

## PBC-DIDM Coach Community Meeting Log

Use this checklist to plan for and record what occurred in the PBC-DIDM Coach Community meetings. Items do not need to be completed in the order listed. Facilitators are encouraged to review the *Facilitating Coach Community Learning Experiences Guide* in the [Resource Library](#) before holding their first meeting.

**Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Facilitator(s):** \_\_\_\_\_  
**Prep Time in Min:** \_\_\_\_\_ **Meeting Length in Min:** \_\_\_\_\_ **Follow-up in Min:** \_\_\_\_\_  
**Format:** \_\_\_\_\_ **# of Participants:** \_\_\_\_\_ **Absent:** \_\_\_\_\_

### Focus (Check up to 3)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Strengths and Needs | <input type="checkbox"/> Supportive Feedback                 | <input type="checkbox"/> Caseload/ Time      |
| <input type="checkbox"/> Shared Goal Setting | <input type="checkbox"/> Constructive Feedback               | <input type="checkbox"/> Practitioner data   |
| <input type="checkbox"/> Action Planning     | <input type="checkbox"/> Identifying Materials and Resources | <input type="checkbox"/> Child & Family data |
| <input type="checkbox"/> Focused Observation | <input type="checkbox"/> Enhancement Strategies              | <input type="checkbox"/> Other (explain):    |
| <input type="checkbox"/> Reflection          |  |  |

Preparation Indicators	Yes	No	NA
1. Prepare and use data to inform the meeting objectives			
2. <b>Identify resources and plan for an engagement activity</b> aligned with the data and meeting objectives			
Implementation Indicators	Yes	No	NA
1. Engage participants in a warm-up activity to <b>activate prior knowledge</b> related to the meeting objectives			
2. State meeting <b>objectives</b> as outcomes or the knowledge and skills coaches will gain by participating			
3. <b>Share data</b> that informed the meeting objectives; engage coaches in looking at and thinking about strengths, needs, and priorities			
4. Provide opportunities for participants to <b>reflect</b> on current PBC implementation connected to the data by asking <b>open-ended questions</b> and <b>providing wait time</b> for coaches to respond			
5. Support a coach to <b>share an artifact, exemplar, or experience</b> related to the data and meeting objectives			
6. Facilitate an engagement activity and opportunity for coaches to <b>give/receive feedback about an exemplar or demonstrated skill</b>			
7. <b>Identify resources or materials</b> related to the meeting objectives			
8. Review objectives and <b>summarize key points and next steps</b>			
9. Thank participants for their attendance and effort			
10. Gather feedback from participants about their experience			
Follow-Up Indicators	Yes	No	NA
1. <b>Track attendance</b> to document who participated			
2. <b>Share notes</b> from the meeting (e.g., posted, emailed)			
3. <b>Share resources</b> identified or discussed during the meeting			

Organize your data! Name the scanned copy of this file: ProgramID-CCM-mm.dd.yyyy