

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

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