



Pyramid Model Data Submission Plan

All completed data forms should be sent to Sara Meyer at: sara.meyer@metroecu.org

Data Tool	Purpose	By Whom	When	Submitted to State
Site ID Form	Create a roster of Coaches and Coachees	ECSE Leader/ Data Manager	Fall (completed annually and updated as needed)	NOT Submitted to State
Benchmarks of Quality (BOQ)	Monitor progress of program wide adoption and guide the implementation team's action plan.	Implementation team	Fall Spring	December 31 May 31
PM TPOT/TPITOS	Determine practitioner's use of the Pyramid Model practices and set goals for coaching- <i>only use in rooms being coached.</i>	Internal Coach	Fall (Sept-Oct) Spring (April -May) OR January for coachees in maintenance phase based on 'Coaching to Fidelity Plan'	December 31 May 31
Coaching Log	Determine amount of time spent in coaching as well as the strategies being used.	Internal Coach	Following each Practice Based Coaching observation and meeting	December 31 May 31
Behavior Coaching Log	Determine amount of time spent in behavior coaching as well as the strategies used.	Behavior Coach	Following each observation or Behavior Coach meeting with coachee(s) and/or families.	December 31 May 31
Behavior Incident Reports (BIRs)	Monitor challenging behavior of individual children and assist in the Behavior Support Planning process.	Classroom Staff	Each time a "Challenging Behavior" takes place -or- according to your Implementation Team's guidance on frequency.	NOT Submitted to State
MN Common Course Catalog (MCCC)	Create links between classroom practices (<i>fidelity phase</i>) and child outcomes in the MCCC for the "Classroom Engagement Model"	Data manager & Admin provide data to MCCC data entry staff member	SPRING ONLY	May 31 ~ <i>entered directly into MCCC</i>

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