



Master Coach's Guide

Thank you so much for your interest in helping others to improve their early intervention practices with infants and toddlers! We are grateful for your willingness help others examine their evidence-based, natural learning environment, coaching, and resource-based practices. This project gives them a unique opportunity to identify their needs, practice skills they are working on now, and learn some new skills. It also helps you continue to refine your coaching skills!

Coach2Coach Information Online at <http://www.eiexcellence.org/evidence-based-practices/mentoring/>

A list of terms:

- C2C: Coach2Coach, peer mentoring program
- Master Coach (MC): providers and CDSA staff who are trained as Master Coaches and will be working with learners to build their practices
- Learner: providers who have agreed to work with a Master Coach
- Mentor: CDSA supervisors who provide support to Master Coaches in their work with learners
- Coaching Practices: Joint Planning, Reflection, Action/Practice, Observation, Feedback
- Natural Learning Environment Practices: Child Interest, Activity Setting, Parent Responsiveness
- Evidence Based Practices: Early intervention practices that are based in research and proven to be effective with children birth to three with disabilities.
- Resource Based Practices: Identify Resources, Selecting Resources, Accessing Resources, Evaluating Resources (*primarily used by service coordinators*)

Time Commitment and Expectations

- Each learner you work with is a six-month commitment.
- During each cohort, MCs may meet together 1-2 times as a group for support and information.
- You will meet individually with your mentor (to be assigned) at least twice during the six-month period for support and problem solving.
- Length of C2C – 6-month peer training program
 - Initial in person meeting with each of your learners;
 - 5 monthly opportunities to observe learners during an intervention session
 - Follow-up coaching conversations between you and your learner(s) will occur after each observation and will take 30 minutes to 1 hour;
 - conversations can occur immediately after the session or scheduled at another item convenient for coach and learner
 - conversations can occur in person or via technology such as skype or face time
- By the end of the six months with your learner, you should have had an initial meeting, 5 observations, 5 coaching sessions.
- You will document two of your coaching conversations on a coaching log and three on a Summary Form (see documentation section for more details).

Structure of Meetings

- **Initial Meeting:** You and your learner will schedule at a time that is convenient to discuss their understanding of the program and of coaching, ideas about participating, current practices, and goals for your work together.
 1. You may ask them to complete a short rating scale or survey about how they see their current practice if that is needed to assess their skills. Some suggested checklists and rating scales are located on the EI Excellence Website, C2C Section, <http://www.eiexcellence.org/evidence-based-practices/mentoring/>
 2. You may decide that it would be helpful for the learner to observe your work with a family if they have had little exposure to coaching in practice.
 3. You may choose to share articles or other written materials with the learner based on your initial assessment of their exposure and understanding of coaching.
 4. You will develop a joint plan with the learner based on what they would like to work on, learn about, or improve during your time together.
 5. Once your joint plan is developed, you will schedule a time to observe an early intervention session with them and a Mecklenburg CDSA family to get started.

- **Observations:** You will attend and observe early intervention sessions for your learner, with Mecklenburg CDSA families, based on your joint plan.
 - The learner will gain verbal permission from the family for the MC to attend the visit.
 - You will inform the service coordinator that the two of you are working together with the family and will give them any helpful info they might need to know about what you are working on. Politely discourage SCs from attending visits where you are observing the practices of the learner.
 - Observations can be with the same family for the duration or can be with different families based on what you and the learner decide as part of the joint plan.

- **Coaching sessions:** After you have attended the early intervention session, you will meet together to talk about the session.
 - You will revisit your joint plan and have the learner reflect on their practices during that visit. You will use reflective questions and feedback to support their explorations.
 - You may coach your learner around the following concepts: natural learning environment practices, coaching practices, evidenced based practices, and resource based practices.
 - At the end of your session, you will make a joint plan with the learner for the next observation and what practices they plan to work on between observations. Joint Plans should be related to the learner's implementation of practices across families, not necessarily specific to strategies with the family observed.

Documentation

- The learner will keep track of your hours together on the *Coach2Coach Tracking Time Sheet for Learners* form at the end of this document. They will submit this at the end of the project and this will serve as documentation for reimbursement.
- You will write a **coaching log** of your conversation with your learner, for the **2nd and 4th** coaching sessions. Give a copy to the learner and send a copy to your mentor within 2 weeks of your visit.
- All sessions will be documented on a summary form that will be shared with your learner(s) and mentor
- Learners will complete a survey of their experience at the end of the session.

Compensation / Billing and Reimbursement Instructions for Provider Master Coaches

The CDSA will reimburse Master Coaches up to \$660 (per person coached) for the provision of their consultative and education master coach activities. This will include the initial meeting with learners, 5

coaching observations and feedback sessions, two meetings with your CDSA mentor and two meetings at the CDSA for planning and information sharing (mid-way meeting and wrap-up, debriefing process). The CDSA will authorize in client care web (CCW) a total of 44 units over a 6-month period for each person coached plus an additional 16 units to cover meeting attendance. Each unit is reimbursable at \$15 per unit. For example, if you are coaching 2 people, 104 units will be authorized. Services will be billed using p. 3 of the CDSA billing form and you can bill monthly.

Please use a separate billing form for each Learner that you coach. You would only need to list on the billing form the date that each service occurred and not the specific activity. (The CDSA will also collect the Coaching Tracking Sheet for additional verification at the end of your master coaching 6-month commitment.) You can add the four allotted Mentor/CDSA meetings under any learner.

Master Coaches should bill the CDSA at a flat rate of 4-units for each event. For example, this is how you would bill for the following **SAMPLE OF BILLABLE ACTIVITIES**

SAMPLE OF BILLABLE ACTIVITIES				
CCE Mentor Services				
Service Provider	Super Duper Coach Agency		Add allotted meetings with Mentor/ CDSA just one time under any learner	
Mentor (Mastor Coach) :	Missy Coach		You do not need to list activities on billing.	
Mentee: _____	Suzie OT (learner)			
Service Date	Mentor Units	Mentee Units	Rate - \$15 per unit	Total Units
3/1/2016	4		\$15.00	4 Meeting with learner
3/15/2016	4		\$15.00	4 Observation 1
3/22/2016	4		\$15.00	4 Feedback 1
4/10/2016	4		\$15.00	4 Observation 2
4/18/2016	4		\$15.00	4 Feedback 2
4/19/2016	4		\$15.00	4 Meeting with CDSA Mentor
5/1/2016	4		\$15.00	4 Observation 3
5/4/2016	4		\$15.00	4 CDSA Meeting #1
5/9/2016	4		\$15.00	4 Feedback 3
5/25/2016	4		\$15.00	4 Meeting with CDSA Mentor
6/2/2016	4		\$15.00	4 Observation 4
6/16/2016	4		\$15.00	4 Feedback 4
7/16/2016	4		\$15.00	4 Observation 5
7/23/2016	4		\$15.00	4 Feedback 5
8/5/2016	4		\$15.00	4 CDSA Meeting #2
				0
				60
Total Mentor (Master Coach) /Mentee Reimbursed			\$900.00	

The CDSA will also collect the Coaching Tracking Sheet for additional verification at the end of your master coaching 6-month commitment. You only need to submit page 3 of the billing form and you do not need to include any additional plans or logs with billing.

