



# Getting Started Checklists

Whether you are just beginning a LENA Grow program, recruiting a new site, or preparing a room for LENA Day 1, the following checklists will help get you started.

Checklist	Summary	Frequency	Person Responsible	Time
<b>Launch</b>	Prepare your organization to implement LENA Grow. <ul style="list-style-type: none"> <li>Seasonal planning.</li> <li>Train program manager and coaches.</li> </ul>	During initial launch and to train new staff as needed.	Program manager	~5 weeks
<b>Site Prep</b>	Recruit and prepare a site to participate in LENA Grow. <ul style="list-style-type: none"> <li>Recruit providers.</li> <li>Plan for processing.</li> <li>Determine participating rooms.</li> </ul>	Seasonally for each site.	Program manager with optional assistance from the coach.	~2 weeks
<b>Room Prep</b>	Prepare each room within a site for LENA Grow. <ul style="list-style-type: none"> <li>Teacher orientation.</li> <li>Consent and enrollment.</li> <li>Receive materials.</li> </ul>	Each sequence.	Coach with assistance from someone at the site.	~4 weeks
<b>LENA Grow Sequence &amp; Wrap Up</b>	Conduct five weeks of LENA Grow, then return materials.	Each sequence.	Coach with assistance from someone at the site.	~6 weeks
<b>Mid-Year Reflection</b>	Review program progress and plan for the future. <ul style="list-style-type: none"> <li>Impact Report.</li> <li>Mid-year reflection.</li> <li>Future planning.</li> </ul>	Twice each year, typically at the end of the fall and spring seasons.	Program manager with input from the coach.	~1 week


Each checklist corresponds to a phase of your LENA Grow Seasonal Plan. Use together to help manage your tasks across an entire season of LENA Grow.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
<b>Launch</b>	<b>Site Prep</b>	<b>Room Prep</b>	<b>Grow 1</b>	<b>Wrap Up</b>	
Welcome Plan	Recruit Plan	Orientation Consent	Materials Ship	Weekly LENA Days and Coaching	Ship Back
			# of Rooms 10		
	<b>Site Prep</b>	<b>Room Prep</b>	<b>Grow 1</b>	<b>Wrap Up</b>	
	Recruit Plan	Orientation Consent	Materials Ship	Weekly LENA Days and Coaching	Ship Back
			# of Rooms 10		

# Launch Checklist




Summary	Frequency	Person Responsible	Total Time
Prepare your organization to implement LENA Grow.	During initial launch and to train new staff as needed.	Program manager	~5 weeks

Welcome (~1 week)		Time	Who
<input type="checkbox"/>	<b>Complete introductory meeting.</b> After receiving a welcome email, meet with your LENA Implementation Specialist to kick off the program!	30 min.	Program manager
Plan (~2 weeks)		Time	Who
<input type="checkbox"/>	<b>Program managers complete all <a href="#">online courses</a>:</b> <ul style="list-style-type: none"> <li>• Introduction to LENA Grow.</li> <li>• Planning for LENA Grow.</li> <li>• Coaching with LENA Grow.</li> <li>• How to Use LENA Technology.</li> </ul>	2 hrs.	Program manager
<input type="checkbox"/>	<b>Complete implementation planning meeting</b> with LENA.	1 hr.	Program manager
<input type="checkbox"/>	<b>Register for <a href="#">LENA Grow Live</a>.</b>	5 min.	Program manager and coaches
<input type="checkbox"/>	<b>Distribute Coach Kits</b> to coaches.		Program manager
<input type="checkbox"/>	 <b>If you own your LENA devices:</b> Visit the <a href="#">LENA Library</a> for more information on purchasing, organizing, and managing your LENA materials.		
Train (~2 weeks)		Time	Who
<input type="checkbox"/>	<b>Coaches complete all <a href="#">online courses</a>:</b> <ul style="list-style-type: none"> <li>• Introduction to LENA Grow.</li> <li>• Coaching With LENA Grow.</li> <li>• How to Use LENA Technology.</li> </ul>	1.5 hrs.	Coaches
<input type="checkbox"/>	<b>Attend LENA Grow Live.</b>	3 hrs.	Program manager and coaches

# Site Prep Checklist



Summary	Frequency	Person Responsible	Time
Recruit and prepare a site to participate in LENA Grow.	Seasonally for each site.	Program manager with optional assistance from the coach.	~2 weeks

Recruit Sites (~1 week)		Time	Who
<input type="checkbox"/>	<b>Recruit providers</b> according to Seasonal Plan goals. <ul style="list-style-type: none"> <li>Visit the <a href="#">LENA Library</a> for actionable ideas.</li> </ul>	5-10 hrs.	
<input type="checkbox"/>	<b>Send the Site Guide</b> (including Site Agreement) to center director(s). <ul style="list-style-type: none"> <li>If needed, customize your Site Agreement using <a href="#">this template</a>.</li> </ul>	10 min.	
Prepare Each Site (~1 week)		Time	Who
<input type="checkbox"/>	<b>Determine each site's processing plan</b> (who will process and on what computer). <ul style="list-style-type: none"> <li>Install <a href="#">LENA Hub</a>.</li> <li>If on-site staff will process, share the <a href="#">How to Use LENA Technology</a> course with them.</li> </ul>	1 hr. per site	
<input type="checkbox"/>	<b>Schedule Teacher Orientation</b> ~3 weeks prior to your intended first LENA Day <ul style="list-style-type: none"> <li>Best practice: Conduct Orientation in person prior to engaging families. Include all site staff who will be involved.</li> </ul>	15 min.	
 <b>In LENA Online...</b>			
<input type="checkbox"/>	<b>Create Site(s).</b> <ul style="list-style-type: none"> <li>As you confirm each center/school that will participate, <a href="#">add it as a Site</a> in LENA Online.</li> <li>Add coach as the Site Manager.</li> </ul>	15 min.	Program manager/ LENA Online Account Owner
<input type="checkbox"/>	<b>Create Group(s).</b> <ul style="list-style-type: none"> <li>As you confirm which classrooms are participating, <a href="#">add them as Groups</a> in LENA Online.</li> <li>Assign a coach to each Group.</li> </ul>	15 min.	



# Room Prep Checklist



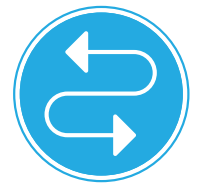
Complete [LENA Grow training](#) before embarking on this checklist.

Summary	Frequency	Person Responsible	Time
Prepare each room within a site for LENA Grow.	Each sequence.	Coach with assistance from someone on site.	~4 weeks

Prepare for Orientation		Time	Who
<b>For Grow 1 only:</b>			
<input type="checkbox"/>	<b>Review Orientation content.</b> <ul style="list-style-type: none"> <li>Download the <a href="#">LENA Grow Orientation</a>   <a href="#">Orientación sobre LENA Grow</a> slide deck.</li> <li>Read Orientation guidance in the <a href="#">Coach Guide</a>   <a href="#">Guía del instructor</a>.</li> <li>Read through <a href="#">Teacher Guide</a>   <a href="#">Guía del maestro</a>.</li> </ul>	45 min.	Coach
<b>For Grow 1, Grow 2, Grow Connections:</b>			
<input type="checkbox"/>	<b>Prepare Orientation materials</b> for each classroom. <ul style="list-style-type: none"> <li>Bring Coach Guide, Teacher Guide, LENA device, clothing. <i>If needed: laptop, projector, speakers for presentation.</i></li> <li>Personalize and print copies of the <a href="#">Family Consent form</a>.</li> <li>Print <a href="#">Family Engagement page</a>.</li> <li>Prepare and print a <a href="#">Sequence Schedule</a>   <a href="#">Cronograma de LENA Grow</a>.</li> <li>Print <a href="#">Room Sign Up Sheet</a>   <a href="#">Registro de salón</a>.</li> <li>Optional: Print and staple <a href="#">Our LENA Day</a>   <a href="#">Nuestro Día LENA</a>.</li> </ul>	45 min.	Coach
Conduct Orientation		Time	Who
<b>For Grow 1 teachers:</b>			
<input type="checkbox"/>	<b>Conduct Orientation.</b> <ul style="list-style-type: none"> <li>Have teachers complete Room Sign Up Sheet.</li> </ul>	1 hr.	Coach
<b>For Grow 2 and Grow Connections teachers:</b>			
<input type="checkbox"/>	<b>Hold a brief meeting to ensure teachers are ready for LENA Day 1.</b> <ul style="list-style-type: none"> <li>Revisit any slides from Grow 1 Orientation that might be helpful.</li> <li>Have teachers complete Room Sign Up Sheet.</li> </ul> NOTE: These teachers are welcome to attend Grow 1 Orientation.	20 min	Coach
Get Family Consent		Time	Who
<input type="checkbox"/>	<b>Instruct sites to send home Family Consent forms</b> immediately following Orientation. <ul style="list-style-type: none"> <li>Check in regularly to ensure the consent deadline is met.</li> </ul>		

Prepare for LENA Day 1		Time	Who
 <b>In LENA Online...</b>			
<input type="checkbox"/>	When consent deadline has passed, <b>collect participating child info</b> (first name, last name, date of birth) and <b>add children to their Group</b> .	10 min.	
<input type="checkbox"/>	<b>Add teacher names and emails</b> to Group Staffing section.	5 min.	
<input type="checkbox"/>	<b>Complete Group Profile</b> using information from the Room Sign Up Sheet.	5 min.	
<input type="checkbox"/>	<b>Request Room Kit</b> (child list, vest sizes, language, and shipping address) for each Group. Once you indicate you're ready to receive your room materials, no further changes can be made. <b>This step does NOT apply if you own your LENA devices.</b>	10 min.	
<input type="checkbox"/>	 <b>If you own your LENA devices:</b> Visit the <a href="#">LENA Library</a> to <b>prepare materials for LENA Day 1</b> . Pack the prepared, assigned, and labeled LENA devices and labeled clothing in a bin and deliver to the room.	60 min.	
<input type="checkbox"/>	<b>Ensure rooms receive their LENA materials</b> for LENA Day 1.	5 min.	
After LENA Day 1		Time	Who
<input type="checkbox"/>	<b>Process/charge devices and launder clothing</b> following the steps included in the Room Kit and Coach Guide.	30 min.	

# Sequence & Wrap Up



Summary	Frequency	Person Responsible	Time
Conduct five weeks of LENA Grow, then return materials.	Each sequence.	Coach with assistance from someone at the site.	~6 weeks

Follow directions in the Coach Guide and LENA Online Session Prep to complete each sequence.




When your LENA Grow sequence is complete, don't forget to return your **LENA Grow Room Kit!**



# Mid-Year Reflection Checklist



Summary	Frequency	Person Responsible	Time
Review program progress and plan for the future.	Twice each year, typically at the end of the fall and spring seasons.	Program manager with input from coaches.	~1 week

Gather Feedback and Reflect on Data		Time	Who
<input type="checkbox"/>	<b>Ensure all LENA materials</b> have been returned to LENA.		
<input type="checkbox"/>	 <b>If you own your LENA devices:</b> Ensure all materials have been collected and inventoried.		
<input type="checkbox"/>	<b>Ensure Groups are closed</b> in LENA Online.	15 min.	
<input type="checkbox"/>	<b>Reflect</b> on recent data and feedback using Appendix C: Seasonal Reflection Meeting in Coach Guide.. <ul style="list-style-type: none"> <li>• Gather feedback from coaches.</li> <li>• Review Impact Report in LENA Online.</li> <li>• Consider plan changes going forward.</li> </ul>	1 hr.	
<input type="checkbox"/>	<b>Schedule mid-year reflection meeting with LENA.</b> Invite coaches and other stakeholders.	5 min.	
Mid-Year Reflection Meeting		Time	Who
<input type="checkbox"/>	<b>Mid-year reflection and planning meeting.</b> <ul style="list-style-type: none"> <li>• Reflect on recent implementation.</li> <li>• Plan for future implementation.</li> <li>• Share <a href="#">program successes</a>.</li> </ul>	1 hr.	