

# Coaching in Action Checklist: Tips & Clarifications

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- Consider the intent of the item when responding yes or no. For example, consider the item, “Asks the caregiver what they would like to work on today.” Maybe you have been working with a family for a while, they have gotten used to the way you start a visit, and they say what they would like to work on during today’s visit even before you have a chance to ask. You can respond yes to that item.
- There are a number of items on the checklist that have two parts to take into account when responding yes or no. For example, consider the item, “Intentionally modeled/coached a strategy after observing/learning what caregiver has already tried.” In order to respond yes to that item, you need to have intentionally modeled/coached a strategy and you need to have done that *after* observing/learning what the caregiver has already tried.
- Generally, the item needs to be true 100% of the time during the visit in order to be marked yes. Again using the item “Intentionally modeled/coached a strategy after observing/learning what caregiver has already tried” as an example: If you did that in one instance during the visit and in another instance forgot to observe/learn what the caregiver has already tried before modeling a strategy, then that item would be marked no.
- An exception to the tip immediately above is the item, “Used open-ended questions to help the family reflect on past and/or new strategies.” In this case, answer yes if the majority of questions used were open-ended.
- For the last item on the checklist, “Supported the family in making a joint plan for in between sessions,” in order to respond yes, the discussion and plan must focus on what the family plans to do between sessions and not just on what they want to do in the next session.
- Use the Notes/Comments column on the checklist to elaborate on the yes/no responses. This is the place to explain exceptional circumstances; note that you did a great job asking what the caregiver had already tried before you modeled a strategy on one occasion during the visit but forgot to ask the caregiver first on another occasion later in the session; comment on something you’d like to work on more; document that there was not an opportunity to address that particular item during this session; etc.
- Remember that fidelity assessment is a part of professional development, not a performance evaluation. Don’t worry if you are observed during an intervention session that did not go as well as you would have liked or at a time when the family was not very responsive. It is helpful to do self-assessments and observations across multiple visits/families to really get a good idea of one’s practices.

*Have another tip or clarification we should consider adding to this list? Send those to Kyla Patterson at [k.patterson@dbhds.virginia.gov](mailto:k.patterson@dbhds.virginia.gov).*