

Program Implementation Coaching



Contents

| | |
|---|----------|
| Introduction..... | 3 |
| Resource Table..... | 4 |
| Resource Details..... | 6 |
| Program Implementation Coaching: The Basics..... | 6 |
| Implementation Science..... | 9 |
| Tools and Supports to Guide Program Leadership Teams..... | 12 |
| Data Tools for Program Implementation..... | 15 |

Introduction





















Program Implementation Coaches are pivotal in supporting the program-wide implementation and scale-up of the Pyramid Model for Promoting Social and Emotional Competence in Infants and Young Children (Pyramid Model). Their work involves guiding leadership teams through implementation stages as they implement and sustain the Pyramid Model framework. In addition, they also might provide training events to build the capacity of practitioners and programs in their use of Pyramid Model practices. Program implementation coaches should go to the [For Trainers section](#) of the NCPMI website, to access downloadable modules and for resources related to training.
















This NCPMI *Program Implementation Coaches Resource Collection* provides program implementation coaches with selected tools to support their work with state, community, and program-wide leadership teams. The collection supports the coaching and consultation of programs from exploration, installation, and initial implementation to implementation, sustainability, and scale-up. The resources, predominantly found on the [NCPMI website](#), provide content to support program implementation coaches as they work with program leadership teams, behavior support specialists, practitioner coaches, and other personnel within Pyramid Model programs. In addition to these resources, all the materials provided by the National Center for Pyramid Model Innovations are relevant to the activities of the program implementation coach.

Find program implementation coaching resources on the [NCPMI Program Implementation Coaching](#) webpage.

Resource Table

Resource Key:  fact sheet |  form |  guide |  tip sheet |  tool |  training module |  video |  webinar |  webpage

| Program Implementation Coaching: The Basics | Implementation Science | Tools and Supports to Guide Program Leadership Teams | Data Tools for Program Implementation |
|---|---|--|--|
|  Program Coach: Guiding Program-Wide Fidelity Video |  Implementation Stages Planning Tool |  Program-Wide Implementation of the Pyramid Model |  Roadmap #7 – Data Decision-Making and Program-Wide Implementation of the Pyramid Model |
|  Pyramid Model: Roles and Responsibilities of the Program Implementation Coach |  Active Implementation Formula Framework Overview (Modules) |  Program-Wide Leadership Team Implementation Manual |  Program Implementation Coaching Log (log, spreadsheet, analysis) |
|  Program Coach Scope of Work |  SISEP Implementation Stages Video Series |  Program Coach and Implementation Site Agreement |  Early Childhood Program-Wide PBS Benchmarks of Quality (tool, spreadsheet, analysis, planning) |
|  ECTA Professional Development Network of Program Implementation Coaches |  Roadmap #6 - Roadmap to Statewide Implementation of the Pyramid Model |  Program Leader's Guide to Practice-Based Coaching |  Early Childhood Program-Wide PBS Benchmarks of Quality (EC-BoQ) Cultural Responsiveness Companion |
|  ECTA Professional Development Network Q & A |  Practice Guide to Supporting Implementation |  Implementing the Pyramid Model: Data Informed Decision Making for School Teams |  Family Child Care Home (FCCH) Program-Wide PBS Benchmarks of Quality (tool, spreadsheet, analysis) |

| Program Implementation Coaching: The Basics | Implementation Science | Tools and Supports to Guide Program Leadership Teams | Data Tools for Program Implementation |
|---|---|--|---|
|  Early Childhood Implementation Snapshots, No. 3: Professional Development Network of Program Implementation Coaches |  Implementation Support Practitioner Profile |  Developing a Child Guidance Policy |  Pyramid Model Early Intervention (Part C) Benchmarks of Quality (tool, spreadsheet, analysis, planning) |
|  Program Implementation Coaches and Pyramid Model Implementation, Sustainability and Scale-Up |  Equitable Implementation Guide |  Effective Teaming Strategies |  Implementing the Pyramid Model Community-Wide: Benchmarks of Quality (tool, spreadsheet) |
| | |  Leading by Convening |  Behavior Incident Report (system and resources) |
| | |  Authentically Partnering with Families as Valued Members in Pyramid Model Implementation |  Digging into Data Webinar Series |
| | |  Program-Wide Leadership Team Manual for Early Intervention (Part C) Services – coming soon! |  Data Culture Toolkit |
| | | |  Look! Think! Act! Using Data for Program Improvement |

Resource Details

Program Implementation Coaching: The Basics

These resources help program implementation coaches understand their role and the responsibilities of building the capacity of leadership teams in Pyramid Model implementation.

About the terminology: The program implementation coach (PIC) plays a critical role in the statewide implementation and scale-up of the Pyramid Model. They are the professional development experts responsible for providing training to increase understanding and application of Pyramid Model practices and coaching for establishing high-fidelity implementation of the Pyramid Model in programs. Unlike practitioner coaches, who provide coaching on practice implementation, program implementation coaches focus their coaching efforts on leadership teams (program and community) to implement the model program-wide or community-wide. The PIC provides ongoing updates to the State Leadership Team (SLT) on implementation needs and progress of communities and programs. Program implementation coaches might be referred to by other titles, including program coach, process coach, systems coach, or external coach.

Program Coach: Guiding Program-Wide Fidelity Video



Source: NCPMI

Description:

This video provides an overview of a Pyramid Model program implementation coach and their requirements and responsibilities.

Program Coaching Supports



Pyramid Model: Roles and Responsibilities of the Program Implementation Coach



Source: NCPMI

Description:

This fact sheet describes program implementation coaches' various roles and responsibilities and their work with state, community, and program leadership teams.

| Pyramid Model: Roles and Responsibilities of the Program Implementation Coach | | | | | |
|--|--|--------------------|--|--|--|
| <p>The Program Implementation Coach has a unique role in the state-wide implementation and scale-up of the Pyramid Model. The role of the Program Implementation Coach is different from the role of the Practitioner Coach.</p> <table border="1"> <thead> <tr> <th>Program Implementation Coach</th><th>Practitioner Coach</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Develops and guides the Program Leadership Team and practitioner coaches. Supports program-wide implementation. Provides ongoing updates to the State Leadership Team on implementation progress and the implementation needs of communities and programs. </td><td> <ul style="list-style-type: none"> Uses Practice-Based Coaching (PBC) to support practitioners in their implementation of Pyramid Model practices. Collaborates with practitioners to identify needs and set goals for implementation goals. </td></tr> </tbody> </table> <p>Program Implementation Coaches work closely with the State Leadership Team (SLT) and Community-Wide Leadership Teams (CWLT) that are part of state-wide implementation. Program Implementation Coaches might guide a CWLT and/or program-wide implementation teams with a focus on the SLT. The difference between community-wide and program-wide implementation is described in the table below.</p> | Program Implementation Coach | Practitioner Coach | <ul style="list-style-type: none"> Develops and guides the Program Leadership Team and practitioner coaches. Supports program-wide implementation. Provides ongoing updates to the State Leadership Team on implementation progress and the implementation needs of communities and programs. | <ul style="list-style-type: none"> Uses Practice-Based Coaching (PBC) to support practitioners in their implementation of Pyramid Model practices. Collaborates with practitioners to identify needs and set goals for implementation goals. | |
| Program Implementation Coach | Practitioner Coach | | | | |
| <ul style="list-style-type: none"> Develops and guides the Program Leadership Team and practitioner coaches. Supports program-wide implementation. Provides ongoing updates to the State Leadership Team on implementation progress and the implementation needs of communities and programs. | <ul style="list-style-type: none"> Uses Practice-Based Coaching (PBC) to support practitioners in their implementation of Pyramid Model practices. Collaborates with practitioners to identify needs and set goals for implementation goals. | | | | |
| Community-Wide Implementation vs. Program-Wide Implementation: What's the Difference? | | | | | |
| <p>Community-Wide Implementation</p> <p>Goal: Implementation of the Pyramid Model across a region or state that has oversight for multiple early childhood programs or by a community-level connector team with the goal of collaboration for implementation across multiple sectors and programs.</p> <p>Community Implementation is guided by a CWLT that:</p> <ul style="list-style-type: none"> Facilitates implementation activities. Coordinates and facilitates. Establishes and supports implementation sites. Identifies engaged and partnership. Provides professional development and program implementation coaching. Challenges and celebrates success. <p>Program Implementation Coaching:</p> <ul style="list-style-type: none"> Program Implementation Coaches guide the CWLT to establish a community-level implementation of the Pyramid Model. The CWLT provides oversight of program implementation and works with multiple programs with implementation sites. | <p>Program-Wide Implementation</p> <p>Goal: Support sites within a program to implement the Pyramid Model. Program might be a statewide early childhood agency, a program with statewide multiple sites, or a region or locally providing early intervention services.</p> <p>Program Implementation is guided by a Program-Wide Leadership Team (PWL) that:</p> <ul style="list-style-type: none"> Facilitates. Coordinates and facilitates. Establishes and supports implementation sites. Identifies engaged and partnership. Provides professional development and program implementation coaching. Challenges and celebrates success. <p>Program Implementation Coaching:</p> <p>Program Implementation Coaches guide the PWL as they implement the Pyramid Model.</p> | | | | |

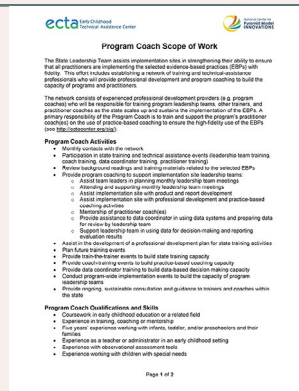
Program Coach Scope of Work



Source: Early Childhood Technical Assistance Center (ECTA) & NCPMI

Description:

This fact sheet outlines program implementation coaching activities.



ECTA Professional Development Network of Program Implementation Coaches



Source: Early Childhood Technical Assistance Center (ECTA)

Description:

This ECTA website describes the professional development of program implementation coaches as one of the four essential support structures in statewide implementation.



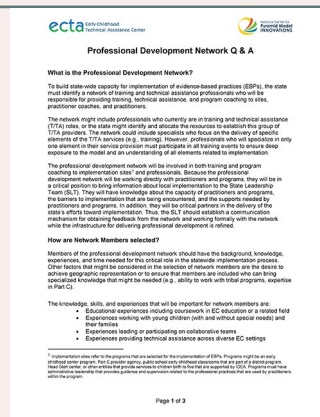
ECTA Professional Development Network Q & A



Source: Early Childhood Technical Assistance Center (ECTA) & NCPMI

Description:

This fact sheet answers commonly asked questions about professional development networks.



Early Childhood Implementation Snapshots, No. 3: Professional Development Network of Program Implementation Coaches



Source: Early Childhood Technical Assistance Center (ECTA)

Description:

This ECTA Implementation Snapshot spotlights resources and voices from the field on the professional development of program implementation coaches.



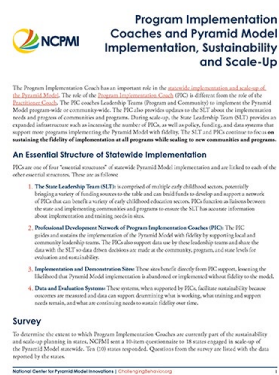
Program Implementation Coaches and Pyramid Model Implementation, Sustainability and Scale-Up



Source: NCPMI

Description:

This fact sheet describes how states are implementing, funding, and planning for the expansion and sustainability of their program implementation coach network.



Implementation Science

Implementation science is a field of study that focuses on bridging the gap between research and practice. Implementation science provides guidance and activities that facilitate implementing and using evidence-based practices. Pyramid Model implementation efforts are more likely to be successful if program implementation coaches understand the stages of implementation: (1) planning and installation, (2) implementation (initial to full), and (3) scale-up and sustainability. This allows the PIC to enact coaching efforts in a sequence that aligns with each implementation stage.

These resources help PIC understand that successful implementation will happen in stages and takes consistent commitment, time, effort, and resources. The resources describe in detail the stages of implementation and offer tools to help guide leadership teams in developing effective implementation plans.

Implementation Stages Planning Tool



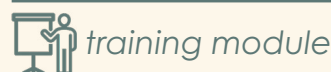
Source: NIRN

Description:

This resource is designed to support identifying the current stage and implementation planning and improvement. It includes a flow chart to determine the current stage, an implementation stages checklist, and an outline of expected stage-based outcomes.



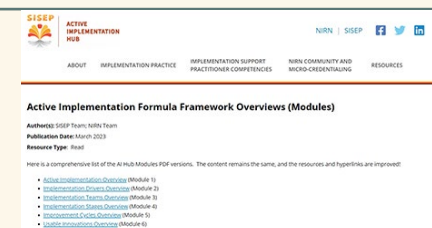
Active Implementation Formula Framework Overviews (Modules)



Source: SISEP

Description:

This resource provides six comprehensive *Active Implementation Formula Framework Overviews* modules with accompanying PDFs and resources.



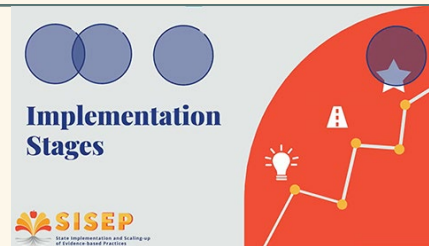
SISEP Implementation Stages Video



Source: SISEP

Description:

This video describes the factors necessary to improve student outcomes through the active implementation formula. This video follows a school team and maps their implementation efforts across the formula.



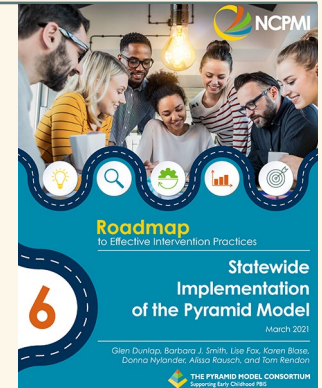
Roadmap #6 - Roadmap to State Implementation of the Pyramid Model



Source: NCPMI

Description:

This document is a guide – a “road map” – for implementing widespread use of the Pyramid Model. The roadmap provides information on the stages of implementation, referring to the major steps that must be followed in any effort of high-fidelity implementation of an evidence-based practice.



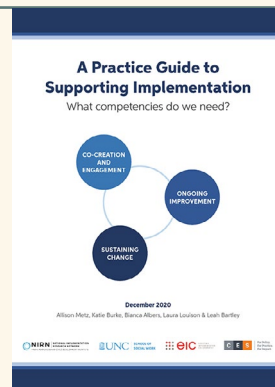
Practice Guide to Supporting Implementation



Source: NIRN

Description:

This guide can be used by practitioners interested in developing their capacity to facilitate and support implementation change. The guide identifies the competencies that implementation support practitioners need to guide effective implementation and scale-up of evidenced-based practices.



Implementation Support Practitioner Profile



Source: NIRN

Description:

This profile outlines the competencies needed to build the capacity of practitioners and communities to effectively implement a practice.



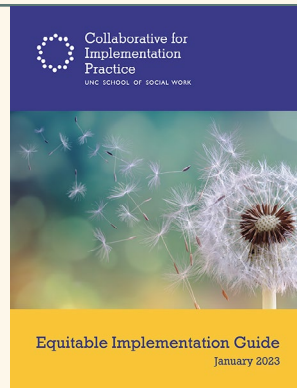
Equitable Implementation Guide



Source: Collaborative for
Implementation Practice

Description:

The *Equitable Implementation Guide* provides a reflection tool and resources for implementation coaches and others who are interested in equitable implementation to center and advance equity throughout their work with communities, organizations, and funders.



Tools and Supports to Guide Program Leadership Teams

A major role of the program implementation coach is guiding program-level leadership teams. In program-wide implementation, a leadership team guides the implementation of the critical elements or infrastructure of support necessary for implementing the Pyramid Model. The leadership team, with representation from program administrators and practitioners, is engaged in an ongoing process of supporting the implementation of the Pyramid Model and using data-informed decision-making to guide implementation efforts and monitor outcomes. The program implementation coach is the “guide on the side” that supports the team in understanding and enacting the stage-based activities for implementation and sustainability.

Program-Wide Implementation of the Pyramid Model



Source: NCPMI

Description:

This web page provides multiple resources to support the program-wide implementation of the Pyramid Model. It includes definitions of key terms and fact sheets to help teams begin their implementation process.



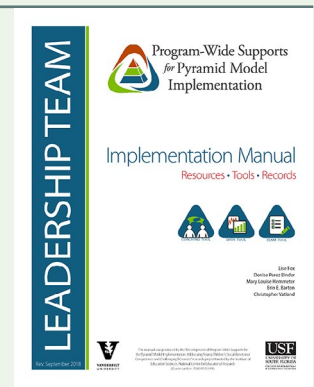
Program-Wide Leadership Team Implementation Manual



Source: NCPMI

Description:

This resource provides leadership teams with a step-by-step guide to implementing the Pyramid Model in their programs. It includes forms and examples for each phase of implementation. It should be a staple in the toolbox of program implementation coaches as they begin to support program-wide leadership teams.



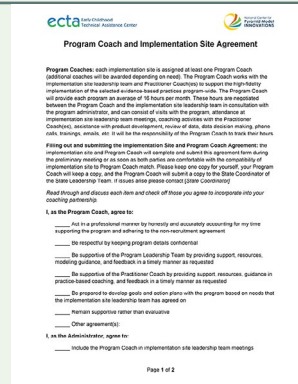
Program Coach and Implementation Site Agreement



Source: Early Childhood Technical Assistance Center (ECTA) & NCPMI

Description:

This resource allows program implementation coaches to review roles and responsibilities when they first begin their work with a leadership team.



The form is titled "Program Coach and Implementation Site Agreement" and is a document for the Program Coach and Implementation Site to sign. It outlines the roles and responsibilities of the Program Coach and the Implementation Site. The form is divided into sections for the Program Coach and the Implementation Site, with checkboxes for each to indicate their agreement to the terms. The form is dated 1/1/2020.

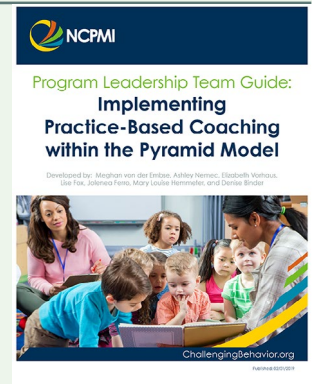
Program Leader's Guide to Practice-Based Coaching



Source: NCPMI

Description:

This resource provides Pyramid Model leadership teams with guidance for implementing practice-based coaching within their programs and developing plans for three essential elements of coaching: 1) getting ready for coaching, 2) enacting coaching, and 3) evaluating coaching.



The guide is titled "Program Leadership Team Guide: Implementing Practice-Based Coaching within the Pyramid Model". It is a document for the Program Leadership Team to use as a guide for implementing practice-based coaching. The guide is divided into sections for the Program Leadership Team, the Program Coach, and the Implementation Site. It includes a table of contents and a list of key points. The guide is dated 1/1/2020.

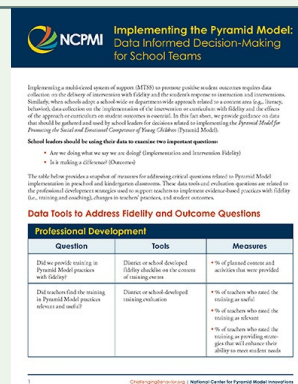
Implementing the Pyramid Model: Data-Informed Decision-Making for School Teams



Source: NCPMI

Description:

This tip sheet provides guidance on data that school leaders should gather and use to make decisions about implementing the Pyramid Model.



The tip sheet is titled "Implementing the Pyramid Model: Data-Informed Decision-Making for School Teams". It provides guidance on data that school leaders should gather and use to make decisions about implementing the Pyramid Model. The tip sheet is divided into sections for the Program Coach and the Implementation Site. It includes a table of data tools and a list of key points. The tip sheet is dated 1/1/2020.

| Question | Tools | Measures |
|---|--|--|
| Did we provide training in Pyramid Model practices with fidelity? | Did we use school-developed fidelity checklist on the content of the training? | * If all coaches received the training as needed |
| Did we conduct the training in Pyramid Model practices with fidelity? | Did we use school-developed fidelity checklist on the content of the training as needed? | * If all coaches who used the training as needed |
| Did we conduct the training in Pyramid Model practices with fidelity? | Did we use school-developed fidelity checklist on the content of the training as needed? | * If all coaches who used the training as needed |

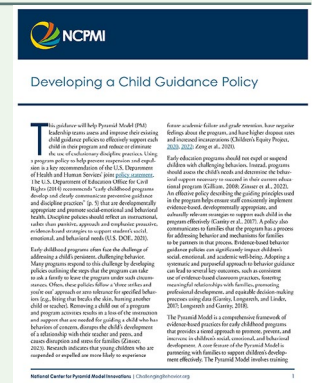
Developing a Child Guidance Policy



Source: NCPMI

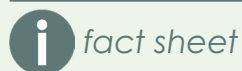
Description:

This guidance will help Pyramid Model leadership teams assess and improve their existing child guidance policies to effectively support each child in their program and reduce or eliminate the use of exclusionary discipline practices.



The fact sheet is titled "Developing a Child Guidance Policy". It provides guidance on how to develop a child guidance policy. The fact sheet is divided into sections for the Program Coach and the Implementation Site. It includes a list of key points. The fact sheet is dated 1/1/2020.

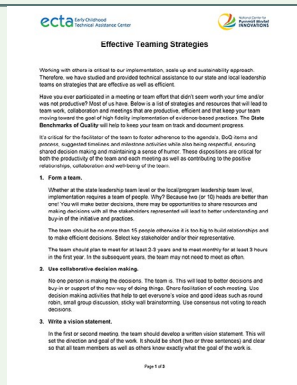
Effective Teaming Strategies



Source: Early Childhood Technical Assistance Center (ECTA) & NCPMI

Description:

Conducting effective, productive, and relational meetings is foundational to implementing the Pyramid Model. This set of guidelines for facilitating meetings is evidence-based and practice-based and, when implemented, will result in meetings where people feel their voices are heard and that produce outcomes.



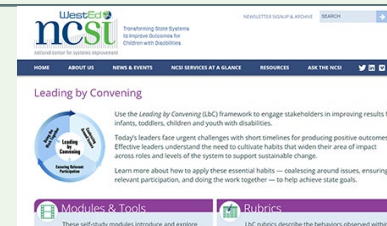
Leading by Convening



Source: NCSI

Description:

This website provides a detailed framework for guiding systems change. It is an excellent resource as program implementation coaches begin guiding different teams that will always have different strengths and needs.



Authentically Partnering with Families as Valued Members in Pyramid Model Implementation



Source: NCPMI

Description:

This resource collection offers information and materials for programs to use as they authentically partner with families to implement the Pyramid Model. These resources ensure that each family's "voice and choice" is considered in the planning, developing, and evaluating Pyramid Model activities, programs, and systems.



Program-Wide Leadership Team Manual for Early Intervention (Part C) Services – coming soon!



Source: NCPMI

Description:

Leadership team manual for implementing the Pyramid Model within Part C early intervention programs.

Data Tools for Program Implementation

Data decision-making is a foundational element of the Pyramid Model. A major role of the program implementation coach is guiding leadership teams and personnel in using data tools and the data from those tools for decision-making. These resources provide the program implementation coach, program leaders, and practitioner coaches with data-gathering tools, spreadsheets, and displays that facilitate data decision-making.

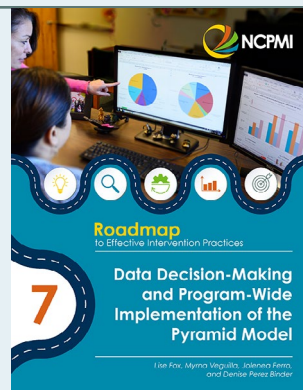
Roadmap #7 – Data Decision-Making and Program-Wide Implementation of the Pyramid Model



Source: NCPMI

Description:

The NCPMI *Roadmap on Data Decision-Making and Program-Wide Implementation of the Pyramid Model* provides programs with guidance on how to collect and use data to ensure the implementation of the Pyramid Model with fidelity and decision-making that improves the provision of implementation supports, delivery of effective intervention, and the promotion of meaningful child outcomes.



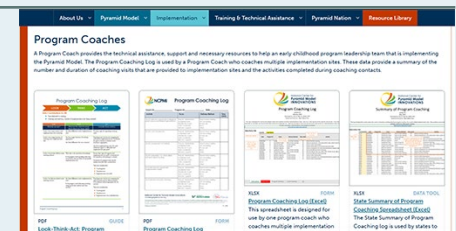
Program Implementation Coaching Log (log, spreadsheet, analysis)



Source: NCPMI

Description:

The program coaching log is used to track coaching activities with an implementation site. This suite of resources includes the program coach log for print, the spreadsheet that program coaches use to enter their data, and the *Look-Think-Act* guide for data analysis.



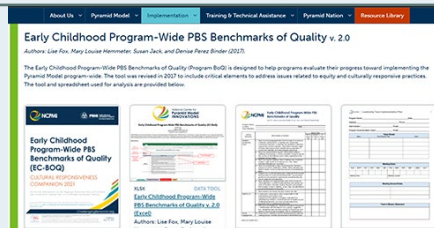
Early Childhood Program-Wide PBS Benchmarks of Quality (tool, spreadsheet, analysis, planning)



Source: NCPMI

Description:

The *Early Childhood Program-Wide PBS Benchmarks of Quality* (EC-BoQ) is designed to help classroom programs evaluate their progress toward implementing the Pyramid Model program-wide. In 2017, this tool was revised to include critical elements to address issues related to equity and culturally responsive practices. Each program's leadership team completes this checklist to assess progress along the nine critical elements of implementation. The initial administration of the benchmarks provides teams with a baseline on program implementation status and guidance for developing initial implementation plans. This suite of resources includes the measure, a spreadsheet for entering and graphing scores, a *Look-Think-Act* guide for data analysis and decision-making, and an implementation plan form.



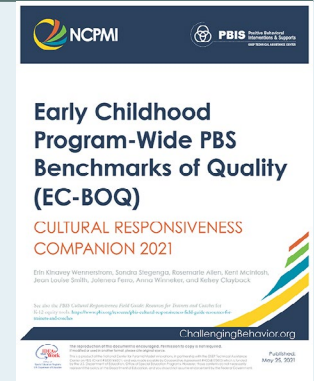
Early Childhood Program-Wide PBS Benchmarks of Quality (EC-BoQ) Cultural Responsiveness Companion



Source: NCPMI

Description:

The *EC-BoQ Cultural Responsiveness Companion* is a resource for coaches and teams implementing the Pyramid Model to improve the fit of their Pyramid system with the needs of each and every child and family. It is not an additional fidelity of implementation measure but rather an action planning resource that teams can use to improve their implementation. Teams may use this tool either during the initial Pyramid Model implementation to build cultural responsiveness into systems from the beginning or after initial implementation to enhance equity within existing systems. The tool is aligned with the *Early Childhood Program-Wide Benchmarks of Quality* (EC-BoQ) so teams can adapt the core Pyramid Model elements to make them more culturally responsive.



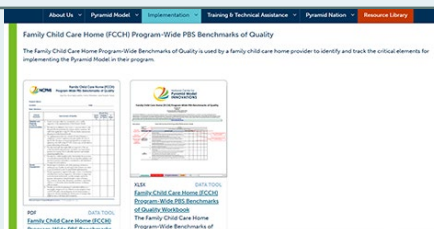
Family Child Care Home (FCCH) Program-Wide PBS Benchmarks of Quality (tool, spreadsheet)



Source: NCPMI

Description:

The *Family Child Care Home Program-Wide PBS Benchmarks of Quality* is used by a family child care home provider to identify and track the critical elements for implementing the Pyramid Model in their program. This suite provides the tool and a spreadsheet for data entry.



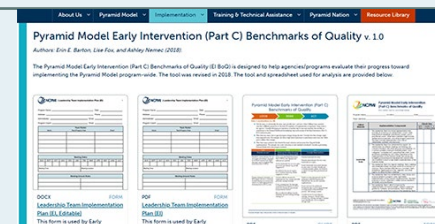
Pyramid Model Early Intervention (Part C) Benchmarks of Quality (tool, spreadsheet, analysis, planning)



Source: NCPMI

Description:

The Pyramid Model Early Intervention (Part C) Benchmarks of Quality (EI-BoQ) is designed to help early intervention agencies or programs evaluate their progress toward implementing the Pyramid Model program-wide. Each program's leadership team will complete this checklist to assess progress along the six critical elements of implementation. The initial administration of the Benchmarks provides teams with a baseline on program implementation status and guidance for developing initial implementation plans. This suite of resources includes the measure, a spreadsheet for entering and graphing scores, a *Look-Think-Act* guide for data analysis and decision-making, and an implementation plan form.



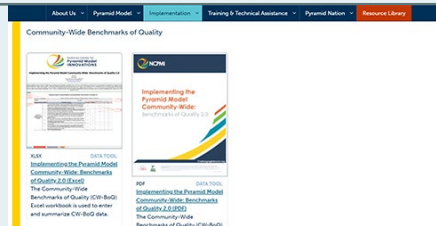
Implementing the Pyramid Model Community-Wide: Benchmarks of Quality (tool, spreadsheet)



Source: NCPMI

Description:

The Community-Wide Benchmarks of Quality (CW-BoQ) was developed to provide community leadership teams (CLT) with a tool to identify the critical elements for implementing the Pyramid Model within early childhood education and care programs across the community. This tool might be used by a regional entity that has oversight for early childhood education programs in an area (e.g., county, service district), by a school district or Head Start grantee that has classrooms across multiple schools and programs, or by a community-level cross-sector team that has been formed to implement and scale-up Pyramid Model implementation.



Behavior Incident Report (system and resources)



Source: NCPMI

Description:

The Behavior Incident Report System (BIRS) provides early care and education programs and classrooms with a system to collect and analyze behavior incidents in their program. The system provides an efficient mechanism for gathering information on elements related to behavior incidents that can be used analytically to make decisions about supporting teachers and children within the program. The BIRS package includes the *BIRS Overview* fact sheet, *BIRS Readiness Checklist*, *Using the BIR: Frequently Asked Questions*, BIR System for data collection and analysis, BIR form and instructions, *BIRS Data Decision-Making Guide*, *BIRS Data Entry Guide*, *What Every Teacher Wants to Know about the BIR*, and staff buy-in presentation.



Digging into Data Webinar Series



Source: NCPMI

Description:

The *Digging into Data* webinar series provides webinars that explain the use of various Pyramid Model tools and how to use them for data-informed decision-making.



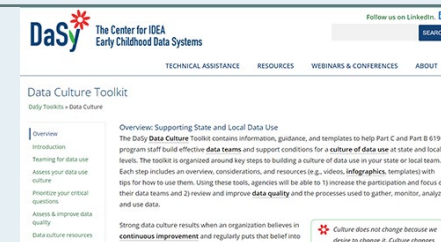
Data Culture Toolkit



Source: DaSy

Description:

The Center for IDEA Early Childhood Data Systems (DaSy) *Data Culture Toolkit* provides information, guidance, and templates for leadership teams to build data feedback systems to inform their implementation decisions. The toolkit is organized around key steps for building a culture of data use for state and local teams.



Look Think Act



Source: DaSy

Description:

These resources from the Center for IDEA Early Childhood Data Systems (DaSy) on the look-think-act process include a discussion guide, documentation template, and preparation checklist. The Introduction to *Look! Think! Act! Using Data for Program Improvement* video provides a foundational overview of how the process helps with program improvement.

