[**IEP Implementation Coaching Checklist**](http://www.gvsu.edu/autismcenter/coaching-checklist-231.htm)

**PACING GUIDE & ACTION PLAN**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **September** | **October** | **November** |
| * Identify target student
* Obtain **Parent/Guardian Permission**
* Obtain administrator approval
* Complete **IEP and Coach Information** form
* Complete the **CETA**
* Begin to complete the **K-12 Target Student Reporting form**
* Begin to collect target student baseline data (i.e. independence, engagement, socialization)
* Begin to complete the **Schedule Matrix**
 | * Finish collecting target student baseline data
* Finish **Schedule Matrix**
* Complete **Universal Supports Checklist**
* Complete the **K-12 Target Student Data form** online
* Review **CETA** results and develop goals and action steps
 | * Have meeting to complete IEP Considerations section of the coaching checklist
	+ Elicit parent input / complete Passport
	+ Using collected data, complete the **PLAAFP Worksheet**
	+ Identify supplementary aids and services
	+ Write and benchmark measurable goals
* Develop an **Implementation Fidelity Plan** and begin implementation
* Review and update **CETA** action steps
 |
|  |  |  |
| **December** | **January** | **February** |
| * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented)
* Review and update the Implementation Fidelity Plan and record action items
* Review and update CETA, and Passport action steps
* Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary
 | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented)
* Review and update the Implementation Fidelity Plan and record action items
* Review and update CETA, and Passport action steps
* Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary
 | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented)
* Review and update the Implementation Fidelity Plan and record action items
* Review and update CETA, and Passport action steps
* Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary
 |
|  |  |  |
| **March** | **April** | **May** |
| * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented)
* Review and update the Implementation Fidelity Plan and record action items
* Review and update CETA, and Passport action steps
* Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary
 | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented)
* Review and update the Implementation Fidelity Plan and record action items
* Review and update CETA, and Passport action steps
* Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary
 | * Collect target student data (i.e. independence, engagement, socialization) needed to complete the K-12 Target Student Reporting Form RCN
* Complete the K-12 Target Student Reporting form RCN
 |

**IEP Implementation Coaching Checklist**

**ACTION PLAN ITEMS**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| WHO | **will do WHAT** | **by WHEN** |
| TEAM | Identify Target Student & record on IEP Implementation Coaching Checklist | Mid Sept |
|  | Obtain Parent / Guardian Permission (sign form) | Mid Sept |
|  | Obtain administrator approval | Mid Sept |
|  | Complete **IEP and Coach Information** form | Mid Sept |
|  | Complete the **CETA** | End Sept |
|  | Begin to complete the **K-12 Target Student Reporting form** | End Sept |
|  | Begin to complete the **Schedule Matrix** | End Sept |
|  | Begin to collect data target student baseline data (i.e. independence, engagement, socialization). | End Sept |
|  | Review CETA results and identify goals and action steps (record on action plan). Record goals on the IEP Implementation Coaching Checklist | End Oct |
|  | Finish and submit the online K-12 Target Student Reporting form | End Oct |
|  | Finish Schedule Matrix and identify 2-3 primary areas of need & summarize on the IEP Implementation Coaching Checklist  | End Oct |
|  | Complete Universal Supports Checklist and summarize needs on the IEP Implementation Coaching Checklist | End Oct |
|  | Collect any additional data needed to inform the IEP and summarize needs on the IEP Implementation Coaching Checklist | End Oct |
|  | Have a meeting to complete the IEP Considerations section of the IEP Implementation Coaching Checklist and summarize on the checklist | End Nov |
|  | Complete Passport goals and record on IEP Implementation Coaching Checklist | At Mtg |
|  | Use data to complete the PLAAFP worksheet and summarize needs on the IEP Implementation Coaching Checklist | At Mtg |
|  | Identify Supplementary Aids and Services and summarize on the IEP Implementation Coaching Checklist | At Mtg |
|  | Write and benchmark measurable goals summarize on the IEP Implementation Coaching Checklist | At Mtg |
|  | Develop an IEP Implementation Fidelity Plan with specified action steps and record on the action plan form | End Nov |
|  | Begin implementation of the IEP Implementation Fidelity Plan | Dec |
|  | Review and update action items from the CETA and Passport at least monthly |  |
|  | Collect implementation fidelity data on IEP strategies, supports, and interventions at least monthly and review and update the Implementation Fidelity Plan – record action items on the action plan form |  |
|  | Probe progress on the IEP goals at least monthly using the Goal Monitoring Tool and adjust interventions as necessary |  |
|  | Collect data needed to complete the K-12 Target Student Reporting form RCN (i.e. independence, engagement, socialization). | End May |
|  | Complete the online K-12 Target Student Reporting form | End May |

**IEP Implementation Coaching Checklist**

**ACTION PLAN ITEMS**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| WHO | **will do WHAT** | **by WHEN** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |