

Provider Request for Mentor Coach Process

Mentor/Coaches approved to meet IdahoSTARS referral criteria

1. Provider submits IdahoSTARS Scholarship application for Mentor

2. IdahoSTARS Scholarship Counselor submits request to Mentor/Coach Director, who sends notice to CCR&R Consultant

3. CCR&R Consultant contacts mentor/coaches willing to work in that county with project request

4. Interested Mentor/Coaches Respond to CCR&R Consultant

5. CCR&R Consultant checks for conflicts of interest, in geography, education and business

6. CCR&R Consultant sends confirmation email to Mentor, Provider and Mentor Coach Director

7. Provider contacts Mentor/Coach directly

- agreement signed by both parties
- outlining goals and
- how they will know goals are accomplished

is returned to the mentor/coach office and CCR&R Consultant by fax or email

8. When signed agreement is received, Mentor Coach Director will notify Mentor/Coach and Provider that services can begin

9. Mentor/Coach submits monthly invoices for payment with progress toward goals and estimated time remaining, and gives a copy to all parties (Mentor, Provider and Director)

10. Final invoice triggers mentor/coach office to send reminder/link for web-based survey to Provider, Mentor and facility Director

Mentor/Coaches will complete the application process with the IdahoSTARS project. IdahoSTARS approved Mentor/Coaches will be on the list of Mentor/Coaches referred by IdahoSTARS for provider scholarship requests. Agreements for Mentor/Coach services will be made directly with child care providers.