Quick Guide for a Routines Based Interview

Use this checklist to guide your conversation with the family when conducting a RBI and to complete the IFSP process.

- Explain to the family the purpose of the Routines Based Interview and how this information will guide the development of IFSP outcomes and strategies.
- Ask about any concerns the parent/caregiver may have at this time.
- Begin by asking about the day to day life of the family:
  - “What is a typical day like for you?”
  - “How does your day start?”
- Follow the family’s description of their day to learn about:
  - What the child is doing (in each routine or part of the day).
  - What’s working for the child and parent/caregiver within that routine?
  - What does the child enjoy?
  - What social opportunities does the activity/routine provide?
  - What are the child’s reactions to this specific routine, time of day, activity or place?
  - What are the child’s developmental capacities and needs?
  - What are the stressful/challenging parts of the day?
- Review what you have discussed with the parent. Look at your notes together.
- Make a list of the key issues that have been discussed:
  - Concerns mentioned (medical, physical, financial, developmental, etc)
  - Questions the parent may have
  - Unresolved issues
  - Family needs
- Review this list together with the parent and select 2-3 items. These can be considered the top priorities that will be addressed in the IFSP.
- Explain to the parent/caregiver that there may be other priority areas identified after the evaluation.
- Share the information from the RBI with the rest of the transdisciplinary team according to your agency’s procedures.
- Begin to use the information from the RBI to develop IFSP.