

## Rooted in Relationships Coaching Implementation Guide—Year 1

- Coaching dosage for Year 1 is **2.5 hours per month** for each provider.
- Coaching agendas should be used for all coaching conversations.
- Provider Collaboration Meetings will need to occur 6-12 times
- Coaches are required to attend Reflective Consultation every month.
- **All coaching conversations will need to be entered into the Coach Management System (CMS) following the coaching session.**
- Refer to the [Rooted in Relationships Evaluation Guidebook](#) for specific evaluation information.

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
<b>July-August</b>			
<b>Main Coaching Goal:</b> Collect initial data, build rapport with providers, observe classroom/program and understand provider's goals.			
July	Data/Evaluation	Gather site and provider names, as well as age(s) served	Enter providers on the Coach Management System (CMS)
July	Data/Evaluation	Obtain provider consent for evaluation – Center Based Programs Only (TPOT, TPITOS)	Upload consents to SharePoint
July	Training	Attend (or train) <b>RiR Director Training</b>	Ensure all Directors and administrative staff understand their role during implementation
July	Data/Evaluation	Complete demographic surveys	Upload data to CMS
July	Data/Evaluation	Begin conversations and planning for ASQ-SE <sup>2</sup>	Determine needed ASQ-SE <sup>2</sup> assessments based on ages
July	Coaching Conversation	Observe classroom/program, build rapport with provider to understand goals	Schedule coaching conversations and informal observations by coach
July-August	Data/Evaluation	Review TPOT or TPITOS Tool for <b>coach knowledge</b>	Facilitate the scheduling of the TPOT/TPITOS observation by connecting the observer with the provider
July-August	Data/Evaluation	Review and complete Benchmarks of Quality with provider or center (If center-wide) or the FCCH BOQ w/ Family Child Care Home Providers	Upload data to CMS
July-August	Data/Evaluation	Work with provider to distribute ASQ-SE <sup>2</sup> assessments to families	Coach and provider score ASQ-SE <sup>2</sup> and enter into CMS. Refer to ASQ-SE <sup>2</sup> Decision Tree for follow up ideas.
July-August	Data/Evaluation	Center providers participate in TPOT or TPITOS	Participate in TPOT/TPITOS Debrief
July-August	Coaching Conversation	Observe classroom/program, build rapport with provider to understand goals	Schedule coaching conversations and informal observations by coach

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
<b>August</b>			
<b>Main Coaching Goal:</b> Finalize all initial data requirements (Demographic Survey, ASQ-SE <sup>2</sup> , BOQ, TPOT or TPITOS Teacher consents and scheduling). Must be completed within the first two months. Begin to use initial data collection to plan and guide coaching conversations.			
August	Data/Evaluation	Work with provider to follow up with families on ASQ-SE <sup>2</sup> scores	Refer to ASQ-SE <sup>2</sup> Decision Tree for follow up ideas
August	Observation Debrief	Coach and provider participate in TPOT or TPITOS debriefing**	Coach gathers all data to prepare for upcoming coaching session(s)
August	Coaching Conversation	Coach and provider review all data gathered (see above) and set goals/create joint action plan	Coaching documentation; talk with lead and other coaches about Provider Collaboration meeting topics and who will facilitate
August	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
<b>September</b>			
<b>Main Coaching Goal:</b> Attend first module training with provider. Use data from observations, BOQs, previous coaching conversations, and training modules to guide coaching conversations and goal setting.			
September	Training*	Attend (or train) <b>Pyramid Module 1A</b>	Take note of and prepare for next coaching session based on training content. Ask for module Implementation Plan to embed in coaching conversations and planning
September	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month's coaching	Coaching documentation, email feedback to providers as needed

\*Training and Provider Collaboration Meetings do not necessarily have to take place in the months outlined above. Communities need to ensure that Year 1 consists of the RiR Director Training, Module 1A, Module 1B, Module 2A, and Module 2B, and 6-12 Provider Collaboration Meetings. Scheduling can be determined by the community.

\*\*When using TPOT or TPITOS data to guide coaching, it is important to remember not to share actual scores with providers. The debrief form given to them by the observer will have clear strengths and next steps that can be used.

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
<b>October-November</b>			
<i><b>Main Coaching Goal:</b> Use data from observations, BOQs, previous coaching conversations, and training modules to guide coaching conversations and goal setting. Coaching goals should focus on topics learned in 1A: Building Positive Relationships. Following Module 1B training, coaching focus can bring in supportive environments.</i>			
<b>October</b>	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
<b>October</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>November</b>	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
<b>November</b>	Training*	Attend (or train) <b>Pyramid Module 1B</b>	Take note of and prepare for next coaching session based on training content. Ask for module Implementation Plan to embed in coaching conversations and planning
<b>November</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
<b>December-February</b>			
<b>Main Coaching Goal:</b> Use data from observations, BOQs, previous coaching conversations, and training modules to guide coaching conversations and goal setting. Coaching goals should focus on topics learned in 1A and 1B. Following Module 2A training, coaching focus can bring in intentional teaching, friendship skills, and empathy.			
<b>December</b>	Data/Evaluation	Reflective Consultation Survey	Complete online RC Survey. MMI will provide link.
<b>December</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>January</b>	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
<b>January</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>February</b>	Training*	Attend (or train) <b>Pyramid Module 2A</b>	Take note of and prepare for next coaching session based on training content. Ask for module Implementation Plan to embed in coaching conversations and planning
<b>February</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>February</b>	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

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
<b>March-June</b>			
<b>Main Coaching Goal:</b> Use data from observations, BOQs, previous coaching conversations, and training modules to guide coaching conversations and goal setting. Coaching goals should focus on topics learned in 1A, 1B, and 2A. Following Module 2B training, coaching focus can bring in emotional literacy, self-regulation, and problem solving. Coaching conversations will also focus around transitioning into Year 2.			
<b>March</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>March</b>	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
<b>April</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>April</b>	Training*	Attend (or train) <b>Pyramid Module 2B</b>	Take note of and prepare for next coaching session based on training content. Ask for module Implementation Plan to embed in coaching conversations and planning
<b>April</b>	Data/Evaluation	Prepare providers for upcoming Focus Group with MMI	Work with MMI to schedule Focus Group with community
<b>May</b>	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed
<b>May</b>	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
<b>June</b>	Coaching Conversation	Continue to observe and conduct coaching conversation based on data, action plan set in previous month, and Implementation Plan from module training– set joint plan with provider about activities/steps between sessions and for next month’s coaching	Coaching documentation, email feedback to providers as needed. Prepare providers for Year 2.