

Coaching and Case Management Toolkit

Toolkit Description:

A toolkit of materials that support the implementation of coaching or case management is offered to programs with staff and/or volunteers who offer coaching and case management through their program. This tool includes case files packed with consent forms and case notes, MI handouts that encourage change talk, certificates for clients who complete the program, note cards to support closure sessions and questionnaires that can be used to document positive life change. To request a coaching toolkit for your program, email initiatives@urbanalliance.com or visit urbanalliance.com/toolkits.

Toolkit Contents:

- Packed case files
- Motivational Interviewing handouts
- Note cards
- Certificates of completion

Core Services: Culture is comprised of program values, quality of relationships, service procedures, and characteristics of the program environment. PPE toolkits equip programs to offer programming safely during COVID-19.

Eligibility

Your program must be operated by a church or organization in the Urban Alliance network, have completed a Program Commitment Form and be in good standing (i.e., participate in a learning community, submit monthly data and follow the program development opportunity policies), provide coaching to people served through your program.

Additional PDO's to Support Coaching: It is recommended that staff and volunteers offering coaching participate in Urban Alliance's Motivational Interviewing and Coaching Basics training. Additionally, Urban Alliance facilitates a monthly reflective supervision meeting for coaches. This meeting provides continued learning opportunities for coaches. Urban Alliance's Offering Individualized Support Grant provides grant funding to purchase supplies, technology or services to help programs start or expand individualized coaching, case management or care efforts. These PDOs can be used in combination to support programs that offer coaching and case management to people served.



Coaching and Case Management Toolkit Agreement

Purpose:

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Eligibility Criteria:

- Complete a program commitment form and remain actively engaged in the initiative
- Offer coaching to the people served through your program

Toolkit Contents (indicate which items your program would like to receive):

- Packed case files
- Motivational Interviewing handouts
- Note cards
- Certificates of completion

By signing this agreement, your church/organization agrees to utilize the Coaching and Case Management Toolkit according to the conditions outlined above.

Church/Organization Name: _____

Program Leader Name: _____

Program Leader Signature: _____

Date: _____