

# At-a-Glance Timeline

## Transition Coalition Self-Study: Building a Transition Assessment Toolkit

State: <i>Kansas</i>		Team Name: <i>Best School District Ever</i>		Date Completed: <i>January 18th</i>
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks	
<b>Facilitator Prep Week</b> <b>FACILITOR ONLY</b> <i>Week of January 16</i>	3 hours	Thursday, January 18 <i>10 AM</i> (Orientation Time) <i>CENTRAL TIME</i>	<b>Facilitator only tasks:</b> <ul style="list-style-type: none"> <li>Participate in Facilitator Orientation</li> <li>See Prep Week section of the <i>Facilitator Guide</i></li> </ul>	
<b>Week 1: TEAM</b> <i>Week of January 22</i>	1 hour	<i>January 22</i> <i>1:30-2:30</i> <i>Computer Lab</i>	<ul style="list-style-type: none"> <li>Finalize <i>*At-a-Glance Timeline</i></li> <li>Create account on <a href="http://www.transitioncoalition.org">www.transitioncoalition.org</a></li> <li>Complete online <i>Self-Study Survey (Pre)</i></li> </ul>	
<b>Week 2: ON YOUR OWN</b> <i>Week of January 29</i>	3-5 hours		<ul style="list-style-type: none"> <li>Complete <i>Transition Assessment: The BIG Picture</i> learning module</li> <li>Complete <i>My 3 Questions</i></li> <li><b>Facilitator:</b> Office Hours offered January 29, 1-3 PM CT</li> </ul>	
<b>Week 3: TEAM</b> <i>Week of February 5</i>	1 ½ - 2 ½ hours	<i>February 7</i> <i>1:00-3:00</i> <i>Computer Lab</i>	<ul style="list-style-type: none"> <li>Discuss module and <i>My 3 Questions</i></li> <li>Complete <i>*My 3 Questions Summary</i></li> <li>Watch <i>Building a Transition Assessment Toolkit</i> (25min) online presentation</li> <li>Complete <i>*Transition Assessment Toolkit Review</i></li> </ul>	
<b>Week 4: ON YOUR OWN</b> <i>Week of February 12</i>	1-3 hours		<ul style="list-style-type: none"> <li>Conduct <i>Transition Assessment Toolkit Inventory</i></li> <li><b>Facilitator:</b> Office Hours offered February 12, 1-3 PM CT</li> </ul>	
<b>Week 5: TEAM</b> <i>Week of February 19</i>	1 ½ - 2 ½ hours	<i>February 22</i> <i>1:30-3:30</i>	<ul style="list-style-type: none"> <li>Compile &amp; discuss <i>*Transition Assessment Toolkit Inventory Summary</i></li> <li>Identify gaps and needs</li> <li>Complete the <i>Assessment Scavenger Hunt Activity</i></li> </ul>	
<b>Week 6: TEAM</b> <i>Week of February 26</i>	1 ½ - 2 ½ hours	<i>February 26</i> <i>11:30-1:30</i> <i>Computer Lab</i>	<ul style="list-style-type: none"> <li>Complete <i>*Transition Assessment Toolkit Prioritization</i></li> <li>Watch Week 6 online presentations</li> <li>Complete <i>*SMART 6-Week Goal-Setting</i></li> <li>Complete <i>*Team Action Plan</i></li> <li><b>Facilitator:</b> Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15-30 minutes)</li> </ul>	
<b>Weeks 7-11: ON YOUR OWN</b> <i>Week of March 5-Week of April 9</i>	2-10 hours	<i>March 5 &amp; April 9</i> <i>3:00-4:30</i> <i>Library</i>	<ul style="list-style-type: none"> <li>Implement action steps, monitor and document completion of action steps.</li> <li><b>Facilitator:</b> Office Hours offered March 26, 1-3 PM CT</li> <li>Additional team meeting(s) as needed</li> </ul>	
<b>Week 12: TEAM</b> <i>Week of April 16</i>	1 ½ - 2 ½ hours	<i>April 16</i> <i>1:00-3:00</i> <i>Library</i>	<ul style="list-style-type: none"> <li>Report out on <i>*Team Action Plan</i></li> <li>Score <i>*Goal Attainment Scale</i></li> <li>Complete <i>*Team Reflection &amp; Next Steps</i></li> <li>Send in your team's completed toolkit</li> <li>Celebrate success!</li> <li>Complete online <i>Self-Study Survey (Post)</i></li> </ul>	

**\*The facilitator will submit completed copies of these items to the Transition Coalition.**