

## KEY STEPS IN FACILITATING THE TODDLER DEVELOPMENT INSTRUMENT (TDI)

STEP	ACTION	WHO	WHAT TO DO	DOCUMENT	WHEN TO START
1	Confirm participation in the TDI pilot study	Leadership in your organization or agency	<ul style="list-style-type: none"> <li>Read the intro letter and TDI info sheet to understand what the TDI is</li> <li>To indicate your approval, sign the letter of support template and send it to <a href="mailto:tdi@help.ubc.ca">tdi@help.ubc.ca</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Letter of Introduction</a></li> <li><a href="#">TDI Information Sheet</a></li> <li><a href="#">Letter of support template</a></li> </ul>	As soon as you can!
2	Facilitator Training	Frontline facilitator	<ul style="list-style-type: none"> <li>Watch the TDI Facilitator Training (<i>this can be done individually, or as a group within your agency or organization</i>)</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">TDI Overview and Background</a></li> <li><a href="#">TDI Pilot Details</a></li> </ul>	After the letter of support has been signed
3	Facilitator Consent	Frontline facilitator	<ul style="list-style-type: none"> <li>Read the Facilitator Consent Letter</li> <li>Complete the online Data Confidentiality Agreement</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Facilitator Consent Letter</a></li> <li><a href="#">Data Confidentiality Agreement</a></li> </ul>	After facilitator training
4	Facilitate data collection	Leadership in your organization; administrators in your organization; and/or frontline facilitators	<ul style="list-style-type: none"> <li>Depending on your organization's capacity, 'facilitating' the TDI may look like one or more of the following:                             <ul style="list-style-type: none"> <li>Sharing the link for the TDI survey through your eNewsletter, website and/or social media</li> <li>Distributing TDI bookmarks/posters/cards to families in your network</li> <li>Offering the opportunity for parents/caregivers to fill out the paper/online TDI in your space</li> <li>Answering any questions about the TDI from parents/care givers should they arise</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Link to TDI resources on <a href="#">blog</a></li> </ul>	Summer/Fall 2019

### QUESTIONS?

You can access online resources, training videos and FAQs at <https://blogs.ubc.ca/tdi2019/>. For further assistance, please contact the TDI Research Project Coordinator at [tdi@help.ubc.ca](mailto:tdi@help.ubc.ca).