# Tiered Technical Assistance Administrators’ Checklist

Use this checklist to help you keep track of your progress in the Tiered Technical Assistance system.

## TASK

### Tier One: COMMIT

Director attends Quality Improvement Orientation session. *Quality Improvement Sessions will be scheduled through your local community network.*

**Submit** Commitment to Participate in Technical Assistance to program assistant. *The form is available at [http://bit.ly/1h09t7w](http://bit.ly/1h09t7w).*

Submit most current licensing review with no deficiencies to program assistant.

Update Provider Profile in NACCRAware or provide completed hard copy of the Program Information Form to Agenda for Children.

### Tier Two: PREPARE

Staff attend State supported Foundational Learning trainings to improve understanding of the Louisiana Birth to Five Early Learning and Development Standards, TS GOLD and the CLASS.

**CONNECT Related Tasks**

- All program leaders and all staff complete online CONNECT training. [https://www.udemy.com/early-childhood-foundations-course](https://www.udemy.com/early-childhood-foundations-course)
- Submit CONNECT training certificates for all staff to program assistant.

**Teaching Strategies GOLD Related Tasks**

- All program leaders and all teaching staff attend Introduction to TS GOLD training. *These trainings are provided through your local community network.*
- Submit Introduction to TS GOLD training certificates for all staff program assistant.

**CLASS Related Tasks**

- Ensure program leader and teaching staff complete on-line Introduction to CLASS. *The product keys for these trainings are provided by your local community network.*
- Ensure all staff complete a 3 hour CLASS-related training. *These trainings are available from Agenda for Children. Visit [https://training.agendaforchildren.org/](https://training.agendaforchildren.org/) to see our offerings and to sign up for classes.*
- Submit CLASS-related training certificates for all staff. Note that this includes the Intro to CLASS and the 3-hour CLASS-related training.

**Program Leader Session Related Tasks**

- Attend all Program Leader Sessions:
  - Center Management
  - Intro to ERS *(Available at [https://www.udemy.com/introduction-to-ers/#/](https://www.udemy.com/introduction-to-ers/#/))*
  - CLASS Overview and Feedback for Administrators
  - TS GOLD for Administrators

**Note:** If you have previously attended any of these Program Leader Sessions, you do not need to take them again. Simply submit your certificates to Agenda for Children. *These sessions are available from Agenda for Children. Visit [https://training.agendaforchildren.org/](https://training.agendaforchildren.org/) to see our offerings and to sign up for classes.*
Submit all Program Leader Session certificates to program assistant.

Request Director’s Audit from Louisiana Pathways and verify that the information is:
- Accurate;
- that all staff are included;
- that staff education and experience levels are up-to-date; and,
- that the report does not include any former employees.

*Pathways can be reached at (800) 245-8925 or hairep@nsula.edu.*

Submit up-to-date Director’s Audit to program assistant.

**Self-Assessment Related Tasks**

- Complete Administrators’ Self-Assessment Checklist and submit to program assistant. 
  *Checklist is available at [http://bit.ly/1L4bwUR](http://bit.ly/1L4bwUR).*

- Complete one Pre-coaching Classroom Quality Checklist for each classroom in the program and submit to program assistant. 
  *The Infant/Toddler checklist is available at [http://bit.ly/1hvUt1b](http://bit.ly/1hvUt1b).*

- Complete the Classroom Information Form for each classroom in your program. 
  *The form is available at [http://bit.ly/1UAXI1z](http://bit.ly/1UAXI1z).*

- Be available to work with coach on TS GOLD implementation, CLASS scores and/or ERS score delivery.

**Tier Three: ACHIEVE**

- Allow coach access to classrooms to verify Pre-coaching Quality Checklists
- Plan time to collaborate with coach on a program improvement action plan
- Allow coaches access to classrooms to provide job-embedded training and technical assistance
- Schedule time to meet with coach before and after each coaching session
- Collaborate with coach to review action plan steps and plan next steps in a cycle of improvement
- Participate in Directors’ Meetings, Communities of Practice, and/or Professional Learning Communities for Program Leaders
- Collaborate with coach to evaluate needs of staff and plan for targeted trainings, Professional Learning Communities, and intensive onsite coaching by program leader or coach

**Questions?** Please contact your local office’s program assistant for more information:

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<th><strong>New Orleans Area</strong></th>
<th><strong>Northshore</strong></th>
<th><strong>Houma</strong></th>
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<tbody>
<tr>
<td>Jefferson, Orleans, Plaquemines &amp; St. Bernard</td>
<td>Livingston, St. Tammany, St. Helena, Tangipahoa &amp; Washington</td>
<td>Ascension, Assumption, Lafourche, St. Charles, St. James, St. John &amp; Terrebonne</td>
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