



Early Interventionist Checklist for Reviewing Practice-Based Coaching with Families

This checklist accompanies the *Practice-Based Coaching (PBC) and the Pyramid Model Family Agreement*. The checklist will help coaches and early interventionist providers communicate the purpose and process of PBC to families while providing families with the choice to participate. Below are actions to consider in preparing for and engaging in conversations with families around PBC in early intervention.

Before the Visit

- Create a list of the families on your caseload.
- Review the *Practice-Based Coaching and the Pyramid Model Family Agreement* document with your coach.
- Create a list of talking points to help you share information about PBC with families and their role in the process.
- Ensure all materials are available in the families' preferred language. Schedule interpreters as needed.
- Contact families before confirming their family coaching session and let them know you will share information related to your professional development and how it is supported in your early intervention sessions.

During the Visit

- Provide a copy of the PBC Family Participation Agreement for family members to follow as you speak.
- Use talking points you created to discuss PBC, the Pyramid Model, and family participation options.
- Pause and check to make sure families understand the information you are sharing.
- Provide time for families to ask questions about PBC, the Pyramid Model, and their role.
- If a family consents, ask permission to:
 - Include them on a list of families open to focused observations during home visits.
 - Include them on a list of families open to being contacted on the day of their visit in case another family cancels.
- Communicate how you will inform families about upcoming visits when a focused observation will occur. Include an option for families to say it is not a good day.
- Optional – have families sign the PBC Family Participation Agreement form for program records. Leave a copy of the *Practice-Based Coaching and the Pyramid Model Family Agreement* form with the family.

After the Visit

- Create a list of consented families, including contact information.
- Plan EIPPF and focused observation visits with families.
- Confirm family participation before EIPPF and focused observations using multiple pathways (e.g., during the previous visit, confirming the day before the visit).
- Keep the conversation going. Continue to offer choices for family participation throughout your PBC experience.