

Rooted in Relationships Coaching Implementation Guide—Year 3

- Coaching dosage for Year 3 is 6-12 hours for the entirety of the year 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: Coaching in year 3 should start to focus more about sustainability of practices and identifying needs of extra support. The first couple of months can be spent reviewing implementation plans, past data, and creating a joint action plan to guide their final year of coaching.			
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	Review Overall Implementation Plan (coaching action plans from previous year) with providers; Review TPOT or TPITOS tool with center providers	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.

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
September-November			
<i>Main Coaching Goal: Using all collected data from years 1 and 2, coach and coachee can work together to outline plan for the year. There is some data collection due by September 30th. Their first Year 3 Training will happen in the fall. Coaching can focus on sustainability of practices and how they're using Year 3 trainings to enhance/support their Pyramid practices.</i>			
September	Data/Evaluation	Work with provider to distribute ASQ-SE ² assessments to families	Coach and provider score ASQ-SE ² . Coach enters into CMS. Refer to ASQ-SE ² Decision Tree for follow up ideas.
September	Data/Evaluation	Complete demographic surveys	Upload data to CMS
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) Year 3 Training , contracted with UNL Extension	Take note of and prepare for next coaching session based on training content.
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

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
December-April			
Main Coaching Goal: Continue to coach around sustainability of Pyramid practices. Provider Collaboration Meetings can be a good time to enhance or strengthen strategies. As coaches and coachees enter spring, they can prepare for the final data push.			
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 form.	Coaching documentation, email feedback to providers as needed
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 form.	Coaching documentation, email feedback to providers as needed
February	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation form	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 form.	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
March	Training*	Attend (or train) Year 3 Training , contracted with UNL Extension	Take note of and prepare for next coaching session based on training content.
April	Data/Evaluation	Prepare providers for upcoming data requirements.	Data requirements due by May 31: BOQ/FCCH BOQ, TPOT or TPITOS, Exit Survey.
April	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 form.	Coaching documentation, email feedback to providers as needed

Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
May-June			
<i>Main Coaching Goal: Continue to support sustainability of practices. Celebrate the growth seen over the last 3 years!</i>			
May	Data/Evaluation	Prepare providers for Exit Survey	Assist with distribution of link to providers. MMI will provide link
May	Observation Debrief	Coach and provider participate in TPOT or TIPITOS debriefing	Coach gathers all data to prepare for final coaching session(s)**
May	Data/Evaluation	Make sure all final data/evaluation components are complete	Stay up to date on MMI's data reporting and any needed follow up
May	Coaching Conversation	Continue to coach based on data, action plan set in previous month, and Implementation form. Prepare for coaching to end.	Coaching documentation, email feedback to providers as needed
June	Provider Collaboration Meeting*	Final PCM or Year 3 Graduate Celebration	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
June	Coaching Conversation	Final coaching visit. Discuss sustainability and ongoing supports available.	Coach and provider make action plan for sustaining practices.

*At the end of year 3, it **may** be appropriate to share scores with the provider, especially if improvement is noted.