



## NEVADA STATE LEADERSHIP TEAM

### PYRAMID MODEL STATE TEAM ACTION PLANNING FORM

**Date** 5/11/2021

**Goal/Vision:** To create a sustainable statewide foundation using evidence-based practices with fidelity to coach and mentor all Early Intervention practitioners to be confident and capable regarding social, emotional, and behavioral development. These efforts will promote reciprocal relationships with families in their natural environments and support every family to help their child successfully achieve family-identified outcomes.

#### **Objective #1: Membership and Logistics**

The SLT has written criteria for membership which ensures broad representation from a range of stakeholders, programs, and agencies (e.g., ECSE, ECMH, Head Start, families)

- The SLT has a process in place for orienting new members.

**Team/Work Group Members:** Edie, Iandia, Melissa, Dawn, Dan, Sarah H and Mary G.

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
Review and discuss possible stakeholders related to EI with a component in supporting the parent-child relationship. e.g., EI Direct Providers, Early Head Start, higher education, parent/caregiver, ADSD Deputy Administrator or representative from ADSD.	At the completion of the 2 <sup>nd</sup> cohort	Information of program's mission statements and how they align with SLT mission. Written application for SLT enrollment  Implementation Site Action Plan Leadership Team	Quarterly updates  Shared updates with Cohort 3 during annual celebration	4/23/2021  <b>Cohort 2 Fully Trained/Cohort 3 attended Annual Celebration but have not started training. 5/11/21</b>

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
<p>Cultivate interest in participation on the State Leadership Team, with emphasis on parents/caregivers to give parents a voice in the statewide implementation of the Pyramid Model.</p> <p>Talk to ICC Parent Reps and parents that are part of the programs and leadership teams to garner parent perspective.</p> <p>Issue invitation to parents to attend and learn about the SLT.</p> <p><i>*Provide a presentation to parents (benefits to families, Social-Emotional Importance, Support to state and SLT) [Robin, Edie, Shari-Date to be Determined]</i></p>	ICC Parent Reps SLT	<p>Literature about the Pyramid Model and Implementation (Newsletter)</p> <p>Consult with the Implementation Sites on successful family engagement and recruitment activities.</p> <p>Child Care Stipend or CEU's (Melissa will discuss stipend rules with Fiscal)</p> <p>Parent letter from NEIS NE (General or guideline for flexibility for CP's)</p> <p>Invitation to parents to attend SLT.</p> <p>Time restraints/expectations of membership for parents.</p>	<p>Adequate parent representation on the State Leadership Team (2 minimum)</p> <p>Meeting attendance by parents</p>	<p><i>Have provided quarterly updates at ICC meetings.</i></p> <p><i>Have not invited parents to learn about the Pyramid Model yet</i></p> <p><i>5/11/21</i></p>
<p>Need clearly defined roles and representation required of each member: Bios, SLT vote, invitation to join State Leadership team</p> <p>Include in agenda for next SLT meeting: Do our current program coaches fit the requirements as a program coach, adding higher Ed and school district representation. Discuss Actual vs. Ideal Possibility of having another CP as a member or observer (preferably in the South)</p>	<p>Date Needed (begin work 3/4/2020)</p> <p>September 2020 Implementation between Cohort 2 and 3</p>	<p>Outlined procedures.</p> <p>SLT Application and questionnaire.</p> <p>NCPMI Roles and Responsibilities document.</p> <p><i>SLT Org Chart.</i></p>	<p>Webinars to keep everyone in the loop.</p> <p>Part C TA calls updates on NCPMI every month.</p>	<i>5/11/21</i>
Determine an appropriate ratio for membership (refer to make-up of SLT)	Developed 2/14/2020	ICC By-Laws as a general guide	Review with entire SLT for adoption	<i>In progress</i>

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
Review and revise written application for SLT membership (if not being worked on in another action plan).  Include in agenda for next action plan workgroup meeting to review application/questionnaire and membership requirements for changes.	September 2020 review	Current Version of Application		
Provide newly chosen SLT members with orientation to the process of implementation, the Pyramid model, and appropriate training and information to participate in the SLT.	As needed	NCPMI EI Pyramid documents and training, mentors from current SLT Reporting back to SLT on outreach activities to include in reports.	As needed and ongoing	

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#### **Objective #9 and #10: Membership and Logistics**

- The SLT has a process in place for membership succession within their own agencies (replacing themselves) that ensure continued commitment, understanding and progress of SLT work.
- The SLT has a process in place for orienting new members.

**Team/Work Group Members:** Dawn, Edie, landia, Mary, Dan, Melissa, Abbie

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
Exiting member to submit in writing to State Leadership Team Coordinator(s) resignation date	Members within 14 calendar days	Email, or in writing.	Notification received asap or within timeframe	As vacancy occurs 10/16/19
State Leadership Team Coordinator(s) will connect with the agency leadership where vacancy occurs to inform of mission, vision and commitment of SLT through application.  If a new member is being added, they would <b>sign a commitment letter</b> . Mission and vision statements also provided.	Part C within 30 days of resignation  As Interested Program Coach/Manager/ Parent	Communication methods: email. Phone SLT Application SLT Mission and Vision Statement Ground Rules for non-voting attendees/observers Notifications for Proxy (who and when to notify)	Conversations between Part C and agency	As vacancy occurs 10/16/19  <b>October 2021</b>

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
State Leadership Team Coordinator(s) will work with the agency to identify a replacement to fill membership roster.	As vacancy occurs  As new roles open on SLT	Communication methods: email. Phone	Conversations between Part C and agency	11/13/19
SLT will review suggested member replacement or additions and vote. Part C Support Staff will incorporate new contact information into the roster.	SLT at subsequent meeting	Include as agenda item. SLT Roster	Utilization of process and fill vacancy	11/13/19
At acceptance, the new member will receive a Welcome email/packet with contacts, meeting notes, Annual Celebration Presentation, invitation to meetings, with link to NCPMI website and Program Coach video, and support documents from an implementation site.  Workgroups are represented by one (1) member. Ex: Data Managers, Program Managers and Program Coaches  Limit non-voting members at the table Closed membership committee?	At acceptance of membership	NCPMI Website SLT Documents Newsletters Welcome Packet with letter	New members understand roles and responsibilities and have written commitment from their supervisor	As needed.  5/11/21
Invite new members to Annual Celebration	End of calendar year	Part C and SLT subcommittee	Interest and support in SLT and implementation of the Pyramid Model	Yearly and Ongoing Completed for 2021
New members of the SLT will be mentored by a current SLT member	Upon acceptance of membership	Current SLT member	New members are participating in the SLT	Ongoing

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#### **Objective #21 and #22: SLT Communication and Visibility**

- The SLT develops an annual written report on the progress and outcome data and distributes it to programs, funders and policy makers.
- The SLT identifies and implements dissemination strategies to ensure that stakeholders are kept aware of activities and accomplishments with quarterly updates.

**Team/Work Group Members:** Dan, Abbie, Melissa, Robin

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
The Data Coordinator and ISLT data coordinators will be trained to accurately collect data	10/7/19 Melissa Add other data collectors	NCPMI	Data Coordinators will be able to accurately collect reliable data	Cohort 2 completed 3/21 Cohort 1 completed 10/7/19
Data Coordinators from each Implementation Site submit data to the SLT Data Coordinator	ISLT Melissa Other data coordinators	Data collection training for each Implementation site and their data coordinator	Reliable and timely data is collected and submitted to the SLT Data Coordinator	Quarterly Reminder 5/11/21 Annually Date's data is required

SLT Communication and Visibility #21 & #22

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
SLT Data Coordinator compiles a written summary/report quarterly and annually.	SLT, ISLT Part C Office Melissa	Data from each Implementation Sites. <b>Invite Janice to a meeting as a speaker.</b>	<b>Quarterly and Annual reports are developed and ready for dissemination to stakeholders</b>	<b>In process</b> <b>10/14/21</b>
Distribution to stakeholders is identified including: ICC, Director's Office, ADSD Administration, EI Programs, shared interested community partners	List of stakeholders and community agencies and programs	Part C Website EI Program newsletters Stakeholder contact information and email address	Standardized template for reports with logo is developed and used	Quarterly Annually <b>Check with Melissa on scheduling</b>
Monthly Data Coordinator Meetings	Monthly  All current cohorts  State Data Manager	MS Teams  Data	Monthly Meetings	<b>Will reconvene.</b> <b>5/11/21</b>

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#### **Objective #25 and #26: Authority, Priority and Communication Linkages**

- Each SLT representative is authorized to make decisions for their agency related to the Pyramid Practices Initiative and/or is able to return a decision to the SLT within two weeks.
- SLT members engage in activities with their agency that result in support for the Pyramid Practices (e.g. succession planning, presenting annual report orientation presentations)

**Team/Work Group Members:** Mary Garrison and Edie King

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
Create SLT inbox for SLT representatives to make suggestions, pose questions and make decisions regarding the initiative.	Part C/Melissa Slayden	Microsoft Teams	SLT members can send messages through MS Teams and receive an answer timely	January 2020 Completed
SLT members include Pyramid Model as a standing agenda item on agency staff meetings and TA calls	SLT, ISLT, Part C, QA	Agendas, presentations	Pyramid Model on agenda for monthly TA call and Community Program call	Completed and Ongoing
SLT members provide presentations/orientation as needed re: the implementation of the EI Pyramid Model	SLT, ISLT	Agendas, presentations	Currently providing at monthly TA calls and quarterly ICC meetings	Ongoing 5/11/21
Presentations and documents of progress	SLT, ISLT	Agendas, presentations	Annual Celebration completed	Ongoing

Authority, Priority and Communication Linkages #25 & #26

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
completed at each ISLT to be submitted to the Part C Office for digital storage and distribution to ADSD decision makers	Part C Office Mary G		2021 (March 2021)  Zero to Three Conference Presentation (Dec 9, 2020)  Webinars (Ongoing)  Statewide Presentations to our Early Intervention Partners (EIP) sites (every fiscal year)	Dates in Indicators of Success  5/11/21
Include ADSD decision makers on all meeting invites/Microsoft Outlook Groups	Mary G	Microsoft Outlook		Ongoing
Current implementation sites will provide presentations regarding the implementation of the Pyramid Model to future cohorts and stakeholders	Implementation Sites		New cohorts and stakeholders are more knowledgeable about the Pyramid Model.  Annual Celebration completed 2021.	Ongoing

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#### **Objective #28, #30 and #31: Family Participation and Communication**

- The SLT includes family representation/organization.
- The SLT develops and employs mechanisms for communicating with families about the initiative.
- The SLT develops mechanisms for family members to provide feedback at least annually on the quality of the EBPs experienced by their children.

**Team/Work Group Members:** Robin, Jessica R., Britney, Dan

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
Increase family representation within SLT.	April 2020, every 6 months after that.  SLT	Funding and recruitment activities for expansion. Having presentations at ICC meetings and asking parents (Already involved in the current COHORT) if they want to participate. Have one family representative from each region.	More parent reps on the SLT	New 10-14-21  11-18-21
Identify resources with each Implementation	Program	Provide backpack series, the		Ongoing

Family Participation and Communication #28, #30 and #31

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
site to support staff and families understand the Pyramid Model	Coaches	website, local trainings. Reach out to parents not chosen to participate. Provide flyers to new parents.		
Family friendly NCPMI flyer w/ key points (Elko style) i.e. "Did you know."  A newsletter will be developed and disseminated to all programs and families.	Flier: SLT  Newsletter: Abbie and Dan  Dec/June yearly	NCPMI Backpack series  Flyers with expanded information on relevance for DS to review with families.  Staff and family input Informational materials  Focus groups for parents, Child Find activities	Practitioners are comfortable with information and can share with families specific to fliers and key points (S-E skills, routines, positive reinforcement)  Newsletter dissemination  Flier created and sent to early intervention providers.	Newsletter-January 2020  November 2020  5/11/21 New newsletter in progress  October 2021
A. Exit Surveys: Discuss how to use these within SLT.  B. QA observations and surveys  C. IDEA Part C annual Family survey questions #5 and #16  D. Part C Comprehensive Monitoring	Implementation sites  QA Jan/July yearly? Part C Data manager, SLT July/yearly  Part C, June yearly	EI Programs  QA  Part C  SLT	Families feel they are heard and feel comfortable with the process.  Annual Family Survey: Compare and analyze QA Observations/Survey (cross comparisons with surveys and evals to see trends), Part C annual Survey (#5, #16) to implementation sites and non-implementation sites as well as growth from year to year within the sites.  Number of IFSPs with Social-Emotional outcomes are written and met (Ongoing)	In progress All State Implementation Sites Currently using exit survey.  5/11/21  10-14-21

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
<p>Cultivate interest in participation on the State Leadership Team, with emphasis on parents/caregivers to give parents a voice in the statewide implementation of the Pyramid Model.</p> <p>Talk to ICC Parent Reps and parents that are part of the programs and leadership teams to garner parent perspective.</p> <p>Issue invitation to parents to attend and learn about the SLT and Pyramid Model.</p>	ICC Parent Reps SLT Implementation Sites	<p>Implementation Sites</p> <p>Literature about the Pyramid Model and Implementation (Newsletter)</p> <p>Consult with the Implementation Sites on successful family engagement and recruitment activities.</p> <p>Child Care Stipend (Melissa will discuss stipend rules with Fiscal)</p> <p>Parent letter from NEIS NE (General or guideline for flexibility for CP's)</p> <p>Invitation to parents to attend SLT.</p> <p>Time restraints/expectations of membership for parents.</p>	<p>Complete introduction with ICC parent reps</p> <p>Check childcare stipends for parents of the SLT.</p>	<p>In progress 5/11/21</p> <p>10-14-21</p>

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#### **Objective #32 and #13: Implementation/Program Sites #32, Action Planning #13**

- The SLT develops readiness criteria, recruitment and selection procedures, and MOUs for programs participating in the initiative as Implementation Sites. Implementation Sites have an Implementation Leadership Team and at least one Practitioner Coach.
- The SLT action plan includes a sustainability and scale-up objectives and strategies for increasing the number of setting and services using EBPs with the goal of achieving statewide, high-fidelity implementation over time. (Every Stage)

**Team/Work Group Members:** Karen, Jen T, Jessica, Abbie

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
<p>The SLT will develop Pyramid documents to be used as a readiness criteria and checklist to expand the implementation at other EI sites and for new Program Coaches.</p> <p>QA will create an FAQ regarding expectations and responsibilities</p>	<p>NCPMI Part C Office SLT QA</p>	<p>Use Pyramid model documents.</p> <p>BoQs</p> <p>NCPMI documents revised to fit Nevada EI</p>	<p>Roles, responsibilities and expectations for the implementation of the Pyramid model are clear and concise.</p>	<p>8/23/19 started</p> <p>9/26/19 review</p> <p>5/11/21</p> <p>11/18/21</p>
Develop and disseminate to every EI program	Abbie, Iandia,			11/4/19 sent

Implementation/Program Sites #32, #34 and #13

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
manager, a Survey Monkey with brief description of the implementation of the Pyramid model to gauge interest in becoming an Implementation Site.	Mary G			Survey Monkey. 11/6/19 sent second time.  Completed 2019
Use of NV Pyramid descriptions of positions are available including: <ul style="list-style-type: none"> <li>• Agreement documents</li> <li>• Requirements of positions</li> <li>• MOUs</li> <li>• Implementation Site requirements and agreements</li> <li>• Expectations</li> <li>• Readiness criteria</li> <li>• <b>FAQ's</b></li> </ul>	NCPMI Part C Office SLT  <b>Add packet to give to Cohort III</b>	NCPMI resources A revision of the documents will be drafted, and revisions can be made at the following SLT meeting.	A process for the expansion of the Pyramid model is developed, new sites have obtained the appropriate prerequisites and are ready to begin the process of implementation.	<b>10-14-21</b>
SLT will outline requirements for implementation sites and future program coaches and practitioner coaches	SLT Implementation Site Leaders Part C Office	How many new program and practitioner coaches will be needed, how to decide which implementation sites will be launched next. <b>Decide how many program coaches will be needed to serve when we are fully implemented and consider the use of virtual coaching.</b>	New Implementation Teams will select Practitioner Coaches with the applicable NV Pyramid agreement and qualifications.	<b>Completed for all cohorts.</b>  <b>5/11/21</b> <b>Ongoing</b>
The SLT will provide guidance, materials and information for implementation sites on roll out, number of coaches needed and support.	Dawn Jessica Shari Lori	Size of programs, identify the roles in each site, identify Implementation Leadership team, contact information, who is most interested,	Possible new Implementation sites are aware of what is expected and will be excited to be included in the implementation of the Pyramid	<b>5/11/21</b> <b>Cohort1 implementing and expanding.</b>

Implementation/Program Sites #32, #34 and #13

Strategies to Achieve Objective	Timelines, Persons Responsible,	Resources Needed	Indicators of Success & Evaluation Plan	Date & Status or Date Completed
		logistics, monthly follow-ups.	Model.	Cohort2 has completed training. Cohort3 will be introduced to the NV PM (To be determined)
<p>The SLT will be able to use tools developed and implemented to fidelity to ensure the expansion of the Pyramid model statewide, in these areas: and the new</p> <ul style="list-style-type: none"> <li>• Implementation Sites</li> <li>• Program Coaches</li> <li>• Practitioner Coaches</li> <li>• Clearly identifying the roles of the team</li> </ul>	Data Manager and Coordinators SLT Implementation Leadership Team Part C	<p>Data from current Implementation Sites</p> <p>BOQ's</p> <p>Practitioner Survey 2021</p>	Data collected from current Implementation sites and Program Coaches support additional Implementation statewide.	<p>5/11/21 Partially completed, but ongoing</p> <p>11/18/21</p>
<p>Develop process to address turn-over.</p> <p>Programs report on succession as staff leaves and new staff start to train</p>	<p>Implementation Sites</p> <p>Program Coaches</p>	<p>Process</p> <p>Cross training of backup/s</p> <p>Retraining</p> <p>Shadowing provided for all new participants</p>	Streamlined process to address turn-over	<p>5/11/21 Currently happening, but no process written</p> <p>11/18/21</p>
<p>Introduction presentations from current Pyramid model sites to possible statewide sites</p> <p>Complete annually during celebration</p> <p>Newsletter</p> <p>Webinars completed with NCPMI</p>		<p>Data, binders, pictures, videos, power points, talk about our journey, Poster sessions, backpack.</p> <p>Webinars</p>	Presentations will be available to ICC and to other EI programs	<p>Ongoing 11/18/21</p>

Implementation/Program Sites #32, #34 and #13



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**As a Program Manager associated with a program listed in this checklist, I commit the program and staff to:**

- After completion of training use evidence-based practices program-wide for ongoing implementation of Nevada Pyramid Model.
- Work in collaboration with the State Leadership Team and Program Coach to ensure implementation fidelity.
- Establish a leadership team that meets on a monthly basis and includes a Program Manager, Practitioner Coach(es), Data Coordinator, Practitioner(s) and family representative.
- Receive support from a Program Coach assigned by the State Leadership Team who will guide implementation steps.
- Collect and use evaluation data to guide program-wide implementation, support practitioner implementation, and monitor child progress and outcomes.
- Commit to the participation of the program leadership team to all required meetings and trainings. Attend two-day strategic planning meeting, followed by four, two hour calls for practitioner coach practices training on the evidence-based practices. A full-day meeting will be held and a final celebratory rollout with implementation site presentations for stakeholders at the end of the first year.
- Send program staff and the program leadership team to one, two-day training in the use of evidence-based practices within the provision of Early Intervention Services.
- Identify a practitioner coach(es) to participate in trainings and receive support from the Program Coach in practice-based coaching. The practitioner coach must be provided with the time to be trained and coached by the Program Coach and to coach program practitioners.
- Participate in evaluation and self-assessment activities. Provide collected data to the State Leadership Team.

Leadership Team Role*	Print Name	E-Mail	Person's Signature/Date
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Program Manager			
Practitioner Coach**			
Data Coordinator***			
Practitioner			
Family Representative			

\*Add additional rows if needed for more members.

\*\* The practitioner coach must be provided with the time to be trained and coached by the Program Coach and to coach program practitioners

\*\*\* Any team member can serve in the role of data coordinator. The data coordinator will collect evaluation data and organize and bring it to Leadership Team meetings for review.