

Rooted in Relationships Coaching Implementation Guide – Year 3			
Timeline	Pyramid Component	Coaching Activity	Follow-Up Activity for Coach
Month 1	Prepare Returning Providers for Year 3	Review Overall Implementation Plan (coaching action plans from previous year) with providers; Review TPOT or TIPITOS tool with center providers	Complete coaching documentation
Month 1/2	Data Reporting	Provider or center completes ASQ SE's	Upload data to BOX
Month 2	Coaching Session(s) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	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 Meetings	Coaching documentation; talk with other coaches about leadership team meeting topics. Begin identifying individuals who will lead provider collaboration meetings in year 4.
Month 2	Training	Attend the training 1 for year 3 – Contracted through UNL Extension	Take note of and prepare for next coaching session based on training content
Month 3	Coaching Session(s) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	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	Debrief with other coaches to prepare for next meeting – promote provider facilitation

		facilitator for next meeting	
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) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	Coach (include observation 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 leadership topic and/or provider facilitation or role in meeting – bring questions, etc.
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 providers	Upload data to BOX

Month 5	Data Collection	Reflective Consultation Surveys completed by coaches.	Coaches return survey directly to Rosie at MMI
Month 5	Coaching Session(s) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	Coach (include observation 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 the next provider collaboration topic and/or provider facilitation or role in meeting – bring questions, etc.
Month 5	Provider Collaboration	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 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	Training	Attend Year 3 2nd training with providers – Contracted through UNL Extension	Take note of and prepare for next coaching session based on training content
Month 6	Coaching Session(s) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	Review Overall Implementation Plan (coaching action plans from months and new action plan from recent	Coaching documentation; Plan with other coaches for next provider collaboration topic

		training) with providers (observation included in this on site visit as needed).	and/or provider 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) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	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 leadership 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. <i>observation with feedback, modeling, problem-solving, data collection with</i>	Prepare for on-site visit based on contact with provider

		<i>feedback, conversation, resources, etc.</i>	
Month 8	Coaching Session(s) Minimum of 6 hours/max of 12 hours to be completed throughout Year 3	Coach (observe as needed) conducts coaching conversation as needed 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
Months 9-12	Continue with remaining months and including April training, coaching and Provider Collaboration meetings, etc. as determined by coaches.		
Month 10/ 11	Data Collection	*Review and complete Benchmarks of Quality with provider or center	Upload the data to BOX
Month 10/11	Data Collection	Complete Expulsion Survey with provider.	Upload data to BOX
Month 10/11	Data Reporting	Participating providers complete provider EXIT survey about coaching	Providers return survey directly to Rosie at MMI
Month 10/11	Data Reporting	Provider participates in TPOT or TIPITOS if center	Schedule debriefing with evaluator and provider
Month 10/11	Debriefing	Coach and provider participate in TPOT or TIPITOS debriefing	Coach and provider make action plan for sustaining practices.

*BOQ for centers is ONLY for centers implementing Pyramid Program-Wide. FCCH-BOQ is completed with ALL home providers. **Updated 7/19**

