

Early Intervention (EI) Advocacy Planning Worksheet – Template

Step	Prompt(s)	Your Response
1. Define Your Focus	<p>What issue or need are you addressing?</p> <p><i>Examples: delayed referrals, access in rural communities, family awareness of providers</i></p>	
2. Know Your System	<p>What are the current referral and access pathways in your setting?</p> <p>Review how families enter EI services (e.g., pediatrician referral, self-referral, hospital discharge)</p> <p>Where are the gaps?</p> <p><i>Examples: inconsistent referral follow-up, limited coordination between healthcare and EI programs, unclear eligibility criteria communicated to families</i></p>	
3. Engage Your Allies	<p>Who can support your efforts?</p> <p><i>Examples: colleagues, local organizations, parent advocates, EI coordinators, state Part C coordinator, early childhood educators, pediatricians, family resource centers.</i></p>	

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<p>4. Take Action</p>	<p>What steps will you take?</p> <p><i>Examples: host an event, revise your referral material, partner with local health clinics, create a family-friendly handout, present at a community meeting, share success stories with policymakers</i></p>	<div style="border: 1px solid #ccc; height: 150px;"></div>
<p>5. Reflect and Refine</p>	<p>What worked?</p> <p>Gather feedback from families and partners, track increases in timely referrals,</p> <p>What would you change?</p> <p><i>Examples: adjust outreach messages, identify new collaborators,</i></p> <p>How will you sustain your efforts?</p> <p><i>Example: plan annual advocacy check-ins to maintain progress</i></p>	<div style="border: 1px solid #ccc; height: 250px;"></div>
<p>Optional Add-On: Timeline and Goals Tracker</p>	<p>Use this section to outline milestones (e.g., short-term goals within 3 months, long-term goals within a year) and track measurable outcomes such as increased referrals, improved family engagement, or new partnerships formed.</p>	<div style="border: 1px solid #ccc; height: 300px;"></div>