

CLModel Implementation Checklist

Implementation checklist is meant to assist coaches and teachers in all the common tasks necessary to implement the CLModel in any given site. It helps to assure that everyone on the 'site team' knows what is happening in a given setting and to identify the resources necessary to meet the needs of instructors and learners.

The implementation checklist consists of 4 phases that directly impact the settings to be implemented in the CLModel implementation. The phases have been developed to briefly describe 'what tasks should be implemented' allowing everyone involved to identify priorities when putting the CLModel in place. The 4 phases that are 'common tasks' that occur:

- Complete CLM Course of Study Units – the CLM unit preparator must perform as expected
- Setup or refine classroom schedule – the CLM unit preparator must perform as expected
- Implement program – the CLM unit preparator must perform as expected
- Monitor learner and staff progress – the CLM unit preparator must perform as expected

The implementation checklist organizes actions around each of these common tasks, varying expectations of what is in place in each phase.

The CLModel assures that we do not expect someone to perform a task unless they have completed the Unit in the CLM Course of Study that teaches them to perform a specific task and have been coached in the appropriate and practical application of that task or skill. At times, because additional coaching is necessary to insure the competency and confidence of staff, we may have to put some tasks aside to assure for the welfare of our learners.

The implementation checklist should be reviewed at least monthly. It is important that all implementers (e.g., instructors, parents, administrators and learners) accomplishments are celebrated frequently.

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 1

Date Phase Initiated:

Date Phase Completed:

CLM Coach:

PaTTAN CLM Coach:

Teacher:

Setting:

Date of Review:

Ref #	Common Tasks	Status of Item	Date Due	Date Done
Complete CLM Course of Study Units				
A	Complete Introductory COS unit and/or training day			
B	Establish timelines for unit checkouts for school year with your internal coach			
C	Plan for how & when staff will complete COS with your internal coach			
Setup or refine classroom schedule				
D	Provide a written copy of existing or general class schedule to your internal coach			
Implement programming in the classroom				
E	Identify most challenging learners in class these will be the first learners who will be put into the curriculum			
F	Review existing programming for learners targeted for placement into the curriculum with your internal coach			
G	Complete LESA-R with your internal coach			
Collect specific types of data				
H	Complete reinforcer assessments on all learners in the classroom with your internal coach and classroom staff			
I	Begin CLRAs on most challenging learners (Formative Evaluation) with your internal coach and classroom staff			

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 1

Date Phase Initiated: _____ Date Phase Completed: _____
 CLM Coach: _____ PaTTAN CLM Coach: _____
 Teacher: _____ Setting: _____

Date of Review: _____

Ref #	Common Tasks	Status of Item	Date Due	Date Done
Monitor learner and staff progress				
J	Review existing data collection and progress monitoring systems with your internal coach			
K	Schedule on-site coaching visits with your internal coach & PaTTAN coach			
L	Schedule team meetings for classroom staff			
Project Tasks				
M	Send home written permissions to videotape learners			
N	Participate in a parent overview training with your internal coach			

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 2

Date Phase Initiated: _____ Date Phase Completed: _____
 CLM Coach: _____ PaTTAN CLM Coach: _____
 Teacher: _____ Setting: _____

Date of Review: _____

Ref #	Common Tasks	Status of Item	Date Due	Date Done
Complete CLM Course of Study Units				
A	Complete COS Units 1-5			
B	Use SAFMEDS to develop fluency with vocabulary and basic principles			
Setup or refine classroom schedule				
C	Assess schedule to maximize learner participation -use occurrence/ non-occurrence data collection & relevant participant formats			
D	Implement an activity schedule that establishes predictable & functional activities			
E	Organize the physical environment as necessary (room arrangement, material organization, etc)			
Implement programming in the classroom				
F	Imbed instruction of CLM repertoires into existing classroom activities & routines			
G	Monitor learners in the curriculum: Introduce formats, fill out job aids, individualize for learners, role play delivery			
Collect specific types of data				
H	Complete placement tests for learners identified for placement into curriculum with your internal coach			
I	Complete CLRAs for ALL appropriate learners with your internal coach			
J	Refine data tools to monitor progress in CLM curriculum with your internal coach			
K	Collect participation data (whole class & per learner) with your internal coach			

CLM Implementation Checklist: **TEACHER CHECKLIST**

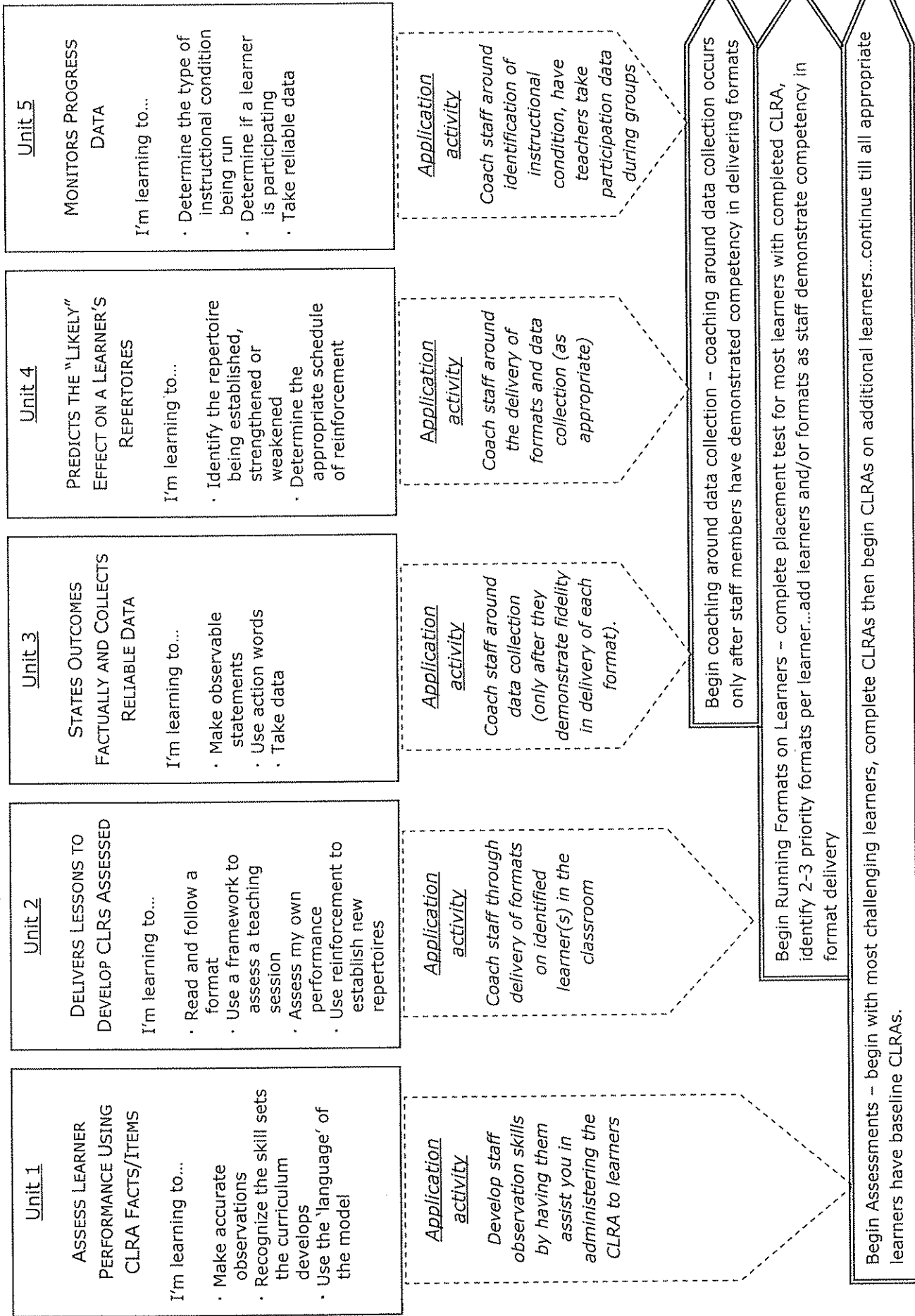
Phase 2

Date Phase Initiated: _____ Date Phase Completed: _____
 CLM Coach: _____ PaTTAN CLM Coach: _____
 Teacher: _____ Setting: _____

Date of Review: _____

Ref #	Common Tasks	Status of Item	Date Due	Date Done
L	Complete Learner Profiles for all learners working in the CLM curriculums with your internal coach			
M	Update reinforcer assessments quarterly			
Monitor learner and staff progress				
N	Update LESA-R monthly with your internal coach			
O	Set up Learner Folders for learners placed into the curriculum with your internal coach			
P	Conduct team meetings to review learner progress			
Project Tasks				
Q				

CLM Implementation PHASE 2



Classroom Tasks Associated with Implementation

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 3

Date Phase Initiated:

Date Phase Completed:

CLM Coach:

PaTTAN CLM Coach:

Teacher:

Setting:

Date of Review:

Ref #	Common Tasks	Status of Item	Date Due	Date Done
Complete CLM Course of Study Units				
A	Complete COS Units 6-10			
B	Use SAFMEDS to develop fluency with vocabulary and basic principles			
Setup or refine classroom schedule				
C	Move from an activity schedule to an instructional schedule (data collected to make instructional decisions)			
D	Refine schedule to include all 4 instructional conditions			
E	Organize the physical environment as necessary (room arrangement, material organization, etc)			
Implement programming in the classroom				
F	Imbed instruction of CLM repertoires into existing classroom activities & routines			
G	Move learners through the curriculum: Introduce formats...fill out job aids...individualize for learners...role play delivery			
Collect specific types of data				
H	Complete placement tests, CLRAs and Learner Profiles for all appropriate learners with your internal coach			
I	Refine data tools to monitor progress in CLM curriculum with your internal coach			
J	Update reinforcer assessments quarterly			
Monitor learner and staff progress				
K	Update LESA-R monthly with your internal coach			
L	Set up Learner Folders for learners placed into the curriculum to monitor overall learner progress across IEP goals			

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 3

Date Phase Initiated: Date Phase Completed:
CLM Coach: PaTTAN CLM Coach:
Teacher: Setting:

Date of Review:

Ref. #	Common Tasks	Status of Item	Date Due	Date Done
	with your internal coach			
M	Conduct team meetings to review learner progress			
Project Tasks				
N				

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 4

Date Phase Initiated: Date Phase Completed:
 CLM Coach: PaTTAN CLM Coach:
 Teacher: Setting:

Date of Review:

Ref #	Common Tasks	Status of Item	Date Due	Date Done
Complete CLM Course of Study Units				
A	Complete COS Units 11-12			
B	Use SAFMEDS to develop fluency with vocabulary and basic principles			
Setup or refine classroom schedule				
C	Implement instructional schedule across all 4 instructional conditions			
D	Organize the physical environment as necessary (room arrangement, material organization, etc)			
Implement programming in the classroom				
E	Imbed instruction of CLM repertoires into ALL appropriate classroom activities & routines			
F	Plan and deliver supplemental contingencies as necessary			
G	Coach staff in implementation of curriculum , complete ISPC for each instructor as necessary			
H	Move learners through the curriculum : Introduce formats...fill out job aids...individualize for learners...role play delivery			
Collect specific types of data				
I	Complete placement tests, CLRAs and Learner Profiles for all appropriate learners			
J	Use direct measurement of programming to develop the behavioral dimensions of the repertoires (i.e., rate, duration & latency)			
K	Use direct measurement of programming to weaken undesirable repertoires (i.e., rate, duration & latency)			

CLM Implementation Checklist: **TEACHER CHECKLIST**

Phase 4

Date Phase Initiated:

Date Phase Completed:

CLM Coach:

PaTTAN CLM Coach:

Teacher:

Setting:

Date of Review:

Ref #	Common Tasks	Status of Item	Date Due	Date Done
L	Update reinforcer assessments quarterly			
M	Update LESA-R monthly			
N	Set up Learner Folders for all learners to monitor overall learner progress across IEP goals			
O	Conduct team meetings to review learner progress			
P	Project Tasks			