

Rooted in Relationships Coaching Implementation Guide—Year 1			
Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
Month 1	Data reporting	Enter providers	Enter on the Coach Management System
Month 1	Data reporting	Obtain provider consent for evaluation – Center Based Programs Only (TPOT, TPITOS)	Upload consent to BOX
Month 1	Data reporting	Complete demographic Surveys	Upload Data to BOX
Month 1	Training	Attend (or train) <b>Mod 1a Training</b> with providers; assist trainer as requested	Take note of and prepare for next coaching session based on training content
Month 1/2	Baseline Data	Review TPOT or TPITOS Tool for <b>coach knowledge</b>	Schedule TPOTs and/or TPITOS with centers
Month 1/2	Data Reporting*	****Review and complete Benchmarks of Quality with provider or center (If center-wide) FCCH BOQ w/ Family Childcare Home Providers.	Upload data to BOX
Month 1/2	Data Reporting	Provider or center completes ASQ SE's	Upload data to BOX
Month 1/2	Data Reporting	Center providers participate in TPOT or TPITOS	Schedule debriefing with coach and provider
Month 2	Debriefing	Coach and provider participate in TPOT or TPITOS debriefing	Coach gathers all data to prepare for upcoming coaching session
Month 2	Coaching sessions: ** Coaching dosage is <b>2.5 hrs.provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Coach and provider review all data gathered (see above) and set goals; orient provider to full Pyramid package – training, coaching, Provider Collaboration meetings (see handout)	Coaching documentation; talk with lead and other coaches about Provider Collaboration meeting topics and who will facilitate
Month 3	Coaching dosage is <b>2.5 hrs.provider contact per month</b> ,	Coach observes and conducts coaching conversation based on	Coaching documentation; email feedback to providers if possible

	frequency can be determined by individual provider but likely to be 2 sessions.	data and action plan set in previous month – set joint plan with provider about activities/steps between sessions and for next month’s coaching	
Month 3	Provider Collaboration meeting	Coaches facilitate, providers participate, gather ideas for next topic	Debrief with other coaches to prepare for next topic based on meeting and individual coaching sessions, determine who will facilitate
Month 4	Training	Attend (or train) <b>Mod 1b</b> training with providers; assist trainer as requested	Take note of and prepare for next coaching session based on training content
Month 4	Coaching dosage is <b>2.5 hrs. provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Coach conducts observation and coaching conversation based on data and action plan set in previous month – set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation; email feedback to provider if possible; Plan with other coaches for next Provider Collaboration meeting.
Month 5	Data Collection	Complete Expulsion Survey with provider	Upload data to BOX
Month 5	Coaching dosage is <b>2.5 hrs. provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Coach conducts observation and coaching conversation based on data and action plan set in previous month – set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation; email feedback to provider if possible
Month 5	Provider Collaboration meeting	Coaches facilitate, providers participate, gather ideas for next topic	Debrief with other coaches to prepare for next topic based on meeting and individual coaching sessions, determine who will facilitate
Month 6	Training	Attend (or train) <b>Mod 2a training</b> with providers	Take note of and prepare for next coaching session based on training content

Month 6	Coaching dosage is <b>2.5 hrs. provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Review overall plan (coaching action plans from previous months and new action plan from recent training as well as TPO scores as needed) with providers	Coaching documentation; plan for next leadership meeting with other coaches.
Month 7	Coaching dosage is <b>2.5 hrs. provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Coach conducts observation and coaching conversation based action plan set in previous month – set joint plan with provider about activities/steps needed in between sessions and for next month’s coaching	Coaching documentation; email feedback to provider if possible
Month 7	Provider Collaboration Meeting	Coaches facilitate; providers participate; determine next topic	Debrief with other coaches to prepare for next topic based on meeting and individual coaching sessions; determine next facilitator
Month 8	Coaching dosage is <b>2.5 hrs. provider contact per month</b> , frequency can be determined by individual provider but likely to be 2 sessions.	Coach conducts coaching conversation based on data and action plan set in previous month – set joint plan with provider about activities/steps needed in between sessions and for next month’s coaching; if not already aware, highlight for provider the kinds of coaching supports she most benefits from, based on coaching to date, i.e feedback, modeling, resources, data, etc.	Coaching documentation; plan for next Provider Collaboration meeting with other coaches.
Month 9	Training	Attend (or train) <b>Mod 2b</b> training with providers	Take note of and prepare for next coaching session based on training content
Month 9	Coaching dosage is <b>2.5 hrs. provider contact per month</b> ,	Coach conducts coaching conversation based on data and action plan set in	Coaching documentation; email feedback to provider if possible

	frequency can be determined by individual provider but likely to be 2 sessions.	previous month – set joint plan with provider about activities/steps needed in between sessions and for next month’s coaching; if not already aware, highlight for provider the kinds of coaching supports she most benefits from, based on coaching to date, i.e feedback, modeling, resources, data, etc.	
Month 9	Provider Collaboration Meeting	Coaches facilitate; providers participate; determine next topic	Debrief with other coaches to prepare for next topic based on meeting and individual coaching sessions; determine next facilitator
Month 11	Data Collection	Complete Expulsion survey with provider	Upload data to BOX
Months 10-12	<p><b>Continue with remaining months in yr. 1 as noted above using training, coaching, and Provider Collaboration meetings until the start of Yr. 2.</b></p> <p>Start preparing the provider for the next round of data collection.</p>		

**\*Data Reporting = TPOT, TIPITOS, BOQ, ASQ SE, Demographic Surveys, Expulsion Surveys.**

**\*\*Coaching = observation, gathering resources, email, debriefing, feedback, videotaping, etc.**

**\*\*\*Provider Collaboration meetings are scheduled at a minimum of 6 per year, with actual dates/times TBD by communities with coaching team.**

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

**Focus Groups for first year providers.** Evaluation team will conduct an hour-long in person or video-conference focus group in each county. The Lead Coach will coordinate and schedule the Focus Group.

Updated 7/19