

Early Intervention Service Delivery Implementation Tool for Program Leaders



Directions: Use this checklist to confirm that early intervention services are implemented consistently. Review each item to identify what is in place and note any gaps or inconsistencies between planned and delivered services. Then, use this information to guide continuous improvement in service delivery. This checklist may be used during team meetings to support data-based decisions and targeted improvements.

Frequency *How Often the Service Occurs*

Yes No

Is service delivery documented and reviewed on an ongoing basis?

Are missed or canceled visits documented, and are families informed in a timely manner?

Is there a documented plan to address missed services, as appropriate?

Duration *How Long the Service Lasts*

Yes No

Are services delivered for the full intended length of time?

Does the combination of frequency and duration support meaningful progress toward functional outcomes?

Are there discrepancies between planned and actual service time?

Person Responsible *Who Delivers the Service*

Yes No

Is the provider appropriately credentialed, trained, and supervised?

Are roles and responsibilities clear across providers and the service coordinator?

Is staffing sufficient to support continuity of services and relationship-based, family-centered practice?

Location *Where the Service is Delivered*

Yes No

Does the setting support participation in everyday routines and activities?

Are environmental conditions appropriate for coaching, intervention, and family engagement?

When services occur in multiple locations, is there a clear rationale aligned with family priorities and routines?

Action Plan

Directions: Use the *Service Delivery Implementation Checklist* to identify one or more areas of service delivery that are inconsistent, unclear, or in need of improvement. Select a priority area to focus on in this action plan. Next, identify the specific actions you will take to address this priority. Action steps should focus on program policies and procedures. For each action, identify who is responsible for leading the work and determine how progress will be measured. Finally, set a review date to check progress and determine whether adjustments are needed.

Priority Area(s): *What area of service delivery needs improvement?*

Action(s): *Which specific actions will you take to address this priority area?*

1. Action 1
2. Action 2
3. Action 3

Person(s) Responsible: *Who is responsible for leading this work?*

Evidence of Impact: *How will you know that the action(s) is working?*

Review Date: *When will progress be reviewed?*