**Recommendations for Use of the *Integrating Outcomes Exploration Tool***

This tool is used after you have decided to explore integrating the early childhood outcomes into the IFSP/IEP process. The purpose is to guide the Exploration Team in assessing the readiness of your system for implementation. The following are recommendations for the use of the *Integrating Outcomes Exploration Tool*.

1. Consider all entities of your system (e.g., local providers, administration, etc.) when using this tool.
2. Assign team members to gather information related to the six factors and to present the information to the Exploration Team. Team members should report out on information relevant to each question under the separate categories. Following report‐outs related to each area and/or review of written documents, team members can individually rate each overall area on a 1 to 5 scale, where 1 indicates a low level of acceptability or feasibility, 3 a moderate level and 5 indicates a high level for the factor.
3. The scoring process is primarily designed to generate discussion and to help arrive at consensus for each factor as well as to create consensus around moving forward with the integration process. Keep in mind, the numbers do not make the decision, **the team does.** Team discussions and consensus decision‐making are required because different factors may be more or less important depending on individual factors for each state or program when considering the integration process. This should lead to a team discussion of how ready you are to implement the integration process. When building consensus, it might be helpful to average scores for each area across individuals and arrive at an overall average score to begin the process.
4. We recommend that after reviewing information related to each factor, individually scoring each factor, summarizing ratings, and discussing the strengths and challenges related to each factor of the proposed intervention, that the team members decide on a process for arriving at consensus (for instance, private voting or round-robin opinions followed by public voting).
5. When examining your team’s scores, keep in mind that cut-off scores should not be used to make decisions. While a higher score indicates more favorable conditions for implementation and impact, the team should make the decision to move forward with the integration process.
6. If, after completing the tool, you decide you are not ready to move on with the integration process this tool will help you to determine where more support is needed to move forward. It may be beneficial to develop an action plan to build the supports and infrastructure needed to move forward. For example, if you determine you are low in the capacity area because your team determined you do not have adequate buy-in from leadership and practitioners, a potential action would be to create materials around the benefits of integration to gain further support. You can use this tool as a guide to developing the action plan.