

FAMILY-GUIDED ROUTINES-BASED INTERVENTION (FGRBI) ONGOING ROLES AND RESPONSIBILITIES



The following is a general guidance about the activities, roles and responsibilities needed to implement FGRBI. Each program should review and adjust according to their unique program goals. Additionally, the times listed are approximate and may vary depending on program size and make-up, as well as decisions made at the local implementation team level.

MONTH	INTERNAL COACH	DATA MANAGER	INTERVENTIONIST RECEIVING COACHING	ADMINISTRATOR
September	<p>1.5 hr: Implementation Meeting <i>(not all identified internal coaches need to be on this team)</i></p> <p>1 hr: initial connection</p> <p>1 hr: review and understand data tools and supports</p> <p>TOTAL: 1 HR/Coachee + 2.5 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1.5 hr: Data Setup and review</p> <p>TOTAL: 3 HR</p>	<p>1.5 hr: Implementation Meeting <i>(if on implementation team)</i></p> <p>1 hr: initial connection with coach</p> <p>TOTAL: 2.5 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: Advocacy, Planning & Support to team</p> <p>1 hr: Meet with external coach to plan budget, etc.</p> <p>TOTAL: 3.5 HR</p>
October	<p>1.5 hr: Implementation Meeting</p> <p>3 hr: Key Indicator fidelity obs.</p> <p>TOTAL: 3 HR/Coachee + 1.5 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: Entering BOQ, Key Indicator, and Coaching log data</p> <p>.5 hr: Data prep for meeting</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1.5 hr: Key Indicator Review & Action planning with coach</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: Support to team</p> <p>.5 hr: Quarterly Invoice due to MDE</p> <p>TOTAL: 3.0 HR</p>
November	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: prep & coaching time</p> <p>1 hr: coaching webinar</p> <p>TOTAL: 1 HR/Coachee + 2.5 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1.0 hr: Entering data</p> <p>.5 hr: Data prep for meeting</p> <p>TOTAL: 3.0HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1.0 hr: Review Home Visit Videotape and get information to coach</p> <p>.5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: Advocacy, Planning & Support to team</p> <p>TOTAL: 2.5 HR</p>
December	<p>1.5 hr: Implementation Meeting</p> <p>1.5 hr: prep & coaching time</p> <p>TOTAL: 1.5 HR/Coachee + 1.5 HR</p>	<p>1 hr: Implementation Meeting</p> <p>.5 hr: Entering data</p> <p>.5 hr: Data prep for meeting</p> <p>1 hr: Prep and data submission to MDE</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1.0 hr: Review Home Visit Videotape and get information to coach</p> <p>.5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting</p> <p>1 hr: Advocacy, Planning & Support to team</p> <p>TOTAL: 2.5 HR</p>

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<p>January</p>	<p>1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time 1 hr: coaching webinar</p> <p>TOTAL: 1.5 HR/Coachee + 2.5 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1 hr: Support to team .5 hr: Quarterly Invoice due to MDE</p> <p>TOTAL: 3.0 HR</p>
<p>February</p>	<p>1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time</p> <p>TOTAL: 1.5 HR/Coachee + 1.5 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team</p> <p>TOTAL: 2.5 HR</p>
<p>March</p>	<p>1.5 hr: Implementation Meeting 1.5 hr: coaching time 1 hr: coaching webinar</p> <p>TOTAL: 1.5 HR/Coachee + 2.5 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team</p> <p>TOTAL: 2.5 HR</p>
<p>April</p>	<p>1.5 hr: Implementation Meeting 3 hr: Key Indicator fidelity obs. 1 hr: coaching webinar</p> <p>TOTAL: 3 HR/Coachee + 2.5</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting</p> <p>TOTAL: 3.0HR</p>	<p>1.5 hr: Implementation Meeting 1.5 Key Indicator Review and Action Planning</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1 hr: Support to team .5 hr: Quarterly Invoice due to MDE</p> <p>TOTAL: 3.0 HR</p>
<p>May</p>	<p>1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time</p> <p>TOTAL: 1.5 HR/Coachee + 1.5 HR</p>	<p>1 hr: Implementation Meeting .5 hr: Entering data .5 hr: Data prep for meeting 1 hr: Prep; data submission to MDE</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session</p> <p>TOTAL: 3.0 HR</p>	<p>1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team</p> <p>TOTAL: 2.5 HR</p>

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June	1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time	1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting	1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session	1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team
	TOTAL: 1.5 HR/Coachee + 1.5 HR	TOTAL: 3.0 HR	TOTAL: 3.0 HR	TOTAL: 2.5 HR
July	1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time	1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting	1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session	1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team
	TOTAL: 1.5 HR/Coachee + 1.5 HR	TOTAL: 3.0 HR	TOTAL: 3.0 HR	TOTAL: 2.5 HR
August	1.5 hr: Implementation Meeting 1.5 hr: prep & coaching time	1.5 hr: Implementation Meeting 1.0 hr: Entering data .5 hr: Data prep for meeting	1.5 hr: Implementation Meeting 1.0 hr: Review Home Visit Videotape and get information to coach .5 hr: Coaching Session	1.5 hr: Implementation Meeting 1 hr: Advocacy, Planning & Support to team
	TOTAL: 1.5 HR/Coachee + 1.5 HR	TOTAL: 3.0 HR	TOTAL: 3.0 HR	TOTAL: 2.5 HR

* All time reflected is an estimate ~ *Time reflected **does not** include; travel time, training times, or 1 full day training for data manager*

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INTERNAL COACH	<p>Internal coaches will provide coaching to the identified early interventionists as a means of increasing the adoption of the Family-Guided Routines-Based Intervention philosophy and strategies. Through the development of strong relationships, Internal Coaches will:</p> <ul style="list-style-type: none"> • Participate in monthly Implementation Team meetings. <i>(Only 1-2 IC's per site)</i> • Participate in coaching professional development opportunities offered through the CoE, such as monthly coaching webinars, coaching training, and coaching support opportunities. • Conduct the Key Indicators Fidelity Tool 2x/year with identified early interventionists being coached. • Facilitate the “Debriefing/Action Planning” session after each Home Visiting Observation Tool completed 2x/year. • Facilitate Practice Based Coaching sessions based on Coaching to Fidelity Plan. Internal Coach will review data in coaching sessions to inform practice. Continually review and revise Action Plans as needed. • Assist in locating resources for interventionists, when discussed or requested. • Collaborate with the external coach (PDF) as often as needed for support/guidance in all coaching duties.
ADMINISTRATORS	<p>By being visibly supportive of the FGRBI Innovation, administrators will create an environment conducive for success of implementation. Administrators will provide support to all team members when needed, in order to help problem solve and ensure success in their program.</p> <ul style="list-style-type: none"> • Participate in FGRBI module training. • Participate in monthly Implementation Team meetings. • Provide release time for staff to fulfill their responsibilities as assigned through FGRBI implementation. • Communicate with staff and family members about the FGRBI implementation strategies and use of the framework in their program. • Handle financial aspects of the Joint Powers Agreement, including submitting quarterly invoices on time.
DATA MANAGERS	<p>Data managers will collect, enter, and share data that is provided, in order to assist interventionists, coaches, and the Implementation Team in making data-informed decisions throughout implementation of Family Guided Routines Based Intervention.</p> <ul style="list-style-type: none"> • Participate in FGRBI module and Program Wide Adoption training. • Participate in Data training regarding all data tools being collected. • Participate in monthly Implementation Team meetings. Prepare data reports in advance of meeting and bring reports to meeting to guide data-based decision making. • Will submit Data Reports to MDE 2x/year.
EARLY INTERVENTIONISTS	<p>Early Interventionists will work on incorporating the strategies and philosophies of Family-Guided Routines-Based Intervention. They will work to understand and match strategies to the learning style of caregivers to increase their confidence and competence in supporting the unique needs of their child.</p> <p>Early Interventionists agree to:</p> <ul style="list-style-type: none"> • Participate in the Family-Guided Routines-Based Intervention implementation training series. • Participate in practice based coaching sessions according to Coaching to Fidelity Plan • Have the internal coach complete a Key Indicator observation with them 2x/year. This includes a “Debriefing/Action Planning” session within one week of the observation. • Communicate with staff and family members about the Family-Guided Routines-Based Intervention. • If Implementation Team Member, participate in Implementation Team meetings. • Collect and use data on a regular basis • Implement the actions steps needed to achieve goals for implementation of Family Guided Routines Based Intervention