**THREE-WAY AGREEMENT FOR IMPLEMENTATION COACHING**

CAPTAIN and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of organization(s)) are dedicated to building the capacity for the use of Evidence Based Practices (EBPs). To facilitate this, CAPTAIN and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization(s)) are committed to establishing resources and supports that are locally based with trainer of trainers and demonstration sites at the local level. The CAPTAIN network and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (organization(s)) are committed to providing ongoing training, support, and technical assistance to implement EBPs and ensure fidelity of implementation. In order to ensure fidelity of implementation of EBPs, implementation coaching is essential. The coaching process requires a level of commitment and time for all participants and activities. The following is a three-way agreement among the organization administrator, identified implementation coach and coaching recipient that outlines the commitments and responsibilities of each party.

**Coach Agrees To:**

1. Participate in coaches training to learn coaching procedures and techniques endorsed by CAPTAIN.
2. Participate in all workshops, webinars, and/or initial trainings on the selected EBPs for the current implementation period.
3. Meet at least one time per month with coaching recipients during the selection and implementation phases for coaching conferences (preconference and post observation conferences).
4. Observe in the coaching recipient’s program at least one time per month to support implementation and collect fidelity data for the selected EBPs.
5. Participate in as needed support dialogue with coaching recipient via phone, email or other technology.
6. Utilize proven coaching approaches and engage in self-reflection of their own coaching fidelity.
7. Serve as a support by securing information, contacts and other resources as requested and appropriate.
8. Respond in a timely manner between coaching sessions.
9. Serve as a support and coach to the coaching recipient and not as an administrator or evaluator.

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the roles and responsibilities as described above and agree to be responsible for fulfilling all coaching requirements.***

***Coach Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Coaching Recipient Agrees To:**

1. Participate in Overview of Evidence Based Practices (EBPs) for Autism training to learn about the EBPs and implementation practices endorsed by CAPTAIN.

2. Participate in all workshops, webinars and/or initial trainings on the selected EBPs for the current implementation period.

3. Meet at least one time per month with the coach during the selection and implementation phases for coaching conferences (preconference and post observation conferences).

4. Arrange for and fully participate in program observations with the identified coach at least one time per month to support implementation and support the collection of fidelity data for the selected EBP(s).

5. Participate in as needed support dialogue with coach and/or administrator via phone, email or other technology.

6. Engage in self-reflection, with support from coach, to troubleshoot and improve implementation.

7. Collect appropriate data on student/client to measure impacts of EBP use.

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the roles and responsibilities as described above and agree to be responsible for fulfilling all requirements of a coaching recipient.***

***Coaching Recipient Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**ADMINISTRATOR(S) AGREE TO**:

1. Assist with identification of implementation coaches and coaching recipients based on motivation and identified need within your organization.

2. Provide the necessary support (time and resources) to the coach and coaching recipient to engage in evidence based practices for Autism implementation activities.

3. Protect the coaching relationship by ensuring that the coach/coaching recipient relationship is not evaluative, but instead supportive and collaborative in nature.

4. Acknowledge and support the coach and coaching recipient for all efforts to support capacity building within the organization.

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the roles and responsibilities as described above and agree to be responsible for fulfilling all requirements of the administrator.***

***Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***