



Classroom Engagement Model Data Submission Plan

All completed data forms should be sent to Sara Meyer at: sara.meyer@metroecsuo.org

Data Tool	Purpose	By Whom	When	Submitted to State
Site ID Form	Create a roster of Coaches and Coachees	ECSE Leader/ Data Manager	Fall (completed annually and updated as needed)	NOT submitted to State
Benchmarks of Quality (BOQ)	Monitor progress of program wide adoption and guide the implementation team's action plan.	Implementation team	Fall Spring	December 31 May 31
CEM Implementation Checklist	Determine practitioner's use of the CEM practices and set goals for coaching ~ <i>only use in rooms that are being coached.</i>	Internal Coach	Fall (Sept-Oct) Spring (April -May) OR January for coachees in maintenance phase based on 'Coaching to Fidelity Plan'	December 31 May 31
Coaching Log	Determine amount of time spent in coaching as well as the strategies being used.	Internal Coach	Following each Practice Based Coaching observation and meeting	December 31 May 31
STARE	Monitor individual child engagement and plan individual interventions- <i>only complete the tool for children whose engagement level needs improvement.</i>	Classroom Staff	2X/week per identified child	December 31 May 31
MN Common Course Catalog (MCCC)	Create links between classroom practices (<i>fidelity phase</i>) and child outcomes in the MCCC for the "Classroom Engagement Model" course.	Data manager & Admin provide data to MCCC data entry staff member	SPRING ONLY	May 31 ~ entered directly into MCCC

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