**HS 1302.92 Training and professional development (c) (1)**

**Policy:** All education staff will be assessed to identify strengths and areas for needed support through professional development and coaching.

**1302.92 Training and professional development.** (4) Ensures intensive coaching opportunities for the staff identified through the process in paragraph (c)(1) of this section that:(i) Align with the program’s [school readiness goals](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/_link), curricula, and other approaches to professional development;

Established with agency wide school readiness goals data, language and communication has been chosen as the effective practice focus for the 2023-2024 program year for EHS Home Based. The practices below have been chosen to support professional development for home visitors using the Head Start Early Learning Outcomes Framework (ELOF) Effective Practice Guide. Information on the Effective Practice Guide can be found at <https://eclkc.ohs.acf.hhs.gov/>

|  |  |
| --- | --- |
| **Child Family Specialist:** | **EHS Coach/Mentor** |
| **Preferred Phone Number:** | **Office Address:** |

**Instructions:** Read each practice and circle how often you facilitate each practice during *every* home visit, select if you feel change is needed for each practice, and choose your top three home visiting practices you would like to improve.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Language: Attending and Understanding | How Often?  Never Seldom Sometimes Usually Always | Change Needed? | Priority  (Top 3) | Notes |
| 1. | Encourage parents to speak their home language(s). | 1 2 3 4 5 | Yes No |  |  |
| 2. | Model attentive listening. Notice and comment when parents are attentively listening to their child and how their child responds. | 1 2 3 4 5 | Yes No |  |  |
| 3. | Encourage parents to describe the child’s actions, feelings, and surroundings. | 1 2 3 4 5 | Yes No |  |  |
| 4. | Support parents in talking with their child and using more language as their child’s understanding increases. | 1 2 3 4 5 | Yes No |  |  |
| 5. | Point out ways their child shows she understands what is being said or asked. | 1 2 3 4 5 | Yes No |  |  |
| 6 | Share different ways to expand their child’s communication and speaking abilities, such as open-ended questions and comments and repeating and extending what their child says.3 | 1 2 3 4 5 | Yes No |  |  |
| 7. | Strategize and encourage parents to listen to their child’s comments and questions, take their child’s questions seriously, and model taking turns in a conversation. | 1 2 3 4 5 | Yes No |  |  |
| 8 | Strategize and affirm ways to build vocabulary and concepts through everyday conversations; | 1 2 3 4 5 | Yes No |  |  |

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| --- |
| **Considering your home visiting practices, please share your areas of strength.** (Type/write in box) |

**Please complete the following statement by indicating the choice that best fits your professional development needs.**

I think my home visiting practices will benefit most through. . . (I would prefer)

***Comprehensive Practice Based Coaching (CPBC)***- CPBC will follow the three-part Practice Based Coaching Cycle. The EHS Coach will work alongside the coachee to (1) Set a shared goal and action plan, (2) Observe home visit practice through focused observation, (3) Provide reflection and feedback. This 3-part process will continue and repeat for the program year of 2023-2024.

***Group Professional Development Collaborative (GPDC)-*** *Professional Development Goals will be completed in a group setting. The group will commit to meeting quarterly to write, reflect, and improve on their individual goal setting process with support from their group members and EHS Coach. This model will loosely reflect the Practice Based Coaching format. Meetings will take place in Kalkaska from 9:30am-11:30am. September 25th , November 27th, January 22nd, March 25th.*

***Individual Professional Development Goal-*** *Professional* development goal will include the EHS Coach working alongside the Child Family Specialist (CFS) to set a Shared Goal and Action Plan At minimum, meet bi-monthly to discuss progress. This process will continue for the 2022-2023 program year.

**I have been an Early Head Start Home Visitor for NMCAA for \_\_\_\_\_\_\_\_\_\_ years.**

**Additional Comments:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Family Specialist Signature and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following section is to be completed by the coach.**

|  |  |  |
| --- | --- | --- |
| Scoring Indicators | Points | Comments |
| Professional Development Survey: How Often |  |  |
| Professional Development Survey: Change Needed |  |  |
| Professional Development Strategy Match |  |  |
| Professional Development Home Visiting Experience |  |  |
| Total Score |  |  |

Coaching offered: Yes or No Coaching accepted: Yes or No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6/23 References: HS 1302.92 (c) (1) Distribution: Original Education Staff, Copy PSC, Copy EHS Manager

p:/headstart/EHS/Coaching/EHSNeeds Assessment