



## Family Guided Routines Based Intervention Data Submission Plan

All completed data forms should be sent to Sara Meyer at: [sara.meyer@metroecsuo.org](mailto:sara.meyer@metroecsuo.org)  
 \*FGRBI Key Indicator Video should be uploaded directly to your district google folder provided for you\*

| Data Tool   | Purpose  | By Whom   | When  | Submitted to State   |
|---|--|---|---|--|
| <b>Site ID Form</b>   | Create a roster of Coaches and Coachees  | ECSE Leader/ Data Manager   | Fall (completed annually and updated as needed)   | <b>NOT submitted to State</b>  |
| <b>Benchmarks of Quality (BOQ)</b>                              | Monitor progress of program wide adoption and guide the implementation team's action plan.   | Implementation team   | Fall (Sept-Oct)<br>Spring (April -May)  | <b>December 31<br/>May 31</b>  |
| <b>FGRBI Key Indicators</b>                                     | Determine practitioner's use of the FGRBI practices. Can also be used for setting coaching goals.  | Internal Coach  | Fall (Sept-Oct)<br>Spring (April -May)<br><b>OR</b><br>January for coachees in maintenance phase based on 'Coaching to Fidelity Plan' | <b>December 31<br/>May 31</b>  |
| <b>Coaching Log</b>   | Determine amount of time spent in coaching as well as the strategies being used.   | Internal Coach  | Following each Practice Based Coaching observation and meeting  | <b>December 31<br/>May 31</b>  |
| <b>*Key Indicator Video (with copy of Scored Key Indicator)</b> | Determine interrater reliability of scoring Key Indicators.  | One of the Internal Coaches<br>*(should be a different coach each time) | Fall (Sept-Oct)<br>Spring (April -May)  | <b>December 31- or earlier if completed<br/>May 31 - or earlier if completed</b> |
| <b>MN Common Course Catalog (MCCC)</b>                          | Create links between classroom practices ( <i>fidelity phase</i> ) and child outcomes in the MCCC for the "Classroom Engagement Model" course. | Data manager & Admin provide data to MCCC data entry staff member       | SPRING ONLY   | <b>May 31 ~ entered directly into MCCC</b>                                       |

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