

Families Are Full Team Members Checklist

This checklist includes steps and actions teams can take to ensure that families are included as full team members and are valued as experts who are considered vital to effective team functioning.

All team members, including family members, are involved and engaged in various ways and to varying degrees over time. Families need to be supported to increase their level

of involvement as comfort and trust build and as the team grows and learns together.

The checklist indicators can be used by team members individually or together to determine whether true collaboration is taking place. The checklist rating scale can be used for a self-evaluation to determine whether the different practices were used during teaming activities.

Practitioner: _____ Child: _____ Date: _____

| Please indicate which practice characteristics you were able to use during teaming activities: | 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. Inform families that they are the experts on their child and are important members of the team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Ask families if they prefer to be addressed as Ms./Mr. or by first names and honor their preferences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Include families in identifying a practitioner from the team who will serve as the primary liaison between the family and other team members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Share all information that is available to practitioners with families in a complete and non-biased manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Share information with the family that is jargon-free so that family members can understand and participate in conversations and decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Provide multiple opportunities for families to meet with other team members and discuss information openly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Schedule all meetings pertinent to the family and child at times and locations convenient for the family | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Prepare families for each interaction and solicit their input and ideas prior to any formal meeting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Ask families how they want to contribute to and be involved in any team interaction, recognizing that this may change over time and with the purpose of each interaction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Establish a climate that allows ALL team members to feel comfortable, share ideas, ask questions, suggest activities, and solve problems together | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Accept and support families' decisions in all ongoing interactions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

This checklist is based upon the following *DEC Recommended Practices*: Teaming and Collaboration 1, 2, 3, 5

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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