provider reflection: Does the service model build family capacity, not dependence?

◯ Confirm interdisciplinary team roles

Ensure involvement of:

- Family members and caregivers
- Service coordinator
- Qualified early intervention professionals and specialists
- Additional supports or advocates as requested

Provider reflection: Are family members centered as the main users of strategies for their child?

NOTES