Program Coaching Log

Coach ID:_____   Program ID:_____   Date:_____

Activity	Focus	Delivery Method	Time (min)
Assist in behavior support plan strategies for practitioner and/or family implementation	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist in data interpretation	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist in development of materials	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist in preparation for individualized behavior support meeting	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist with behavior support plan implementation fidelity	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist with BoQ and Action Planning	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	

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Activity	Focus	Delivery Method	Time (min)
Assist with meeting process (e.g., develop agenda, minutes, evaluations, etc.)	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist with preparation for behavior support plan review meeting	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist with professional development (e.g., planning, delivering, and/or evaluating)	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Assist with strategies for engaging families (e.g., planning meetings, sharing data.)	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Attend monthly meeting	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Attend special meeting	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Connect with coach community of support	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	

Program Coaching Log *(continued)*

Activity	Focus	Delivery Method	Time (min)
Guide interpretation of functional assessment data	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Make suggestions for feedback or action plans (e.g., coaching conversations goal setting, action steps, resources)	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Make suggestions for sharing data with staff and/or families Review Look-Think-Act worksheet	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Support	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Observe practitioner, view observation video, and/or listen to a debrief session	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Provide suggestions for data systems	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Provide suggestions for preparing data reports	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Review Fidelity Tools (e.g., BoQ, TPOTs, TPITOS, EIPPFI, BIR, Coach Log)	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	

Activity	Focus	Delivery Method	Time (min)
Review Look-Think-Act worksheet	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Other *Describe:* _____	☐ Program Administrator ☐ Leadership Team ☐ Practitioner Coach ☐ Data Coordinator ☐ Behavior Supports	☐ Face-to-face meeting ☐ Virtual meeting ☐ Phone call ☐ Email ☐ Other	
Coach Preparation (time you spent preparing for contact):			

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