

## Engaging Families as Partners in Their Child’s Assessment Checklist

This checklist includes practices for engaging families throughout the assessment process. Assessment is the process of gathering information to make informed decisions and is a critical component for intervening with young children who are at risk for developmental delays or have delays/disabilities and their families. Families are important sources of information about what a child can do, likes to do, is interested in, and how well he/she functions throughout the day. This helps practitioners

and families focus on child participation, interaction, and independence in everyday activities that are most meaningful and important to the family.

The checklist indicators can be used to develop a plan to improve practitioner’s engagement of families in a child’s assessment process. The checklist rating scale can be used for a self-evaluation to determine whether the different practices were used to engage a family in their child’s assessment.

Practitioner: \_\_\_\_\_ Child: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate which practice characteristics you were able to use as part of evaluation and assessment of a child:	Seldom or never (0 - 25%)	Some of the time (25 - 50%)	As often as I can (50 - 75%)	Most of the time (75 - 100%)	Notes
1. Solicit input from the family about the reasons for referral including their questions and concerns about their child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Explain to the family the purpose of an assessment and how results will be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Schedule times for child assessments that the family feels would work best for their child and family.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Share ways that the family can be involved in the assessment process (e.g., interacting with their child, being an informant, sharing information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Use appropriate assessment strategies (e.g., open ended questions, interviews, checklists) for encouraging the family to participate in ways they choose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Use formal tools, interviews, or other informal methods (e.g., observations) to identify child’s strengths or what might be challenging for the child’s participation in everyday activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Explicitly acknowledge the family’s observations about their child’s behavior, skills, and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Solicit the family’s input on the assessment findings and engage the family in a discussion of their priorities and/or the focus for next steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is based upon the following *DEC Recommended Practices*: Assessment 1, 2, 4, 5, 6, 7, 11

The DEC Recommended Practices are available at <http://dec-sped.org/recommendedpractices>

Access this checklist and other products at <http://ectacenter.org/decrp>

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