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**South Carolina Association of Community Action Partnerships, Inc.
Early Head Start Child Care Partnerships
Action Plan Quality Checklist (Teacher Mentor Only)**

Instructions: Evaluate the quality of your Action Plan using the checklist. Read each indicator and check “yes” or “no” in the boxes provided.

Action Plan Component	
Goal	
Does the goal include one or more specific actions a coachee will do?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can the actions be counted or measured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Goal: If you answered no to either indicator above, revise the goal or be sure to that your goal achievement statement includes specific actions you can hear or see and that can be counted.</i>	
Are there times of day, activities, routines, or transitions included to make it clear when the coachee should be implementing the practice(s) ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Is the goal achievable within the next 2-3 coaching cycle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Goal Achievement Statement	
Is it clear how the coachee and the coach will know when the goal is met?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the goal achievement statement dependent on teacher actions rather than the child?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Action Steps	
Are there two or more action steps to break down how the goal will be achieved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there at least one action step that includes what support the coach will provide (e.g., modeling, side-by-side verbal/gestural support, videotaping, etc.?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Resources	
Are materials or resources listed for all action steps?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Timeline

Is there a timeline for the next action step?

Yes

No

Notes: