

Quality Guidelines: Caregiver Meeting

Name of Intervener: _____

Date: _____

Did you/ the intervener	NA	Could be better	Did ok	Perfect!
1. Welcome the family; make introductions, say one positive thing about the child?				
2. Encourage them to talk about their concerns without interrupting, disagreeing or passing opinions?				
3. Encourage them to talk about their family, the routines of their life and the child's typical routines and activities?				
4. Maintain appropriate eye contact with the caregiver(s) throughout the activity?				
5. Use an informal/conversational manner of questioning?				
6. Lean towards the caregiver(s), to let them know you are interested?				
7. Cue into the caregiver(s) body language and tone of voice to know when to further explore a topic or move on?				
8. Give the caregiver(s) enough time to answer questions completely?				
9. Take quick notes, and not to become absorbed in writing?				
10. Refrain from putting words into the caregiver(s) mouth, and refrain from being critical of their actions or decisions?				
11. Nod, rephrase, or restate responses to indicate understanding or need for clarification?				
12. Thank the caregiver(s) for their information and ideas?				
13. Check again the major concerns you heard and reassure caregivers that they will be addressed?				
14. Rewrite notes and add any relevant information that was not included before the end of the day?				
15. Use this information to plan interventions for the child & family?				