

# CEM Implementation Team Year 1 Timeline



- \* Celebrate with Staff
- \* Draft communication for families



- \* Data manager attends training
- \* Set up data collection and use system



- \* Develop Coaching Plan
- \* Coaches attend PB Coaching & checklist training

## Implement Training Plan

- \* Attend CEM Module Trainings or Make Up dates in December
- \* Think about additional PD needs



# Use your Data

- \* Complete BOQ Fall & Spring
- \* Review data regularly
- \* Turn data in 12/31 & 5/31



- \* Attend Implementation Retreat in April
- \* Consider Sustainability Planning

# May or June

Program Wide Adoption Training

Register staff for trainings

**July** 

#### JPA Funds Available

Admin meet with PDF to plan and budget

# **August**

# **CEM Module 1 Training**

Implementation team, coaches and all coachees should attend each of the 5 module trainings

# Sept

Data Manager Training

#### Practice Based Coaching Training

Start Implementation Team Meetings

# Oct

CEM Module 2 Training

## CEM Checklist Training

Complete BOQ now or in Nov

JPA Invoice due by 10/15

## Nov-Dec

### CEM Module 3 Training

Continue to meet monthly

Data due by 12/31

## Jan-March

CEM Module 4 Training

### CEM Module 5 Training

Continue to meet monthly

JPA Invoice due by 1/15

## **April**

April-

**Attend** 

Retreat

Complete

BOQ now

or May

**JPA** 

Invoice due

by 4/15

Celebrate successes
Plan for

next year
Data due

May

Data due by 5/31 Consider attending

June

Sustainability Planning

> JPA Invoice due by 7/15

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# Template editing instructions and feedback