

At-a-Glance Timeline

Transition Coalition Self-Study: Building a Transition Assessment Toolkit

State:	Team Name:	Date Completed:	
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks
Facilitator Prep Week FACILITOR ONLY <i>Week of January 14</i>	3 hours	Thursday, January 17 <hr/> (Orientation Time)	Facilitator only tasks: <ul style="list-style-type: none"> Participate in Facilitator Orientation See Prep Week section of the <i>Facilitator Guide</i>
Week 1: TEAM <i>Week of January 22</i>	1 hour		<ul style="list-style-type: none"> Finalize <i>*At-a-Glance Timeline</i> Create account on www.transitioncoalition.org Complete online <i>Self-Study Survey (Pre)</i>
Week 2: ON YOUR OWN <i>Week of January 28</i>	3-5 hours		<ul style="list-style-type: none"> Complete <i>Transition Assessment: The BIG Picture</i> learning module Complete <i>My 3 Questions</i> Facilitator: Office Hours offered January 29, 1-3 PM CT
Week 3: TEAM <i>Week of February 4</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> Discuss module and <i>My 3 Questions</i> Complete <i>*My 3 Questions Summary</i> Watch <i>Building a Transition Assessment Toolkit</i> (25min) online presentation Complete <i>*Transition Assessment Toolkit Review</i>
Week 4: ON YOUR OWN <i>Week of February 11</i>	1-3 hours		<ul style="list-style-type: none"> Conduct <i>Transition Assessment Toolkit Inventory</i> Facilitator: Office Hours offered February 12, 1-3 PM CT
Week 5: TEAM <i>Week of February 18</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> Compile & discuss <i>*Transition Assessment Toolkit Inventory Summary</i> Identify gaps and needs Complete the <i>TA Scavenger Hunt Activity</i>
Week 6: TEAM <i>Week of February 25</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> Complete <i>*Transition Assessment Toolkit Prioritization</i> Complete <i>*SMART 6-Week Goal-Setting</i> Watch <i>Week 6 online presentation</i> Complete <i>*Team Action Plan</i> Facilitator: Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15-30 minutes)
Weeks 7-11: ON YOUR OWN <i>Week of March 4-Week of April 8</i>	2-10 hours		<ul style="list-style-type: none"> Implement action steps, monitor and document completion of action steps. Facilitator: Office Hours offered March 26, 1-3 PM CT Additional team meeting(s) as needed
Week 12: TEAM <i>Week of April 15</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> Report out on <i>*Team Action Plan</i> Score <i>*Goal Attainment Scale</i> Complete online <i>Team Reflection & Next Steps</i> Send in your team's completed toolkit Celebrate success! Complete online <i>Self-Study Survey (Post)</i>

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