

Rooted in Relationships Coaching Implementation Guide—Year 2

- Coaching dosage for Year 2 is 1.5 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
July-August			
Main Coaching Goal: Review Overall Implementation Plan (coaching action plans from previous year) with providers; Review TPOT or TIPITOS tool with center providers. Module 3A is the first training of this implementation year, which allows coaching time to focus on any Pyramid practices that providers might need more support in. It is important for the coaching team to discuss these practices and strategies prior to all training, but especially module 3A, where a significant portion of the training is review.			
July	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
July	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
August	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
August	Data/Evaluation	Prepare providers for upcoming data requirements.	Data requirements due by Sept 30: Demographic Survey, ASQ-SE ² .

*Training and Provider Collaboration Meetings do not necessarily have to take place in the months outlined above. Communities need to ensure that Year 2 consists of Modules 3A, 3B, and Practice, Practice, Practice, and 6-12 Provider Collaboration Meetings. Scheduling can be determined by the community.

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Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
September			
Main Coaching Goal: Finalize all initial data requirements (Demographic Survey, ASQ-SE ²) and prepare providers for the next data push, due on December 31 st (BOQ for center-wide or FCCH BOQ for Family Child Care Homes, Provider Satisfaction and Skill Evaluation Survey, and midpoint TPOT or TPITOS). Continue to use initial data collection to plan and guide coaching conversations and to determine which PM practices need more support.			
September	Data/Evaluation	Work with provider to distribute ASQ-SE ² assessments to families	Coach and provider score ASQ-SE ² and enter into CMS. Refer to ASQ-SE ² Decision Tree for follow up ideas.
September	Data/Evaluation	Complete demographic surveys	Upload data to CMS
September	Data/Evaluation	Start conversations around Midpoint data collection (BOQ for center-wide or FCCH BOQ for Family Child Care Homes, Provider Satisfaction and Skill Evaluation Survey, and midpoint TPOT or TPITOS)	Begin working with TPOT or TPITOS observer and MMI to schedule TPOT and TPITOS observations.
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
September	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
September	Training*	Attend (or train) Pyramid Module 3A	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

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
October-December			
Main Coaching Goal: 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 all previous modules, ensuring that all practices are done all the time with all children, before module 3B.			
October	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
November	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
November	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
November/December	Observation Debrief	Coach and provider participate in TPOT or TIPITOS debriefing	Coach gathers all data to prepare for upcoming coaching session(s)**
November/December	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
December	Data/Evaluation	Prepare providers to receive Provider Satisfaction and Skill Evaluation Survey	Assist with distribution of link to providers. MMI will provide link
December	Data/Evaluation	Reflective Consultation Survey	Complete online RC Survey. MMI will provide link.
December	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

****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
January-April			
<i>Main Coaching Goal: 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 all previous modules, ensuring that all practices are done all the time with all children, as concepts from module 3B are being introduced.</i>			
January	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
January	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
January	Training*	Attend (or train) Pyramid Module 3B	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
February	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
March	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
March	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
April	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
April	Training*	Attend (or train) Practice, Practice, Practice.	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

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
May-June			
Main Coaching Goal: 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 all previous modules, ensuring that all practices are done all the time with all children, and identifying which practices need more support. Prepare providers for entering year 3 of Rooted, where coaching shift will focus on sustainability..			
May	Data/Evaluation	Prepare providers for optional Provider Continuous Improvement Survey	Assist with distribution of link to providers. MMI will provide link
May/June	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
May/June	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