Instructions for Completing Form EI - 19
Evidence-Based Practice Coaching Agreement

Department of Children & Youth
Help Me Grow Early Intervention

Preparing for the meeting:

The coaching agreement is a critical first step for EBP coaches (coach) and new one-year-certified developmental specialists (DS).

> An "Evidence-based practice coach" means a person who holds valid five- or 10-year developmental specialist (or valid EI supervisor) certification and has successfully completed department-provided training in evidence-based practice coaching.

This form is designed to be completed and shared electronically. It is the responsibility of the coach to advise the DS in advance of the meeting how to access the form and form instructions and to have the coaching agreement form at the first meeting for completion.

The coaching agreement should be developed during the initial, face-to-face (in person or via technology) meeting. This agreement formalizes the relationship and establishes the date for the beginning of the nine-month coaching requirement. While it is recommended that the agreement be completed at the first meeting, if the coach and DS agree, it may be completed after an initial "get to know each other" contact. However, the date the coaching agreement is signed by both the coach and DS is the date the one-year timeline for coaching begins

The initial meeting may be as short or as long as needed to complete the agreement.

- Generally, conversations identifying the DS skills and resources will probably occur at future meetings.
- The ECO mapping activity and review of evidence-based EI practices may occur during or after the development of the agreement.
- The coaching agreement is NOT designed to include the "SMART" goals and specific coaching plans. Those are developed separately by the coach and DS.

Completing the form:

Sections 1-4 are reviewed and completed together.

- Discussion takes place to ensure common understanding of coaching processes and plans and to address any areas of disagreement.
- The agreement is signed by both the coach and DS, establishing the beginning of the 12-month coaching commitment.

The following questions may be used to help the coach guide the DS in developing the coaching agreement:
What will be most helpful to you as I provide coaching support?

> How often would you like to meet?
> What types of communication do you prefer?
> Do you have experience with coaching? If so, what presented barriers in working with a coach or mentor?
> How do you prefer to receive feedback if something is not going well in the coaching relationship?

After the completion of the EBP coaching agreement:

- The coach provides a copy of the signed agreement to the DS within 1 week (unless other arrangements are made).
- The DS provides a copy of the executed agreement to their supervisor during the first month of EBP coaching. The DS should provide regular updates to their supervisor about progress during coaching.
- Both the coach and DS will use this agreement to guide the nine months of coaching.
- If the agreement needs to be amended at any point during the coaching relationship, Part 5 is used to describe the updates. Both parties initial to indicate agreement.
- The DS submits a copy of this agreement with any application for renewal or 5-year certification application until the coaching requirements have been completed and verified by the department. The DS's supervisor or employing agency representative signature must be on the attestation at the end of the contract indicating that coaching has been completed.