



On-site Administrator Interview

ADMINISTRATOR	JOB TITLE	PROGRAM	DATE
1. Describe how your program monitors and ensures that supports and services are individualized to meet each child's and family's needs in terms of service type, frequency, intensity, and duration.			
2. Describe any informal or formal complaints received within the last year at the local level and method of resolution, and/or steps made toward resolution. If you do not have a record of any complaints, how are you ensuring that families understand their rights to access dispute resolution? Does the data demonstrate that parents understand their rights related to resolving disputes under IDEA?			
3. How do you ensure that your program is adequately staffed to accommodate family schedules and language diversity needs?			
4. Describe how you support employee participation in the Baby Watch Comprehensive System of Personnel Development (CSPD) which includes training and coaching.			
5. What mechanisms are in place to ensure that the provision of services incorporates evidence-based practices that reflect the mission and seven key principles of early intervention?			
6. What mechanisms are in place to identify and implement evidence-based practices regarding social-emotional development and routines-based interventions?			
7. Describe the public awareness and child-find activities that you do on a routine basis.			
8. Describe the materials you provide families explaining their role and participation in EI services, as well as their parent rights and procedural safeguards. Are these materials available to providers and families?			
9. What learning opportunities are provided annually for ongoing professional development? <ol style="list-style-type: none">What indicators are used to target training and technical assistance?How do you develop and implement data-driven performance improvement plans to address continuous program and provider improvement?How do you ensure that providers receive training on how to help families know their rights, effectively communicate their children's needs, and help their children develop and learn?			