PBC-DIDM Practice-based Coaching Log

The coach completes this form to record their effort related to each PBC session (i.e., focused observation and reflection and feedback). When completing the log use whole numbers for time (e.g., 32).

Practitioner(s):					
Coach:					
Since Last Coaching Log					
Practice-focused support provided in minutes:					
Technology use support provided in minutes:					
Other support (e.g., change staff, referral support) provided in minutes:					
Describe other:					
Focused Observation					
Date of observation (mm/dd/yyyy):					
Observation preparation in minutes:					
Observation in minutes:					
Practice focus (list practices):					

Location	Yes	No	Observation Format	Yes	No
Classroom			In Person		
Home			Virtual Live (e.g., Zoom)		
Family Childcare Home			Pre-recorded Video		
Other			Other		

Routine/Activity Observed (Optional - Check all that apply)	Yes	No
Play (e.g., centers, free play, tummy time, outdoor play)		
Meals (e.g., breakfast, lunch, snack)		
Caregiving (e.g., toileting, hand washing)		
Community/Chores (e.g., feed dog, clean up)		
Transitions (e.g., going outside, going in a car, going to a new activity)		
For Classroom/Family Childcare Home - Adult-directed activity (e.g., small group, large group)		

Focused Observation Indicators	Yes	No
1. Observed the practitioner(s) during the time they planned to implement the practices connected to the goal on their action plans		
2. Recorded notes about the routines or activities observed		
3. Collected data on practitioner's action plan goal and use of practices		
4. Agreed upon reflection and feedback meeting time with the practitioner(s)		

Reflection and Feedback					
Date of reflection and feedback (mm/dd/yyyy):					
Reflection and feedback preparation in minutes:					
Length of reflection and feedback meeting or communication in minutes:					

PBC Format	Yes	No	Delivery of PBC Format	Yes	No
Individual (one person or team)			In Person Meeting		
Team (adults from one classroom)			Virtual Meeting (e.g., Zoom)		
Small Group (2-4 people)			Phone Meeting		
Large Group/PLC (>4 people)			ONLY comments in TORSH or CC video (i.e., NO meeting)		
Self-coaching					
Other (describe):			Other (describe):		

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Reflection and Feedback Indicators	Implemented		Notes
	Yes	**No**	**Notes**
1. Began with a **positive statement** that supports the **collaborative partnership**			
2. Asked the practitioner(s) about **action plan goal(s) or action steps progress**			
3. **Facilitated reflection** about the practices observed as they relate to action plan goal or steps			
4. Provided **supportive feedback** about the practices observed			
5. Facilitated **constructive feedback** about the practices observed, including 2-3 strategies to consider related to the feedback provided			
6. Supported practitioner(s) to **reflect on strategies discussed to address the constructive feedback** and selects a strategy to try out			
7. **Identified materials** to support the action plan goal(s), when appropriate			
8. Confirmed **action plan next steps/adjustments**			
9. Asked the practitioner(s) how they wanted to be supported in future coaching sessions			
10. Identified when/if the next session would occur			
11. Invited practitioner(s) comments or questions			
12. Stated planned follow-up support (e.g., email, call, resource)			
13. Made a positive comment about practitioner progress			
Total Indicators			
Total Essential (Indicators 1-8)			

Other Strategies	Yes	No	Other Strategies	Yes	No
Goal Setting – Wrote a new action plan			Problem Solving		
Video Feedback			Role Play		
Graphic Feedback			Video Examples		
Side-by-side Support			Modeling		
Other Help in Setting			Environmental Arrangement		