








Getting Started Checklists for Contracted Coaching

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
Launch 	Prepare your organization to implement LENA Grow. <ul style="list-style-type: none"> Seasonal planning. Train program manager and coaches. 	During initial launch and to train new staff as needed.	Program manager	~5 weeks
Site Prep 	Recruit and prepare a site to participate in LENA Grow. <ul style="list-style-type: none"> Recruit providers. Plan for processing. Determine participating rooms. 	Seasonally for each site.	Program manager with optional assistance from the coach.	~2 weeks
Room Prep 	Prepare each room within a site for LENA Grow. <ul style="list-style-type: none"> Teacher orientation. Consent and enrollment. Receive materials. 	Each sequence.	Coach with assistance from someone at the site.	~4 weeks
LENA Grow Sequence & Wrap Up 	Conduct five weeks of LENA Grow, then return materials.	Each sequence.	Coach with assistance from someone at the site.	~6 weeks
Mid-Year Reflection 	Review program progress and plan for the future. <ul style="list-style-type: none"> Impact Report. Mid-year reflection. Future planning. 	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
Launch Welcome Plan Train	Site Prep Recruit Plan	Room Prep Orientation Consent Materials Ship	Grow 1 Weekly LENA Days and Coaching	Wrap Up Ship Back	
		# of Rooms 10			
	Site Prep Recruit Plan	Room Prep Orientation Consent Materials Ship	Grow 1 Weekly LENA Days and Coaching	Wrap Up Ship Back	
		# of Rooms 10			

Launch Checklist for Contracted Coaching



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"/>	Complete introductory meeting with LENA contracted coaching staff. After receiving a welcome email, meet with LENA to kick off the program!	30 min.	Program manager, contracted coaching staff
Plan (~2 weeks)		Time	Who
<input type="checkbox"/>	Program managers complete all online courses: <ul style="list-style-type: none"> • Introduction to LENA Grow. • Planning for LENA Grow. • Coaching with LENA Grow. • How to Use LENA Technology. 	2 hrs.	Program manager
<input type="checkbox"/>	Complete implementation planning meeting with LENA.	1 hr.	Program manager
<input type="checkbox"/>	Register for LENA Grow Live.	5 min.	Program manager, coach
<input type="checkbox"/>	Distribute Coach Kits to coaches.		Program manager
<input type="checkbox"/>	Coaches complete all online courses: <ul style="list-style-type: none"> • Introduction to LENA Grow. • Coaching With LENA Grow. • How to Use LENA Technology. 	1.5 hrs.	Coach
<input type="checkbox"/>	Attend LENA Grow Live.	3 hrs.	Program manager, coach

Site Prep Checklist for Contracted Coaching



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"/>	Begin recruiting providers according to Seasonal Plan goals. <ul style="list-style-type: none"> Use customizable communication Email Template A (and B if needed). As needed, customize the Bringing LENA Grow to Your Site slide deck to support recruitment presentations with center directors. Visit the LENA Library for more recruitment ideas. 	30 min.	Program manager
<input type="checkbox"/>	Finalize recruitment. <ul style="list-style-type: none"> Review Site Guide. If needed, customize your Site Agreement using this template. Customize Email Template C to share the Site Guide and schedule your Site Guide meeting. Meet with center director. Review Site Guide and gather program information using the Site Information Questions. Use the Room Planning Questions to collect classroom information. 	45 min. per site	Program manager
<input type="checkbox"/>	Follow up with Email Template D to help center directors prepare for the upcoming program.	5 min.	Program manager
Prepare Each Site (~1 week)		Time	Who
<input type="checkbox"/>	Prepare each site to use LENA technology. <ul style="list-style-type: none"> Use Email Template F to provide instructions for LENA Hub installation and device processing. Verify LENA Hub has been installed at site. Plan to support device processing after LENA Day 1. 	1 hr. per site	Program manager
<input type="checkbox"/>	Provide room info to contracted coaching organization. <ul style="list-style-type: none"> Use Email Template E to introduce coaches to center directors. 	5 min.	Program manager
<input type="checkbox"/>	Coach schedule and conduct meeting with center directors. <ul style="list-style-type: none"> Use Email Template G to schedule center director meeting to verify plans. 	30 min. per site	Coach
<input type="checkbox"/>	Schedule Teacher Orientation ~3 weeks prior to your intended first LENA Day. <ul style="list-style-type: none"> Inform program manager of upcoming Teacher Orientation date and time. Use Email Template H to prepare teachers for Teacher Orientation. Best practice: Conduct Orientation in person prior to engaging families. Include all site staff who will be involved. 	5 min.	Coach



In LENA Online...

<input type="checkbox"/>	Create Site(s). <ul style="list-style-type: none">• As you confirm each center/school that will participate, add it as a Site in LENA Online.• Add coach as the Site Manager.	15 min.	Program manager/ LENA Online Account Owner
<input type="checkbox"/>	Create Group(s). <ul style="list-style-type: none">• As you confirm which classrooms are participating, add them as Groups in LENA Online.• Assign a coach to each Group once coaching assignments have been communicated.	15 min.	Program manager/ LENA Online Account Owner




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

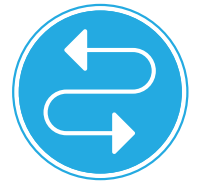
Summary	Frequency	Person Responsible	Time
Prepare each room within a site for LENA Grow.	Each sequence.	Coach with assistance from someone on site.	~4 weeks

Prepare for Orientation		Time	Who
For Grow 1 only:			
<input type="checkbox"/>	Review Orientation content. <ul style="list-style-type: none"> Download the LENA Grow Orientation Orientación sobre LENA Grow slide deck. Read Orientation guidance in the Coach Guide Guía del instructor. Read through Teacher Guide Guía del maestro. 	45 min.	Coach
For Grow 1, Grow 2			
<input type="checkbox"/>	Provide center directors with family forms and handouts. <ul style="list-style-type: none"> Share Family Consent form. Instruct center directors to share with families after teachers complete Teacher Orientation. Share Family Engagement handouts for each weekly LENA topic. Optional: Print and staple Our LENA Day Nuestro Día LENA to share with families. 	15 min.	Program manager
<input type="checkbox"/>	Prepare Orientation materials for each classroom. <ul style="list-style-type: none"> Bring Coach Guide, Teacher Guide, LENA device, clothing. <i>If needed: laptop, projector, speakers for presentation.</i> Ensure Family Consent forms have been provided to the center director for distribution to families AFTER Teacher Orientation is completed. Ensure Family Engagement handouts have been provided to the center director for distribution during each LENA week. Prepare and print a Sequence Schedule Cronograma de LENA Grow. Print Room Sign Up Sheet Registro de salón 	10 min.	Coach
Conduct Orientation		Time	Who
For Grow 1 teachers:			
<input type="checkbox"/>	Conduct Orientation. <ul style="list-style-type: none"> Notify program manager Teacher Orientation is completed, deadline for Family Consent Forms, and coaching assignments for each site/room if not already completed. 	1 hr.	Coach

For Grow 2 teachers:

<input type="checkbox"/>	Hold a brief meeting to ensure teachers are ready for LENA Day 1. <ul style="list-style-type: none"> • Revisit any slides from Grow 1 Orientation that might be helpful. • Have teachers complete Room Sign Up Sheet. <i>Note: These teachers are welcome to attend Grow 1 Orientation.</i>	20 min.	Coach
Get Family Consent		Time	Who
<input type="checkbox"/>	Instruct sites to send home Family Consent forms immediately following Orientation.	5 min.	Coach
Prepare for LENA Day 1		Time	Who
 In LENA Online...			
<input type="checkbox"/>	When consent deadline has passed, collect participating child info (first name, last name, date of birth) and add children to their Group .	10 min.	Program manager
<input type="checkbox"/>	Add teacher names and emails to Group Staffing section.	5 min.	Program manager
<input type="checkbox"/>	Complete Group Profile information in LENA Online.	5 min.	Program manager
<input type="checkbox"/>	Request Room Kit (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. <ul style="list-style-type: none"> • Notify coach that room materials are ordered. Include order date. 	10 min.	Program manager
<input type="checkbox"/>	Ensure rooms receive their LENA materials for LENA Day 1.	5 min.	Program manager

Sequence & Wrap Up for Contracted Coaching



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

Conduct LENA Grow.		Time	Who
<input type="checkbox"/>	Follow directions in Coach Guide and LENA Online Session Prep to complete the sequence.	30-60 min. weekly per room	Coach
After a LENA Day		Time	Who
<input type="checkbox"/>	Ensure devices are processed/charged and clothing is laundered, following instructions included in Room Kit.	30 min.	Coach
After a LENA Sequence		Time	Who
<input type="checkbox"/>	Share and discuss feedback with center director via email, including coach and teacher feedback, final Room Reports, and Celebration Reports. Copy the program manager. <ul style="list-style-type: none"> Notify program manager the current sequence at a site has been completed. 	15 min.	Coach
<input type="checkbox"/>	Share sequence data with center director. <ul style="list-style-type: none"> Create and share site Impact Report with center director. Discuss future plans, such as working with additional teachers and/or participating in Grow 2. 	15 min. per site	Program manager

Mid-Year Reflection Checklist for Contracted Coaching



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"/>	Ensure Groups are closed in LENA Online.	5 min.	Program manager
<input type="checkbox"/>	Reflect on recent data and feedback using Appendix C: Seasonal Reflection Meeting in Coach Guide. <ul style="list-style-type: none"> Gather feedback from coaches. Review Impact Report in LENA Online. Consider plan changes going forward. 	1 hr.	Program manager
<input type="checkbox"/>	Schedule mid-year reflection meeting with LENA. Invite coaches and other stakeholders.	5 min.	Program manager
Mid-Year Reflection Meeting		Time	Who
<input type="checkbox"/>	Mid-year reflection and planning meeting. <ul style="list-style-type: none"> Reflect on recent implementation. Plan for future implementation. Share program successes. 	1 hr.	Program manager, coach