



iSocial: Improving social-emotional outcomes of infants, toddlers, and young children with disabilities (birth to age 5) in New Hampshire.

## Recommended Best Practices for TPOT and TPITOS Administrators

### Pre-Administration:

- Allot sufficient time to complete all aspects of the administration process. Use the following timeframes as a guide for each TPOT or TPITOS administration:

Activity	Amount of Time
Observation	2
Practitioner Interview	.5
Scoring	2
Feedback Session	1
Enter Data into iSocial data system	.5
Total	6 hours

- Send a welcome email to the practitioner and program administrator and coordinate a time to review the TPOT or TPITOS process and coaching agreement
  - Email the agreement prior to the meeting to allow time for review
- Meet with practitioner and administrator (in-person or virtually) to:
  - Share the TPOT or TPITOS fact sheet
  - Discuss what to expect during a TPOT or TPITOS administration
  - Review the coaching agreement, answer any questions
  - Sign the agreement, provide copies to all parties
- Schedule times to conduct the observation, interview, and feedback session
- Attend the TPOT/TPITOS Support Session as needed or desired

### Administration:

- Ensure that you have all required materials: TPOT or TPITOS manual and scoring booklet, paper, and pen/pencil for notetaking
- Complete:
  - Page one of the scoring booklet
  - The observation
  - The interview
- Score all items including indicators, red flags, and using effective strategies to respond to challenging behavior; reference the manual throughout
- Important: complete all components on the same day when possible

### Post Administration

- Enter data into the spreadsheet provided by Brookes Publishing
  - <https://brookespublishing.com/resource-library/tpot-scoring-spreadsheet/>
  - <https://brookespublishing.com/resource-library/tpitos-scoring-spreadsheet/>
- Deliver the feedback session using the bar graph, begin with asking questions to promote reflection
- Provide practitioner copies of all scoring pages
- Enter data into the iSocial data system

Contact NH Master Cadre member, Becky Britton, [becky13b@comcast.net](mailto:becky13b@comcast.net), with any questions or concerns.

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