[**IEP Implementation Coaching Checklist**](http://www.gvsu.edu/autismcenter/coaching-checklist-231.htm)

**PACING GUIDE & ACTION PLAN**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **September** | **October** | **November** |
| * Identify target student * Obtain **Parent/Guardian Permission** * Obtain administrator approval * Complete **IEP and Coach Information** form * Complete the **CETA** * Begin to complete the **K-12 Target Student Reporting form** * Begin to collect target student baseline data (i.e. independence, engagement, socialization) * Begin to complete the **Schedule Matrix** | * Finish collecting target student baseline data * Finish **Schedule Matrix** * Complete **Universal Supports Checklist** * Complete the **K-12 Target Student Data form** online * Review **CETA** results and develop goals and action steps | * Have meeting to complete IEP Considerations section of the coaching checklist   + Elicit parent input / complete Passport   + Using collected data, complete the **PLAAFP Worksheet**   + Identify supplementary aids and services   + Write and benchmark measurable goals * Develop an **Implementation Fidelity Plan** and begin implementation * Review and update **CETA** action steps |
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| **December** | **January** | **February** |
| * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented) * Review and update the Implementation Fidelity Plan and record action items * Review and update CETA, and Passport action steps * Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented) * Review and update the Implementation Fidelity Plan and record action items * Review and update CETA, and Passport action steps * Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented) * Review and update the Implementation Fidelity Plan and record action items * Review and update CETA, and Passport action steps * Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary |
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| **March** | **April** | **May** |
| * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented) * Review and update the Implementation Fidelity Plan and record action items * Review and update CETA, and Passport action steps * Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary | * Collect implementation fidelity data at least monthly (i.e. how well and consistently the selected strategies, supports and interventions are being implemented) * Review and update the Implementation Fidelity Plan and record action items * Review and update CETA, and Passport action steps * Probe progress on IEP goals using the Goal Monitoring Tool and adjust interventions as necessary | * Collect target student data (i.e. independence, engagement, socialization) needed to complete the K-12 Target Student Reporting Form RCN * Complete the K-12 Target Student Reporting form RCN |

**IEP Implementation Coaching Checklist**

**ACTION PLAN ITEMS**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| WHO | **will do WHAT** | **by WHEN** |
| TEAM | Identify Target Student & record on IEP Implementation Coaching Checklist | Mid Sept |
|  | Obtain Parent / Guardian Permission (sign form) | Mid Sept |
|  | Obtain administrator approval | Mid Sept |
|  | Complete **IEP and Coach Information** form | Mid Sept |
|  | Complete the **CETA** | End Sept |
|  | Begin to complete the **K-12 Target Student Reporting form** | End Sept |
|  | Begin to complete the **Schedule Matrix** | End Sept |
|  | Begin to collect data target student baseline data (i.e. independence, engagement, socialization). | End Sept |
|  | Review CETA results and identify goals and action steps (record on action plan). Record goals on the IEP Implementation Coaching Checklist | End Oct |
|  | Finish and submit the online K-12 Target Student Reporting form | End Oct |
|  | Finish Schedule Matrix and identify 2-3 primary areas of need & summarize on the IEP Implementation Coaching Checklist | End Oct |
|  | Complete Universal Supports Checklist and summarize needs on the IEP Implementation Coaching Checklist | End Oct |
|  | Collect any additional data needed to inform the IEP and summarize needs on the IEP Implementation Coaching Checklist | End Oct |
|  | Have a meeting to complete the IEP Considerations section of the IEP Implementation Coaching Checklist and summarize on the checklist | End Nov |
|  | Complete Passport goals and record on IEP Implementation Coaching Checklist | At Mtg |
|  | Use data to complete the PLAAFP worksheet and summarize needs on the IEP Implementation Coaching Checklist | At Mtg |
|  | Identify Supplementary Aids and Services and summarize on the IEP Implementation Coaching Checklist | At Mtg |
|  | Write and benchmark measurable goals summarize on the IEP Implementation Coaching Checklist | At Mtg |
|  | Develop an IEP Implementation Fidelity Plan with specified action steps and record on the action plan form | End Nov |
|  | Begin implementation of the IEP Implementation Fidelity Plan | Dec |
|  | Review and update action items from the CETA and Passport at least monthly |  |
|  | Collect implementation fidelity data on IEP strategies, supports, and interventions at least monthly and review and update the Implementation Fidelity Plan – record action items on the action plan form |  |
|  | Probe progress on the IEP goals at least monthly using the Goal Monitoring Tool and adjust interventions as necessary |  |
|  | Collect data needed to complete the K-12 Target Student Reporting form RCN (i.e. independence, engagement, socialization). | End May |
|  | Complete the online K-12 Target Student Reporting form | End May |

**IEP Implementation Coaching Checklist**

**ACTION PLAN ITEMS**

Target Student (DOB): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| WHO | **will do WHAT** | **by WHEN** |
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