

AzEIP Fidelity Tool

Coaching Log and Coaching Practices Rating Scale

Purpose

Coaching is an adult learning strategy in which the coach promotes the learner's ability to reflect on his or her actions as a means to:

- Determine the effectiveness of an action or practice,
- Develop a plan for refinement, and
- Use the action in immediate and future situations.

The Coaching Log and Coaching Practices Rating Scale is an Arizona Early Intervention Program (AzEIP) fidelity tool that measures the practitioner's adherence to and use of AzEIP's evidence-based practices. These tools are designed to be completed together to support the coach and practitioner in their journey to fidelity.

- The Coaching Log is to be completed by the practitioner's coach/supervisor during and after observing the practitioner within a home/community visit.
- The Coaching Practices Rating Scale is completed based on the observed visit and completed coaching log.

The Coaching Log

- Documents:
 - Questions asked by the practitioner (awareness, analysis, alternatives, or action),
 - Parent responses,
 - Information shared by the practitioner,
 - Descriptions of modeling by the practitioner,
 - Actions taken by the parent, and
 - Feedback provided by the practitioner (affirmative, informative, evaluative, or directive).
- Includes space for coding the presence of the coaching characteristics (joint planning, observation, action/practice, reflection and feedback).
- Allows for the practitioner to include their reflections and self-assess how closely the practices matched coaching and natural learning environment practices.
- Is utilized to complete the Coaching Practices Rating Scale.

The Coaching Practices Rating Scale

- Documents the extent to which the practitioner uses the characteristics of coaching practices with their families.
- Promotes:
 - Self-assessment,
 - Self-reflection, and
 - Self-generation of new and existing knowledge and skills.
- Supports the coach/supervisor in:
 - Identifying areas in need of technical assistance and training, and
 - Creating a supervisory action plan.
- Is the tool utilized for assessing and monitoring fidelity to AzEIP evidence-based practices.

See page 2 for EOE/ADA disclosures

Directions

1. The coach (supervisor) schedules a time to observe the practitioner during a regularly scheduled team lead visit.
 - a. To accurately and comprehensively assess the practitioner, the visit should not include any joint visitors.
 - b. In-person observations are recommended to allow for:
 - i. Accurate communication analysis of nonverbal cues like body language, facial expressions and tone,
 - ii. Better contextual understanding (to see the “whole picture”), and
 - iii. Reduced distractions caused by technical issues.
2. The practitioner contacts the family prior to the visit to request the family’s consent for the coach to observe the practitioner during the scheduled visit. If the family indicates that they are not comfortable with the coach being present, the coach and practitioner reschedule to observe a visit with another family.
3. The coach and practitioner arrive and depart the visit together.
4. The practitioner introduces the coach to the family and explains that the coach is there to observe and document the practitioner’s interactions with the family.
5. The coach selects an observation position that does not interfere with the home visit to silently document in the Coaching Log the conversations and actions taken during the visit.
6. The coach and practitioner schedule a time to review the Coaching Log and complete the Coaching Practices Rating Scale.
7. The coach uses the information from the Coaching Log and the Coaching Practices Rating Scale to analyze the data, determine the level of implementation, and create an action plan to address gaps.
8. The coach schedules a plan for re-assessment with the practitioner to monitor progress and maintain improvements.
9. The coach provides a copy of the Coaching Log and the Coaching Practices Rating Scale to the practitioner after completion.
10. The coach utilizes the Coaching Log and the Coaching Practices Rating Scale to support the practitioner’s progress towards fidelity.

Coaching Log

Coach (Supervisor): _____

Practitioner: _____ Location of Interaction: _____

Date of Interaction: _____ Beginning Time: _____ Ending Time: _____

Who was present? _____

Was the coaching session planned? _____

IFSP Outcome(s) Addressed:

Characteristics						
Transcript of Coaching Conversation/Observations	P✓	O✓	A✓	R*	F^	Coach's (Supervisor) Reflections/Review (Analysis of coaching process and promotion of parent's understanding and ability to promote child participation)

P= Joint Planning, O=Observation, A=Action, R= Reflection, F=Feedback

*Codes for Reflective Questions: 1- Awareness, 2-Analysis, 3- Alternatives, 4-Action

^Codes for Feedback: A-Affirmative, D- Directive, E-Evaluative, I-Informative

Coaching Log Continued

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Practitioner Reflections:

Coaching Practices Rating Scale

Practitioner: _____ Date: _____

Coach (Supervisor): _____

Service Providing Agency: _____

Region: _____

The scale is used to determine the extent to which the practitioner uses the practices with either families or colleagues in ways that promote self-assessment, self-reflection, and self-generation of new and existing knowledge and skills.

Directions

- The coach (supervisor) completes the Coaching Practices Rating Scale after analyzing the Coaching Log.
- For each practice indicator:
 - The coach identifies if the practice was observed or not observed.
 - In the Description of Practice column, the coach describes the observed practice and remarks on the quality of the practice.
 - In the Reflection and Feedback Column, the coach documents the practitioner's reflection and the coach's feedback.
- After the coach and practitioner have completed the Coaching Practices Rating Scale, they develop a joint action plan that is documented at the end of the form.

Coaching Practices Rating Scale

Review the coaching log to analyze the coaching conversations that occurred during the observed visit.	Observed/ Not Observed	Description of Practice <i>For each practice indicator, note how the practice was used.</i>	Reflection and Feedback
Natural Learning Practices Acknowledged the learner's existing knowledge and abilities as the foundation for improvement.			
Natural Learning Practices Integrated with the learner in a nonjudgmental and constructive manner during coaching conversations.			

Coaching Practices Rating Scale			
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Joint Planning Identified with the learner the targeted skills he/she wanted to learn and a timeline for the coaching process.			
Joint Planning & Action/Practice Developed with the learner a plan for action/ practice necessary to achieve targeted skill(s) following each coaching conversation.			
Observation Observed the learner demonstrate knowledge and understanding of the targeted skill(s) or practice(s).			
Observation Observed the learner's use of the targeted skill(s) or practice(s).			
Observation Created opportunities for the learner to observe the coach and/or others model the target skill(s) or practice(s).			

Coaching Practices Rating Scale			
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Practice Promoted use of multiple opportunities for the learner to practice implementation of the targeted skill(s) or practice(s).			
Action/Practice Used both planned and spontaneous opportunities to strengthen the learner's knowledge and skill(s).			
Reflection Asked probing questions to examine the learner's knowledge and abilities.			
Reflection Prompted learner reflection on his/her knowledge and use of the targeted skill(s) and practice(s) compared against research-based practice standards.			
Feedback Provided feedback about the learner's knowledge and skills following the learner's reflection on his/her performance.			

Coaching Practices Rating Scale			
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Feedback Provided and/or promoted access to new information and resources after the learner reflected on his/her performance.			
Joint Planning/ Reflection Engaged the learner in reflection on the usefulness, effectiveness, and need for continuation of coaching.			

Additional Comments:

Plan of Action:

Date of Next Scheduled Observation: _____

Use this page for any additional notes or information that did not fit on previous pages.