



Practice-Based Coaching (PBC) Implementation Check Log

Lead Coach:

Coach:

How the Lead Coach Supports Other Coaches

- Use the Lead Coach Indicators to guide and document PBC support for other Coaches
- Do a **focused observation** of the shared goal and action plan and reflection and feedback meeting
- Prepare for **reflection and feedback** with the Coach by organizing information about the Coach's strengths and opportunities for growth related to the shared goal and action plan, reflection and feedback meeting, and PBC Log agreement Indicators
- Lead Coach and Coach **identify next steps**, including a PBC Implementation Goal, when needed

Lead Coach Efforts	Time in Min (e.g. 23, 60)	
Preparation for Lead Coach and Coach meeting		
Length of Lead Coach and Coach meeting in minutes		
Follow-up activities (e.g., follow-up email, resources)		
Lead Coach Indicators	Yes	No
1. Began with a positive statement to support the collaborative partnership		
2. Facilitated Coach reflection about their use of PBC		
3. Provided Coach with supportive feedback about their use of PBC		
4. Provided Coach with constructive feedback about their use of PBC		
5. Asked the Coach to reflect on the constructive feedback to identify what they will do to enhance their use of PBC		
6. Discussed indicator data with Coach and wrote a new PBC Implementation Goal, if needed or requested		
7. Identified materials and resources to support implementation		
8. Stated the next steps and acknowledged the Coach's efforts		
Total		

Focused Observation of Coach and Practitioner Shared Goal & Action Plan

- Copy the shared goal developed by the Coach and Practitioner. Then, mark 'Yes' or 'No' to document the Coach's implementation of each Shared Goal and Action Plan Indicator.

Shared Goal developed by the Coach and Practitioner:		
Shared Goal and Action Plan Indicators	Yes	No
1. Goal is timely or less than 6 weeks old		
2. Goal is directly aligned with an effective practice		
3. Goal states the practice/action the practitioner will do or say		
4. Goal states routines or activities where the practice will be used		
5. Goal states criterion for achievement/level of performance		
6. Action steps are actionable, aligned to the goal, and logical		
Total		

Organize your data! Name the scanned copy of this form Lead CoachID-CoachID-PIC-mm.dd.yyyy

PBC-DIDM Practice-Based Coaching Implementation Check Log (Version 2.0) - Produced by the "Practice-based Coaching Data-Informed Decision Making" model demonstration project funded by the Office of Special Education Programs (#H326M200021, Project Officer: Anita Vermeer). Contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. For use under Creative Commons license: [BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/4.0/). For more information, contact pbcdidm@coe.ufl.edu

Focused Observation of Coach and Practitioner Reflection & Feedback Meeting

- Watch the reflection and feedback meeting between the Coach and Practitioner. In the **'Observed'** column below, mark 'Y' for yes and 'N' for no to document which indicators the Lead Coach observed the Coach using.
- Review the PBC Log submitted by the Coach. In the **'Self-Report'** column, mark 'Y' for yes and 'N' for no according to the Coach's self-reported use of the reflection and feedback meeting indicators.
- In the **'Agreement'** column, mark 'A' for Lead Coach and Coach indicator agreement and 'D' for disagreement. Then, total the agreement.

	Observed	Self-Report	Agreement
Reflection & Feedback Meeting Indicators			
1. Began with a positive statement to support the collaborative partnership			
2. Asked the practitioner(s) about their current or future goal(s) or action plan steps			
3. Facilitated reflection about the effective practices observed related to their goal or action plan steps			
4. Provided supportive feedback about the effective practices observed			
5. Facilitated constructive feedback about the effective practices observed, including 2-3 strategies to consider based on the feedback provided			
6. Supported practitioner(s) to reflect on the strategies discussed to address the constructive feedback and select at least one strategy to try			
7. Identified resources and materials to support the goal and action plan steps			
8. Confirmed next steps/adjustments to the goal and action steps			
9. Asked the practitioner(s) how they wanted to be supported in future sessions/sustainability			
10. Discussed if another coaching session was needed and when it would occur			
11. Invited practitioner(s) feedback, comments, or questions			
12. Stated planned follow-up support (e.g., email, call, provide resources)			
13. Made a positive comment about practitioner(s) goal progress or practice use			
Total Essential (Indicators 1-8)			
Total Overall (Indicators 1-13)			

Lead Coach Support & Feedback for the Coach

- The Lead Coach uses data to plan for the PBC Implementation Check Meeting with the Coach

Strengths related to the Coach's PBC implementation:
Opportunities for enhancement related to the Coach's PBC implementation:
PBC Implementation Goal (or NA)
Primary area of focus for PBC Implementation Goal
<input type="checkbox"/> No PBC Implementation Goal Developed <input type="checkbox"/> Action Plan Indicators <input type="checkbox"/> Reflection & Feedback Indicator (Record #) <input type="checkbox"/> Other (Please describe)
Next Steps