

Month	Local Coach Training	Practitioner Training	Local Leadership Team Activities	Suggested Benchmarks of Quality Focus	Program Progress Indicators	Key Events	Local Coach Activities	Program Coach Activities
January			In order to receive implementation support, sites must register as an Indiana Pyramid Model Site with the Office of Special Education.	N/A		Begin planning stage.		New Program Coaches will visit a model site to learn about their implementation and training.
								New Program Coaches will attend training.
February			The Program Coach will meet for the first Local Leadership Team meeting. The first team should, at minimum, consist of an administrator from each implementing program in the community, a teacher from each implementing program, and a fiscal representative from each program. If hired, it may also include the incoming Local Coach for the program. At the first meting, the Program Coach will review the timeline for implementation, introduce the Program Wide Benchmarks of Quality, and introduce the Program-Wide Implementation Manual and other state-created resources. Each program will also initiate the hiring process for the Local Coach if it has not already begun.	Benchmarks 1 - 3	Local Leadership Team meets.			New Program Coaches will visit a model site to learn about their implementation and training.
								New Program Coaches will attend training.
March			The Local Leadership Team must hire a Local Coach. Once hired, the Local Coach should begin attending the Local Leadership Team meetings, even if on a stipend basis to start.	Benchmarks 4 - 6	Local Leadership Team meets.		Once hired, the Local Coach should begin attending the Local Leadership Team meeting.	The Program Coach will attend the Local Leadership Team meeting. At the first meting, the Program Coach will review the timeline for implementation, introduce the Program Wide Benchmarks of Quality, and introduce the Program-Wide Implementation Manual and other state-created resources. The Program Coach will introduce the process of action planning and assist the program in developing its first action steps.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will conduct its first Program-Wide Benchmarks of Quality and develop an action plan to begin working on implementation. By the next meeting, each program should have a written implementation plan to ensure that all requirements are met. While implementation should reflect the needs of each community, the minimum requirements are non-negotiable to stay in Good Standing as an Indiana Pyramid Model Site and to continue receiving coaching, training, or fiscal support. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion.					New Program Coaches will visit a model site to learn about their implementation and training.
April			The Local Leadership Team must hire a Local Coach. Once hired, the Local Coach should begin attending the Local Leadership Team meetings, even if on a stipend basis to start.	Benchmarks 8, 10, 11	Local Leadership Team meets.		Once hired, the Local Coach should begin attending the Local Leadership Team meeting.	The Program Coach will attend training.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will review the implementation plan for each program and provide feedback as needed to ensure that the minimum requirements for implementation are met. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion.					If available, new Program Coaches will co-train with an actively implementing site to practice training.
May			The Local Leadership Team must hire a Local Coach. Once hired, the Local Coach should begin attending the Local Leadership Team meetings, even if on a stipend basis to start. The Local Coach must be hired and starting work no later than the end of this month.	Benchmarks 14 - 17	Local Leadership Team meets.		Once hired, the Local Coach should begin attending the Local Leadership Team meeting.	The Program Coach will attend the Local Leadership Team meeting.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will review the implementation plan for each program and provide feedback as needed to ensure that the minimum requirements for implementation are met. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion.					New Program Coaches will visit a model site to learn about their implementation and training.
June	Pyramid Model Practices- Preschool (3 days)		The Local Leadership Team must hire a Local Coach. Once hired, the Local Coach should begin attending the Local Leadership Team meetings, even if on a stipend basis to start. The Local Coach must be hired and starting work no later than the end of this month.	Benchmarks 19, 21, 26, 27	Local Leadership Team meets.	Hiring complete.	The Local Coach attends Local Leadership Team meetings.	The Program Coach will visit a model site to learn about their implementation and training.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will review the implementation plan for each program and provide feedback as needed to ensure that the minimum requirements for implementation are met. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.					The Program Coach will attend the Local Leadership Team meeting.
July	TPOT™ Reliability (2 days)	Pyramid Model Practices: Preschool (3 days)	The Local Coach will begin training this month and must begin attending the Local Leadership Team meetings.	Benchmarks 28, 30, 32, 34	Local Coach is hired and is training.	Local Coach training begins.	The Local Coach attends training.	The Program Coach will conduct weekly coaching sessions with each assigned Local Coach.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmark of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.					The Program Coach will host monthly Community of Practice meetings for all Local Coaches.
	Practice Based Coaching (1 day)		The Local Coach will continue training this month and must attend the Local Leadership Team meetings.		Local Leadership Team meets.	Local Coach training continues.	The Local Coach attends Local Leadership Team meetings.	The Program Coach will attend the Local Leadership Team meeting.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.					The Program Coach will conduct weekly coaching sessions with each assigned Local Coach.
	Behavior Incident Report System (BIRS) - Foundations, 1, and 2 (1 day total)	Pyramid Model Practices: Preschool (3 days)	The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.		Local Coach is training.	The Program Coach will deliver Pyramid Model Practices and BIRS training to ALL classroom staff (Teachers, Instructional Assistants, Paraprofessionals, etc.) with the Local Coach observing.	The Local Coach logs all children in PIDS.	The Program Coach will host monthly Community of Practice meetings for all Local Coaches.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.					The Program Coach will host monthly Community of Practice meetings for all Local Coaches.
	Pyramid Model Implementation Data System Foundations and 1 (0.5 days)	Behavior Incident Report System (BIRS) - Foundations	The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year.		All classroom staff in implementing classrooms are trained.		The Local Coach observes training model as the Program Coach trains Practitioners in Pyramid Model Practices and BIRS.	The Program Coach will conduct training for Local Coaches and Practitioners.

							The Local Coach attends Local Leadership Team meetings. The Local Coach debriefs with Program Coach regarding training questions. The Local Coach conducts TPOT assessments in all implementing classrooms. With the Program Coach, the Local Coach conducts interrater reliability testing in at least two implementing classrooms. The Local Coach begins collecting BIRS data from each classroom. The Local Coach signs Local Coach / Practitioner agreements with each classroom staff member.	The Program Coach will attend the Local Leadership Team meeting. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. With the Local Coach, the Program Coach conducts interrater reliability testing in at least two implementing classrooms. The Program Coach signs the Program Coach / Local Coach Agreement. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
August		** Untrained classrooms will not be implementing classrooms this semester. Once the Local Coach has received Train-the-Trainer training, they may be trained and may implement beginning in January.	The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. If not already complete, a full review of the Benchmarks of Quality will be conducted. Implementation begins.	Benchmarks 9, 18, 20, 24	Local Leadership Team meets. All implementing classrooms have TPOT conducted. Two classrooms have interrater reliability testing conducted. All implementation classrooms are submitting BIRS data.	Begin implementation stage. Baseline TPOT. Baseline interrater reliability testing. BIRS collection begins.	The Local Coach begins logging all data in PIDS.	
							The Local Coach attends Local Leadership Team meetings. The Local Coach continues to log all data in PIDS. The Local Coach creates an action plan with each lead teacher based on the TPOT. The Local Coach begins coaching for each lead teacher (and other classroom staff as needed) using multi-tiered support. The Local Coach attends Train-the-Trainer. The Local Coach attends a model site visit with the Program Coach to explore a successfully implementing site.	The Program Coach will attend the Local Leadership Team meeting. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. The Program Coach will train the Local Coach. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met. The Program Coach attends a model site visit with the Local Coach to explore a successfully implementing site. The Program Coach reviews TPOT data with the Local Coach to assist them in action planning and coaching plans. The Program Coach will aid the program in completing their first full review of the Benchmarks of Quality.
September	Pyramid Model Practices Train-the-trainer: Preschool	** Untrained classrooms will not be implementing classrooms this semester. Once the Local Coach has received Train-the-Trainer training, they may be trained and may implement beginning in January.	Coaching begins.	Benchmarks 22, 25, 29, 33	Local Leadership Team meets. All lead teachers have an action plan. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data. The baseline Benchmarks of Quality is logged in PIDS.	Action plans created. Coaching begins. The Local Coach will now be able to conduct training on their own. Baseline Benchmarks of Quality due.	The Local Coach attends a model site visit with the Program Coach to explore a successfully implementing site.	
							The Local Coach attends Local Leadership Team meetings. The Local Coach continues to log all data in PIDS. The Local Coach continues coaching each lead teacher (and other classroom staff as needed) using multi-tiered support. The Local Coach coaches all new and untrained staff in Pyramid Model Practices and BIRS, in preparation for January implementation.	The Program Coach will attend the Local Leadership Team meeting. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
October		** Untrained classrooms will not be implementing classrooms this semester. They may be trained and may implement beginning in January.	The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).	Benchmarks 12, 35, 36, 38	Local Leadership Team meets. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data. New and untrained staff are being trained.			
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmark of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data.		The Local Coach attends Local Leadership Team meetings. The Local Coach continues to log all data in PIDS. The Local Coach continues coaching each lead teacher (and other classroom staff as needed) using multi-tiered support. The Local Coach coaches all new and untrained staff in Pyramid Model Practices and BIRS, in preparation for January implementation.	The Program Coach will attend the Local Leadership Team meeting. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
November		** Untrained classrooms will not be implementing classrooms this semester. They may be trained and may implement beginning in January.	If any classrooms are beginning implementation in January, the implementation plan is reviewed.	Benchmarks 13, 31, 37	New and untrained staff are being trained.			

			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. There is a baseline and mid-year Benchmarks of Quality logged.		The Program Coach will attend the Local Leadership Team meeting. They will assist the program in completing its mid-year Benchmarks of Quality full review.
		** Untrained classrooms will not be implementing classrooms this semester. They may be trained and may implement beginning in January.	The Local Leadership Team conducts a full mid-year review of the Benchmarks of Quality. If any classrooms are beginning implementation in January, the implementation plan is reviewed for any final steps.	Benchmarks 39 - 41	All implementing classrooms have TPOT conducted. Two classrooms have interrater reliability testing conducted. New and untrained staff are being trained.	Mid-year TPOT. Mid-year interrater reliability testing.	The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. With the Local Coach, the Program Coach conducts interrater reliability testing in at least two implementing classrooms. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
December					All implementation classrooms are submitting BIRS data.	Mid-year Benchmarks of Quality.	The Program Coach reviews TPOT data with the Local Coach to assist them in action planning and coaching plans.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. All lead teachers have an action plan. The number of red flags has decreased. Interrater reliability score has increased, or is at least 92%. All lead teachers are actively being coached, tiered by need.		The Program Coach will attend the Local Leadership Team meeting. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches.
January			The Local Leadership Team reviews the mid-year progress report.	All - working on gaps and improvement	All implementation classrooms are submitting BIRS data. There has been a reduction in BIRS data.	Mid-year progress report is released.	The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data.		The Program Coach reviews the mid-year report with the Local Leadership Team and assists them in meeting requires actions.
February				All - working on gaps and improvement	New and untrained staff are being trained.		The Program Coach will attend the Local Leadership Team meeting.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data.		The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.
March				All - working on gaps and improvement	New and untrained staff are being trained.	Save the dates for Annual Celebration released.	The Program Coach will attend the Local Leadership Team meeting.
			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).		Local Leadership Team meets. All implementing classrooms have TPOT conducted. Two classrooms have interrater reliability testing conducted.	End-of-year TPOT. End-of-year interrater reliability testing. Invitations for Annual Celebration released. Local sites should be prepared to submit photos and video, nominations for awards, and if interested, proposals for a professional poster to display at the event.	The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches.
April				All - working on gaps and improvement	All implementation classrooms are submitting BIRS data.		The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met.

			The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms). The Local Leadership Team will complete its end-of-year Benchmarks of Quality full review.		Local Leadership Team meets. An end-of-year Benchmarks of Quality review is conducted and there is an improvement from the baseline score. All lead teachers have an action plan. No classrooms have red flags. Interrater reliability score has increased, or is at least 92%. All lead teachers are actively being coached, tiered by need. All implementation classrooms are submitting BIRS data. A written sustainability plan is submitted to the Office of Special Education.	End-of-year report released.	The Local Coach attends Local Leadership Team meetings. The Local Coach continues to log all data in PIDS. The Local Coach continues coaching each lead teacher (and other classroom staff as needed) using multi-tiered support. The Local Coach updates all action plans to ensure a strong start for next school year.	The Program Coach will attend the Local Leadership Team meeting. The Program Coach will aid the program in conducting its end-of-year Benchmarks of Quality full review. The Program Coach will conduct weekly coaching sessions with each assigned Local Coach. The Program Coach will host monthly Community of Practice meetings for all Local Coaches. With the Local Coach, the Program Coach conducts interrater reliability testing in at least two implementing classrooms. The Program Coach ensures that all PIDS Program Data Requirements are being collected in the data system and that Program Progress Indicators and Local Coach Activities are being met. The Program Coach reviews TPOT data with the Local Coach to assist them in action planning and coaching plans. The Program Coach reviews the end-of-year report with the Local Leadership Team and assists them in meeting required actions.
May			The Local Leadership Team reviews the end-of-year progress report. The Local Leadership Team will convene to provide updates on any action steps since the last meeting. It will update its action plan, which must contain related Benchmarks of Quality, detailed action steps, responsible personnel, and timelines for completion. Implementation should begin this month, preparing for any necessary training, materials, or action steps needed at the beginning of the school year. The Local Leadership Team will review the data collected at the program throughout the month and will analyze if all classrooms are implementing and if data seems as expected (e.g. number of BIRS submitted for classrooms).	Benchmark 7		End-of-year Benchmarks of Quality review.		
June			The Local Leadership Team begins to implement the sustainability plan and plans for next school year.	All - working on gaps and improvement		Annual celebration!	The Local Coach attends the annual celebration.	