

Rooted in Relationships Coaching Implementation Guide – Year 2			
Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
Month 1	Training	Attend (or train) Mod Training with providers	Take note of and prepare for next coaching session based on training content
Month 1	Prepare Returning Providers for Year 2	Review Overall Implementation Plan (coaching action plans from previous year) with providers; Review TPOT or TIPITOS tool with center providers	Complete coaching documentation
Month 2	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach and provider review all data gathered (see above), any new ideas provider has from the training, and set goals with provider; get ideas for topics for Provider Collaboration meeting	Coaching documentation; talk with other coaches about Provider Collaboration team meeting topics
Month 2/3	Data Reporting	Provider or center completes ASQ SE's	Upload data to Box
Month 2/3	Data Reporting	Complete the demographic survey with each provider and director in the project. (directors only have to complete director information one time.)	Enter into the online coaching documentation system
Month 3	Training	Attend (or train) Mod training with providers.	Take note of and prepare for next coaching session

			based on training content.
Month 3	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach observes and conducts coaching conversation based on data and action plan set in Month 2 – set joint plan with provider about supports needed in between sessions and for next month’s coaching (email, phone call, other providers, etc.?)	Coaching documentation; Plan with other coaches for next Provider Collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.
Month 3	Provider Collaboration meeting	Coaches and/or providers facilitate, gather ideas for next topic; potentially determine provider facilitator for next meeting.	Debrief with other coaches to prepare for next meeting – promote provider facilitation.
Prior to Month 4 visit	Prep for next on-site coaching session	Contact provider to in advance to determine what type of coaching support is needed to help with action plan, i.e. <i>observation with feedback, modeling, problem-solving, data collection with feedback, conversation, resources, etc.</i>	Prepare for on-site visit based on contact with provider.
Month 4	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach (include observation as needed) conducts coaching conversation based on data and action plan set in previous month – set joint plan with provider	Coaching documentation; Plan with other coaches for next Provider Collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.

		about supports needed in between sessions and for next month's coaching (in between - email, phone call, other providers, etc.; next month's on-site coaching – what should it include)	
Prior to Month 5 visit	Prep for next on-site coaching session	Contact provider to determine what type of coaching support is needed to help with action plan, i.e. <i>observation with feedback, modeling, problem-solving, data collection with feedback, conversation, resources, etc.</i>	Prepare for on-site visit based on contact with provider.
Month 5	Data Collection	Complete Expulsion Survey with provider.	Upload data to BOX
Month 5	Data Collection	Participating providers complete provider survey about coaching	Providers return survey directly to Rosie at MMI
Month 5	Data Collection	*Review and complete Benchmarks of Quality with provider or center	Upload Data to BOX
Month 5	Data Collection	Provider participates in TPOT or TIPITOS in centers only	Schedule debriefing with evaluator and provider
Month 5	Debriefing	Coach and provider participate in TPOT or TIPITOS debriefing	Coach gathers all data to prepare for upcoming coaching session
Month 5	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach (include observation as needed) conducts	Coaching documentation; Plan with other coaches for

		coaching conversation based on data and action plan set in previous month – set joint plan with provider about supports needed in between sessions and for next month’s coaching (in between - email, phone call, other providers, etc.; next month’s on-site coaching – what should it include)	next Provider Collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.
Month 5	Provider Collaboration meeting	Provider facilitates with coach support; determine next topic and next provider facilitator	Debrief with other coaches to prepare for next meeting – promote provider facilitation
Month 6	Training	Attend (or train) Mod 3 training with providers.	Take note of and prepare for next coaching session based on training content
Prior to Month 6 visit	Prep for next on-site coaching visit	Contact provider to determine what type of coaching support is needed to help with action plan, i.e. <i>observation with feedback, modeling, problem-solving, data collection with feedback, conversation, resources, etc.</i>	Prepare for on-site visit based on contact with provider.
Month 6	Coaching Session(s) 1.5 hrs. provider contact per month.	Review Overall Implementation Plan (coaching action plans from months and new action plan from recent training)	Coaching documentation; Plan with other coaches for next Provider Collaboration topic and/or provider

		with providers (observation included in this on site visit as needed).	facilitation or role in meeting – bring questions, etc.
Prior to Month 7 visit	Prep for next on-site coaching visit	Contact provider to determine what type of coaching support is needed to help with action plan, i.e. <i>observation with feedback, modeling, problem-solving, data collection with feedback, conversation, resources, etc.</i>	Prepare for on-site visit based on contact with provider.
Month 7	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach (observe as needed) conducts coaching conversation based on data and action plan set in previous month – set joint plan with provider about supports needed in between sessions and for next month’s coaching (in between - email, phone call, other providers, etc.; next month’s on-site coaching – what should it include)	Coaching documentation; Plan with other coaches for next provider collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.
Month 7	Provider Collaboration Meeting	Provider facilitates with coach support; determine next topic and next provider facilitator.	Debrief with other coaches to prepare for next meeting – promote provider facilitation
Prior to Month 8 visit	Prep for next on-site coaching visit	Contact provider to determine what type of coaching support is needed to help with action plan, i.e.	Prepare for on-site visit based on contact with provider

		<i>observation with feedback, modeling, problem-solving, data collection with feedback, conversation, resources, etc.</i>	
Month 8	Coaching Session(s) 1.5 hrs. provider contact per month.	Coach (observe as needed) conducts coaching conversation based on data and action plan set in previous month – set joint plan with provider about supports needed in between sessions and for next month’s coaching (in between - email, phone call, other providers, etc.; next month’s on-site coaching – what should it include)	Coaching documentation; Plan with other coaches for next Provider Collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.
Month 8	Provider Collaboration meeting	Provider facilitates with coach support; determine next topic and next provider facilitator.	Debrief with other coaches to prepare for next topic based on meeting and individual coaching sessions
Month 11	Data Collection	Complete Expulsion Survey with provider.	Upload data to BOX
Months 9-12	Continue with remaining months and including April training, coaching and Provider Collaboration meetings, etc. as determined by coaches. Start preparing the provider for the next round of data collection.		

***BOQ for centers is ONLY for centers implementing Pyramid Program-Wide. FCCH-BOQ is completed with ALL home providers**



Provider Interviews for second year providers. Evaluation team will conduct phone interviews with a random sampling of second year providers. Coaches will invite providers to participate and provide contact information.

Updated 7/19