Goals tab – beginning of the meeting

Tier	Priority Indicator(s) from the PBC-DIDM Implementation Profile	Action Steps (Tip: Consider people, materials, and potential supports/barriers)	Timeline/ Complete By	Progress Tracker
Initial	IL4. Determined if additional people need to be part of our PBC-DIDM Leadership Team	Sandra - invite Lori to join the PBC-DIDM Leadership Team	6/15/2024	Done (100%)
		If she agrees, Sandra will share calendar invites and brief orientation to the Team folder on the share drive	6/30/2024	Done (100%)
Initial	IP1. Provided Practitioners with guidance on how to use an electronic data system to document their effective practice strengths, needs, priorities, and preferences	Sandra will share the provider strengths and needs document with Lori to get it set up in the electronic data system	7/15/24	Done (100%)
		Dion will make a screenshot guide for providers	7/25/2024	Done (100%)
		Alexandra will make a screen recording walking through the steps	7/25/2024	Done (100%)
		Sandra and Alexandra will demo the new form during the 8/15/2024 workshop	8/15/2024	Done (100%)
Initial	IL5. A data collection schedule that includes a plan for when and how to collect data about (a) the Coaches' use of PBC and (b) the Practitioners' use of effective practices	James, Lori, and Sandra will outline a plan and cross-reference it with the timelines for quarterly funding reports	7/1/2024	Done (100%)
		Review plan with coaches during the planning days when the new electronic systems are introduced	8/5/25	Done (100%)
		Pilot fall 2024 and adjust as needed in November	11/1/2025	Nearly Complete (75%)
Initial	IL6. A procedure in place to confirm data are being collected as planned and in a timely manner	Sandra added the data collection schedule to the Coaches shared calendar so they could consider the data collection windows when planning their coaching sessions	8/5/2024	Done (100%)
		Sandra will scheduled individual meetings with coaches who need or want support with data submission in the new electronic systems	Ongoing	Half-Way (50%)
Initial	IL7. A procedure in place to confirm submitted data are complete and accurate	Lori and Sandra will modify the electronic systems to require data forms are complete (i.e., every item answered) before they can be submitted	7/15/2024	Done (100%)

Instructions | Profile | Indicator Guidance | Graphs | Goals – beginning of meeting | Goals - after meeting on 11.01

A

Profile tab – Foundational tier

Read each indicator as "We have …"

KEY for Rating Indicators
0 = Not yet started
1 = Partially in place
2 = Yes, fully in place

Foundational Notes

FC1/FL8 - Another Lead to support Sandra? Or can we automate some of the data systems more?

Leadership

Foundational Leadership	Foundational Total: Leadership	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
		100%	100%	0%	0%
FL8. Identified how we will support the Lead Coach in our program and members of the PBC-DIDM Leadership Team to gain the knowledge and skills to teach others how to use PBC-DIDM		2	2		
FL7. Guidelines for how Coaches support Practitioners (e.g., Coach Manual, PBC timeline)		2	2		
FL6. Identified one or more PBC delivery format(s) to be used in our program		2	2		
FL5. A systematic way to collect quantitative information about Coaches' use of the PBC framework and essential strategies (e.g., PBC log or checklist)		2	2		
FL4. Identified what information and sources of data are currently being collected about Coach efforts and the use of PBC		2	2		
FL3. Established Coach Competencies and position descriptions for Lead Coach(es) and Coach(es)		1	2		
FL2. A systematic way to observe and collect quantitative information about the Practitioners' use of effective practices that are the focus of PBC (e.g., checklist, published measure)		2	2		
FL1. Identified what information is currently being collected about the effective practices used by Practitioners		2	2		

Coaches

Coaches	Foundational Total: Coach	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
		100%	100%	0%	0%
FC9. A Lead Coach in our program who has the knowledge and skills to teach other Coaches and stakeholders how to use PBC		2	2		
FC8. Coaches who (a) regularly collect data about practitioners' use of effective practices during focused observations and (b) use those data to inform their shared goals, action plans, and reflection and feedback with the practitioner		2	2		
FC7. Coaches regularly collect data about their efforts during coaching cycles, including data, duration, and if the parts of the PBC framework and essential strategies were used.		2	2		
FC6. Provided Learning Experiences for Coaches on how to collect data about their use of PBC for our		2	2		
FC5. Provided Professional Learning Experiences for Coaches to gain the knowledge and skills to use PBC as intended		2	2		
FC4. Coaches within our program with the knowledge and skills to help Practitioners learn about and use the effective practices which are the focus of PBC		2	2		
FC3. Provided Coach Learning Experiences for Coaches to gain the knowledge and skills to observe, collect, and record information about the Practitioners' use of effective practices		2	2		
FC2. Identified who will serve as Coaches for our program		2	2		
FC1. Identified a Lead Coach for our program		2	2		

Practitioners

Practitioners	Foundational Total: Practitioner	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
		100%	100%	0%	0%
FP5. Coaches and Practitioners develop shared goals and action plans based on effective practices data that describes the Practitioners' strengths, needs, priorities, and preferences		1	2		
FP4. Coaches and Practitioners meet regularly during PBC cycles		1	1		
FP3. Provided Practitioners with information about how PBC will support their use of effective practices		1	2		
FP2. Provided resources or learning experiences for Practitioners to gain the knowledge and skills to begin using the effective practices that are the focus of PBC		2	2		
FP1. Identified Practitioners who will participate in PBC		2	2		

Click the **+** to the left to see Foundational Indicators

B

Central Valley Early Intervention

Profile tab – Initial tier

Read each indicator as "We have …"

KEY for Rating Indicators
0 = Not yet started
1 = Partially in place
2 = Yes, fully in place

PBC-DIDM Initial Implementation

Initial Notes

IL6/IL7 - Lead Coach is doing these checks and it's working, but time is a bit of a challenge

IC4/IC6/IC7/IL10 - more practice is needed, part of the challenge was the data weren't complete so it took extra time to prepare for the Coach PLTA Learning Experiences

Leadership

Initial Total: Leadership	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
	60%	100%	0%	0%
IL10. A procedure in place for using the PLTA Process to review and revise forms, measures, and electronic systems, when needed	1	1		
IL9. Identified a way to electronically store data about PBC and other Coach activities	2	2		
IL8. Identified a way to electronically store data about Practitioners' use of effective practices	2	2		
IL7. A procedure in place to confirm submitted data are complete and accurate	0	1		
IL6. A procedure in place to confirm data are being collected as planned and in a timely manner	0	1		
IL5. A data collection schedule that includes a plan for when and how to collect data about (a) the Coaches' use of PBC and (b) the Practitioners' use of effective practices	0	2		
IL4. Determined if additional people need to be part of our PBC-DIDM Leadership Team	0	2		
IL3. Regular PBC-DIDM Leadership Team Meetings	2	2		
IL2. Made other stakeholders in our program aware of the formation of a PBC-DIDM Leadership Team	1	2		
IL1. Identified members of the PBC-DIDM Leadership Team and their roles	2	2		

Coaches

Initial Total: Coach	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
	57%	100%	0%	0%
IC7. Coaches use the PLTA Process to review and revise our forms, measures, and electronic systems for data about Practitioners use of effective practices when needed	0	1		
IC6. Coaches use the PLTA Process to review and revise our forms, measures, and electronic systems for PBC and other coaching activities when needed	0	1		
IC5. A procedure in place to regularly engage in PBC implementation checks to provide feedback to Coaches about their use of PBC as intended	2	2		
IC4. Regularly facilitate data-informed Coach Community Meetings to support coaches' use of PBC and knowledge of the effective practices	0	1		
IC3. Provided Coaches with guidance on how to use electronic data systems for documenting Practitioner's use of effective practices	2	2		
IC2. Provided Coaches with guidance on how to use electronic data systems for documenting PBC and other coaching activities	2	2		
IC1. A Lead Coach in our program who has the knowledge and skills to teach other Coaches and stakeholders how to use PBC-DIDM	1	2		

Practitioners

Initial Total: Practitioner	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
	0%	100%	0%	0%
IP1. Provided Practitioners with guidance on how to use an electronic data system to document their effective practice strengths, needs, priorities, and preferences	0	2		

Click the **+** to the left to see initial indicators

Indicator Guidance tab – Select Initial tier indicators

Leadership - PBC-DIDM Initial	Guidance	Resource
IL4. **Determined if additional people need to be part of our PBC-DIDM Leadership Team**	A Leadership Team is a group of people who have diverse knowledge and experiences related to PBC, professional learning, and data-informed decision making, that come together to make decision about how to support Coaches, Practitioners, and Children or their Families. The Leadership Team often includes a Program Leader who can make decisions about the coaching initiative (e.g., fiscal, time allocations), Coaches, Practitioners, and other key stakeholders (e.g., families, behavior specialists, data managers, related service providers). As new people join the program or specific decisions are being made by the PBC-DIDM Leadership Team, members of the team should discuss if additional people might need to be added to the Team. When new members join the Team the Lead Coach (or another designee) ensures key information about the purpose of the PBC-DIDM Leadership Team is shared prior to the new member(s) participation in Leadership Team Meetings.	Facilitating PBC-DIDM Leadership Team Meetings Guide PBC-DIDM Data Mapping Tool
IL5. **A data collection schedule that includes a plan for when and how to collect data about (a) the Coaches' use of PBC and (b) the Practitioners' use of effective practices**	A data collection schedule includes information about what measures will be collected, when, and by whom. The PBC-DIDM Data Mapping Tool is one way Leadership Teams might document this information.	PBC-DIDM Data Mapping Tool
IL6. **A procedure in place to confirm data are being collected as planned and in a timely manner**	In addition to developing the data collection schedule (see IL5) or plan, the program identifies who is responsible for verifying that appropriate data are being collected as scheduled. The PBC-DIDM Data Mapping Tool is one way Leadership Teams might consider documenting the timeline or schedule for data collection and who is responsible. Often data collection occurs within a window of time or is linked to a specific event, which allows some flexibility for rescheduling when needed. **For example, a procedure might be in place to confirm:** A PBC Log is on file for every coaching session All Practitioners were observed in the Fall and Spring using the formal effective practices tool Attendance information for the Workshop was saved	PBC-DIDM Data Mapping Tool
IL7. **A procedure in place to confirm submitted data are complete and accurate**	This item is focused on ensuring data collected are complete (i.e., we have everything we planned to collect, no missing forms or missing items) and accurate (i.e., scoring is correct, every required item is scored). The PBC-DIDM Data Mapping Tool is one way Leadership Teams might consider documenting who is responsible for verifying data are complete and accurate and preparing them for the Team to review. **For example, a procedure might be in place to confirm:** Items on page 2 of the practice checklist were not left blank The date on the winter assessment reflected the appropriate year 1/15/26 not 1/15/25 The value reported for the total number of indicators scored yes reflects the indicators checked yes on the PBC log The space for the number of educators present during the observation was 2 not 16 (sixteen was the number of children present)	PBC-DIDM Data Mapping Tool

Profile tab – Mid tier

Central Valley Early Intervention

Read each indicator as "We have …"

KEY for Rating Indicators
- 0 = Not yet started
- 1 = Partially in place
- 2 = Yes, fully in place

Leadership

Click the + to the left to see Advanced Indicators

Indicator	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
PBC-DIDM Advanced Implementation				
Advanced Total: Leadership	0%	0%	0%	0%
PBC-DIDM Mid Implementation				
Mid Total: Leadership	0%	40%	0%	0%
ML5. A procedure in place for preparing and sharing program-level data with internal stakeholders		0		
ML4. Used the PLTA Process, including data about coach preferences, to inform decisions about how we help Coaches to gain the knowledge and skills to use PBC and PBC-DIDM as intended		0		
ML3. Used the PLTA Process, including data about Practitioner preferences, to inform decisions about how we help Practitioners to gain the knowledge and skills to use effective practices as intended		1		
ML2. A procedure in place to collect feedback from Coaches about the Coach Learning Experiences and other PBC support provided		0		
ML1. A procedure in place to collect feedback from Practitioners about PBC supports provided and the effective practices that are the focus of PBC supports		1		

Mid Notes

ML1 - The old provider survey needs to be revised to better align with what we do now – maybe do it after coaching

ML3/MC3/MP1- We use parts of PLTA for supporting providers, but it's not formalized – how can we get these data to coaches and providers more quickly?

ML2/ML3/MC2 - We have coach data now and use it for group support in CCM, but we're not individualizing coach support yet

Click the + to the left to see Mid Indicators

Coaches

Indicator	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
Advanced Total: Coach	0%	0%	0%	0%
Mid Total: Coach	0%	33%	0%	0%
MC3. A procedure in place for using the PLTA Process with our Practitioner effective practice data to inform the format and focus of PBC supports for Practitioners		0		
MC2. A transparent process for selecting the format and focus of individual Coach supports		0		
MC1. A procedure in place for using the PLTA Process with our PBC effort data to inform the format and focus of Coach Community Meetings		1		

Practitioners

Indicator	Time 5: 06/04/24	Time 6: 11/01/24	Time 3: (mm/dd/yyyy)	Time 4: (mm/dd/yyyy)
Advanced Total: Practitioner	0%	0%	0%	0%
Mid Total: Practitioner	0%	50%	0%	0%
MP2. A transparent program-wide process for selecting the format and focus of individual Practitioner supports based on effective practices data and Practitioner's strengths, needs, preferences, and priorities		0		
MP1. Practitioners use the PLTA Process with their Coach to make data-informed decisions about their action plan goals and other learning supports		1		

Central Valley Early Intervention

Goals – after the meeting on 11/01

Tier	Priority Indicator(s) from the PBC-DIDM Implementation Profile	Action Steps (Tip: Consider people, materials, and potential supports/barriers)	Timeline/ Complete By	Progress Tracker
Initial	IL4. Determined if additional people need to be part of our PBC-DIDM Leadership Team	Sandra Invite Lori to join the PBC-DIDM Leadership Team	6/15/2024	Done (100%)
		If she agrees, Sandra will share calendar invites and brief orientation to the Team folder on the share drive	6/30/2024	Done (100%)
Initial	IP1. Provided Practitioners with guidance on how to use an electronic data system to document their effective practice strengths, needs, priorities, and preferences	Sandra will share the provider strengths and needs document with Lori to get it set up in the electronic data system	7/15/24	Done (100%)
		Dion will make a screenshot guide for providers	7/25/2024	Done (100%)
	Florida	Alexandra will make a screen recording walking through the steps	7/25/2024	Done (100%)
		Sandra and Alexandra will demo the new form during the workshop	8/15/2024	Done (100%)
Initial	IL5. A data collection schedule that includes a plan for when and how to collect data about (a) the Coaches' use of PBC and (b) the Practitioners' use of effective practices	Paul, Lori, and Sandra will outline a plan and cross-reference it with the timelines for quarterly funding reports	7/1/2024	Done (100%)
		Review plan with coaches during the planning days when the new electronic systems are introduced	8/5/25	Done (100%)
		Pilot fall 2024 and adjust as needed in November	11/1/2025	Nearly Complete (75%)
		Make revisions for Spring 2025 data collection	12/15/24	Not Started
		Review modified plan with Coaches and Providers	January	Not Started
Initial	IL6. A procedure in place to confirm data are being collected as planned and in a timely manner	Sandra added the data collection schedule to the Coaches shared calendar so they could consider the data collection windows when planning their coaching sessions	8/5/2024	Done (100%)
		Sandra will work with Lori to run a report that can be shared during the monthly coach community meeting about whether observation measures are being collected	9/1/2024	Nearly Complete (75%)
		Sandra will scheduled individual meetings with coaches who need or want support with data submission in the new electronic systems	Ongoing	Half-Way (50%)
		Sandra and Lori will set up a bi-weekly report for number of Coaching Logs submitted per Coach and Provider.		Not Started
Initial	IL7. A procedure in place to confirm submitted data are complete and accurate	Lori and Sandra will modify the electronic systems to require data forms are complete (i.e., every item answered) before they can be submitted	7/15/2024	Done (100%)
		Look at items where data validation can be added to prevent responses that are not accurate or data formats that cannot be summarized easily (e.g., 1 hour vs. 60 min, or total items scored yes as an auto calculate vs. a data entry field)	8/5/2024	Getting Started (25%)
		Review in the next PLTA data chat to see if additional adjustments are needed	12/15/2024	Not Started
		Report back at the next Leadership Team meeting	March	Not Started

Goals - after meeting on 11.01 +

F

Goals – after the meeting on 11/01 (continued)

Tier	Priority Indicator(s) from the PBC-DIDM Implementation Profile	Action Steps (Tip: Consider people, materials, and potential supports/barriers)	Timeline/ Complete By	Progress Tracker
Mid	ML1. A procedure in place to collect feedback from Practitioners about PBC supports provided and the effective practices that are the focus of PBC supports	Workgroup (Dion, Alexandra, Lori, Sandra) reviews current surveys and determines if it's best to try to integrate the workshop effective practices strengths and needs assessment for PBC, with a new coaching experience survey into one document, or if this would be multiple documents. Determine when to collect.	12/30/2024	Not Started
		Send out workgroup update and draft survey's for written feedback from the Leadership Team	1/30/25	Not Started
		Select 5-10 additional providers to pilot and provide feedback on the survey and proposed process	2/28/2025	Not Started
		Next Leadership Team Meeting - Identify on the Data Mapping Tool schedule when and how the survey's will be collected, summarized and shared	3/15/2025	Not Started
		Workgroup will collaborate with Lori to set up new provider surveys in the electronic system and to confirm data will be useful when exported and what summaries or graphs we might want	4/15/2025	Not Started
Mid	ML3. Used the PLTA Process, including data about Practitioner preferences, to inform decisions about how we help Practitioners to gain the knowledge and skills to use effective practices as intended	Pilot the provider survey(s) in Spring 2025 -Look at Data Mapping tool for guidelines about when and how	4/30/2025	Not Started
		Look at Data Mapping Tool to think about who will Prepare data for PLTA	5/15/2025	Not Started
		Leadership Team /Data Chat Use the Spring 2025 provider data to plan for coach supports . Look for trends or tweaks to be used in future.	6/5/2025	Not Started
		Gather feedback from coaches and providers about how helpful the additional data was in selecting the dose and format of support. Including any changes needed	7/5/2025	Not Started
		Revisions - might need the workgroup to reconvene or might just be small tweaks with Lori and Sandra	8/5/2025	Not Started
Mid	MP2. A transparent program-wide process for selecting the format and focus of individual Practitioner supports based on effective practices data and Practitioner's strengths, needs, preferences, and priorities	Workgroup (Dion, Alexandra, Lori, Sandra) reviews feedback and develops a plan for sharing the new process with providers during the beginning of the year PD day	7/15/2025	Not Started
		Verify if there are implications for new hire training or Program wide Handbook - this will need board approval		Not Started

G