

The table below breaks down staff time for one Circle/IY/SFP/Triple P coordinator or supervisor participating in support for one semester (half a year, 2 semesters per year).

Core Support Activities	
<i>Note: We encourage agencies to check with funders about their requirements for participation in core activities.</i>	
Activity	Estimated Time
Assessments & Beginning Goal formation / mid-year goal check-in	1 ½ hours
Coaching Call to plan for taping	1 hour
1st Taping - Ensure that taping occurs and recording is sent to specialist within a week	N/A
Coordinator reviews and reflects on the recording to inform supervision of staff	2 hours X number of facilitators/groups being recorded
2nd Taping - Ensure that taping occurs and recording is sent to specialist within a week	N/A
Coordinator reviews and reflects on the recording to inform supervision of staff	1 hour X number of facilitators/groups being recorded
Additional coaching sessions to address capacity goals or other needs	2 hours
Total Hours for Core Activities	7 ½ hours
Additional Supports	
<p>The rows above outline the <i>minimum</i> number of hours that coordinators should plan for engaging in support for a given semester. Many coordinators may also benefit from additional supports. Examples are listed below. Although every coordinator may not need to participate in all activities, we encourage agencies to also consider these additional activities when planning for staff time.</p> <ul style="list-style-type: none"> • <i>Coaching sessions before a series begins. These might also include support around recruitment and retention.</i> • <i>Additional coaching sessions to support implementation (e.g., developing, refining, or implementing fidelity assessment plans, staff selection plans, etc.)</i> • <i>Participation in Small Group Discussions or Professional Development Topics</i> • <i>Additional time to participate in the video review process with facilitators (e.g., more time to review video and reflect, additional check-in with coach about the process, etc.)</i> 	<p>Up to 8 additional hours depending on needs</p>