Form EI-19 Evidence-Based Practice Coaching Agreement

(instructions for this form are available on the EI website)

Department of Children & Youth
Help Me Grow Early Intervention

Coach Name: _____ Coach DS Certification Number: _____

Coach E-Mail: _____ Coach Phone: _____

Name and Contact of Coach's Supervisor: _____

Developmental Specialist Name: _____

DS E-Mail: _____ DS Phone: _____

Name and Contact of DS's Supervisor: _____

Coaching Start Date: _____ Anticipated End Date: _____

The new DS must have a qualified coach, as defined in OAC 5180:8-1-05 within the first three months of employment. This completed agreement will serve as verification of the coaching relationship and will be submitted to DCY by the DS with the application for renewal or for the initial five-year certificate. The coach and DS named above are voluntarily entering into this coaching agreement, which will fulfill this coaching requirement.

Part 1: Roles and Responsibilities

The role of the coach in this relationship will be to:

- foster professional growth and reflection,
- provide ongoing support,
- provide information, resources and suggestions about evidence-based practices,
- and provide effective and constructive feedback.

Additional roles and responsibilities, as needed:

The role of the DS in this relationship will be to:

- reflect upon supports provided by the coach and use coaching opportunities to increase professional confidence and competence,
- seek clarity related to evidence-based practices,
- and expand professional networks and resources.

Additional roles and responsibilities, as needed:

The goals of coaching include supporting the new developmental specialist to:

- strengthen skills needed to reflect on one's own practices,
- support the strengths and needs of the families served,
- and know how to seek professional supports when they are needed.

Include any identified additional needs or hopes/goals for the coaching relationship, as needed:

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Part 2: Practical Expectations

Below are initial expectations for our coaching relationship. If substantial changes occur over time, changes are noted in the "amendments" section (part 5).

Contact (telephone, email, or in person) is recommended at least weekly initially and may decrease as coaching moves forward. Please determine how you will communicate during coaching.

We will plan to be in contact _____(frequency).

We will plan for "face-to-face" contact (in-person or video chat)_____(frequency).

If need for coaching outside of planned contacts arises (describe plans for handling un-planned contacts):

The best mode(s) of communication for us:

For coaching sessions (e.g., face-to-face, video chat, etc.):

For fielding questions/resource requests (e.g., face-to-face, e-mail, etc.):

For scheduling and unplanned contacts (e.g., e-mail, text message, etc.):

Part 3: Navigating Challenges

If either party is concerned that the other is having difficulty adhering to this agreement, the following steps will be followed.

If the DS has difficulties:

If first actions are not successful, follow up actions will include:

If the DS is unable to adhere to this agreement despite the efforts above, the coach may be required to report that the DS did not fulfill the coaching requirement to the supervisor of the DS. Prior to informing the supervisor, the coach will let the DS know in advance of this intention.

If the coach has difficulties:

If first actions are not successful, follow up actions will include:

If the coach is unable to adhere to this agreement despite the efforts above, the DS may reach out to their supervisor to request a change of coach and the employing entity will seek a different coach. If the DS and supervisor are unable to find a second coach, contact the EI Program Consultant assigned to their county for assistance. Prior to seeking a new coach, the DS will let the current coach know of the intent to make this request.

Part 4: Signatures

The coach and DS have jointly completed this agreement, and will adhere to the activities and expectations described above. Any amendments to this agreement will be noted in writing on the following section.

Coach Signature: _____ Date: _____

DS Signature: _____ Date: _____

Part 5: Amendments

Describe any changes or updates made to this coaching agreement during the period of coaching:

Amendment 1

Initials of Coach: _____ Initials of DS: _____ Date: _____

Amendment 2

Initials of Coach: _____ Initials of DS: _____ Date: _____

Amendment 3

Initials of Coach: _____ Initials of DS: _____ Date: _____

Part 6: Attestation of Completion of Contract

Coaching start date: _____ Coaching end date: _____

Name of DS's supervisor or employing agency representative: _____

Signature of DS's supervisor or employing agency representative: _____

Title of DS's Supervisor or employing agency representative: _____ Date: _____

When it is not possible to provide all relevant information within the allotted space on the previous pages, type see "See attached" in that section and write the information for that specific section on this page. Be sure to include the coaching agreement section reference.