

BPCP Task List

Pre- Week 1

- **BPU**
 - Get access to BPU 301 and BPU 301P
 - Watch videos and read notes in 'Welcome' to secure client and prepare for pre-meeting
- **Secure client**
 - Schedule short pre-meeting phone call
 - Get client name and email for BPU access
 - Get client access to BPU 301P by emailing Joanne
- **Pre-meeting with client**
 - Explain program and expectations
 - Set regular appointment time
 - Get client to explore BPU
 - Client to watch Week 1 videos
- **Coaching Agreement & Information Release Form**
 - Send to client
 - Submit to Esme in a direct message via Slack
- **Child Behavior Inventory (CBI)**
 - Send to client
 - Submit excel scoring sheet to Esme in direct message via Slack
- **Slack**
 - Familiarize self with Slack
 - Introduce self on virtual watercooler
- **Secure books/ e-books**
 - Parenting is Heart Work
 - Parenting is Heart Work Training Manual
 - Motivate Your Child
 - Motivate Your Child Action Plan
- **Prepare for Week 1 meeting**
 - Peruse Intake Form
 - Watch Week 1 videos
 - Start Week 1 readings

Week 1

- **Week 1 readings**
 - PHW: Chapters 1 and 2
 - PHWTM: Chapter 1 and 8
 - MYC: Chapters 1 and 2
 - MYCAP: Chapters 1, 2, 6, and 12
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Intake Form**
 - Fill intake form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Intake Form into channel
 - Participate in classmates' channels
 - Answer Week 1 question
- **Prepare for Week 2 meeting**
 - Watch Week 2 videos

Week 2

- **Week 2 readings**
 - PHW: Chapters 3 and 4
 - PHWTM: Chapter 3
 - MYC: Chapters 8 and 5
 - MYCAP: Chapters 4
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 2 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 2 question
- **Prepare for Week 3 meeting**
 - Watch Week 3 videos

Week 3

- **Week 3 readings**
 - PHW: Chapters 13 – 16
 - PHWTM: Chapters 4 and 5
 - MYC: Chapters 9 and 16
 - MYCAP: Chapter 5
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 3 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 3 question
- **Prepare for Week 4 meeting**
 - Watch Week 4 videos

Week 4

- **Week 4 readings**
 - PHW: Chapter 7
 - PHWTM: Chapter 2
 - MYC: Chapters 12, 14, 15, 18, 19
 - MYCAP: Chapters 3 and 7
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 4 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 4 question
- **Prepare for Week 5 meeting**
 - Watch Week 5 videos

Week 5

- **Week 5 readings**
 - PHW: Chapters 11 and 12
 - PHWTM: Chapter 6
 - MYC: None
 - MYCAP: Chapter 8
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 5 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 5 question
- **Prepare for Week 6 meeting**
 - Watch Week 6 videos

Week 6

- **Week 6 readings**
 - PHW: Chapters 5 and 6
 - PHWTM: None
 - MYC: Chapter 13
 - MYCAP: Chapter 9
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 6 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 6 question
- **Prepare for Week 7 meeting**
 - Watch Week 7 videos

Week 7

- **Week 7 readings**
 - PHW: Chapters 9 and 10
 - PHWTM: Chapter 7
 - MYC: Chapters 3,4,6,7,10
 - MYCAP: Chapter 10
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
- **Week 7 Status Report**
 - Fill form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Status Report Form into channel
 - Participate in classmates' channels
 - Answer Week 7 question
- **Prepare for Week 8 meeting**
 - Watch Week 8 videos

Week 8

- **Week 8 readings**
 - PHW: Chapter 8
 - PHWTM: None
 - MYC: Chapters 11, 17, 20, 21
 - MYCAP: Chapter 11
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Meet with client**
 - See Parent Coaching Outline
 - Parent Evaluation Form
 - Ask parent to fill out Child Behavior Index (CBI) again, then send it back to you
 - Ask parent to fill out Progress Evaluation Form on their own, then send it back to you
 - Obtain parent testimony
- **Week 8 Evaluation Forms**
 - Fill Parent Evaluation Form
 - Submit to Esme in a direct message via Slack
- **Slack**
 - Copy and paste Parent Evaluation Form into channel
 - Participate in classmates' channels
 - Answer Week 8 question

Evaluation

- **Final readings**
 - PHW: Conclusion
 - MYC: Conclusion
- **Personal Notebook**
 - Download and compile resources from BPU
 - Download and compile relevant resources from Slack
- **Fill and submit all forms to Esme**
 - Parent Evaluation Form
 - Progress Evaluation Form
 - Child Behavior Inventory (CBI)
 - Coaching Evaluation Form
- **Slack**
 - Answer evaluation question
- **Email Scott for “Next Steps” information**