



# Transition Coalition Self-Study:

## *Developing Local Partnerships with Schools*

*A Self-Study developed specifically for VR teams working with students with disabilities.*

### Spring 2020

Registration Due	March 6, 2020
Facilitator Orientation Webinar REQUIRED	Tues., Mar. 24, 2020 10:00-10:30 AM CT OR 4:00-4:30 PM CT
Week 1	Mar. 30, 2020
Week 12	June 22, 2020

## REGISTRATION INFORMATION

### Outcomes of the Transition Coalition Self-Study:

- Increased knowledge of interagency collaboration
- Improved student outcomes by strengthening transition planning
- Development of a local partnership plan

### A Transition Coalition Self-Study is:

- A team-directed professional development process that includes:
  - 6 weeks of applied learning, team discussions, reflection and planning
  - 6 weeks of action plan implementation
- Teams alternate between learning on their own and group learning during team meetings
- Teams consist of **4-12 participants from a VR local or regional office**, guided by a facilitator
- Team facilitators receive ongoing support from Transition Coalition; participate as a team member; coordinate team discussions and activities; ensure accountability; and collaborate with other facilitators online

### Teams receive:

- Online webinars, conference calls, and a website to support team facilitators
- *TC Self-Study* print materials and guides
- Access to VR and transition experts, free online materials, tools, and other resources
- A certificate for 30 hours of TC training for each team member (including the facilitator) who completes the unit

### Teams are required to:

- Identify a **Self-Study Facilitator** to participate in the orientation session and receive ongoing support from TC.
- Identify a **Team**. Team members can include people involved in transition planning and services such as:
  - VR Counselors
  - Local/Regional Managers
  - Pre-ETS personnel
  - Other VR personnel
  - Outside agency providers (e.g., CIL personnel)
  - School transition personnel
- Complete Self-Study activities within the specified time frame to achieve goals.

**Return completed registration forms to [tcselfstudy@ku.edu](mailto:tcselfstudy@ku.edu)**



**Transition Coalition Self-Study**  
*Developing Local Partnerships with Schools*



**REGISTRATION**

**Instructions:** Please complete **by March 6, 2020** and return the registration to Transition Coalition at [tselfstudy@ku.edu](mailto:tselfstudy@ku.edu)

**VR Office:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**ADMINISTRATOR/SUPERVISOR**

I agree to support the *Transition Coalition Self-Study* team by **identifying at least 5 meeting times for team learning, discussions and action planning**, and support individual team members to complete the On Your Own assignments. I agree to support this team to make improvements in local partnership planning.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**TRANSITION SELF-STUDY FACILITATOR**

I agree to support the *Transition Coalition Self-Study* team by using the *Transition Coalition Self-Study Facilitator Guide*; providing instructions to team members, facilitating discussions and action planning as described in the *Facilitator Guide*, and supporting individual team members to complete the *TC Self-Study*.

**Print Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Shipping Address (no P.O. Boxes):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**The facilitator will need to access and use:**

- Computer with internet and access to [www.transitioncoalition.org](http://www.transitioncoalition.org) (for online activities, email and webinars)
- Scanner/smartphone with camera (to upload documents to the online Self-Study Facilitator Community)
- LCD Projector, Smartboard or other audio/video device appropriate for team collaboration



# At a Glance Timeline Example

## Transition Coalition Self-Study: Developing Local Partnerships with Schools

State:		Team Name:		Date Completed:
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks	
Facilitator Prep Week FACILITATOR ONLY <i>Week of March 23</i>	3 hours	Facilitator Orientation _____	<b>Facilitator 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>	
Week 1: TEAM <i>Week of March 30</i>	1 hour	PLACE: TIME:	<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>	
Week 2: ON YOUR OWN <i>Week of April 6</i>	3-5 hours		<ul style="list-style-type: none"> <li>Complete online learning module <a href="#">Interagency Collaboration</a></li> <li>Complete <i>My 3 Questions</i></li> <li><b>Facilitator:</b> Office Hours offered _____</li> </ul>	
Week 3: TEAM <i>Week of April 13</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<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>Video Instruction: <a href="#">Building Your Local Partnership</a> – Ruth Allison/Melissa Diehl</li> <li>Complete <i>Week 3 Activity: Local Partnership Implementation Practices</i> forms</li> </ul>	
Week 4: ON YOUR OWN <i>Week of April 20</i>	1-3 hours		<p>Team members collect information related to the items on the <i>Local Partnership Implementation Practices</i> form from Week 3 that have significant needs and low implementation levels</p> <ul style="list-style-type: none"> <li><b>Facilitator:</b> Office Hours offered _____</li> </ul>	
Week 5: TEAM <i>Week of April 27</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<ul style="list-style-type: none"> <li>Complete <i>*Prioritize Team Goal</i></li> <li>Complete <i>*SMART Goal-Setting</i></li> <li>Watch Week 6 online presentation</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>	
Week 6-7: ON YOUR OWN <i>Weeks of May 4 &amp; 11</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> <li>Implement action steps, monitor and document completion of action steps.</li> </ul>	
Week 8: TEAM <i>Week of May 18</i>	1 hour	PLACE: TIME:	<ul style="list-style-type: none"> <li>Meet to discuss progress, barriers, and problem-solve to keep working through action plan.</li> </ul>	
Weeks 9-11: ON YOUR OWN <i>Weeks May 25-June 15</i>	2-10 hours		<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 _____</li> <li>Additional team meeting(s) as needed</li> </ul>	
Week 12: TEAM <i>Week of June 22</i>	1 ½ - 2 ½ hours	PLACE: TIME:	<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> (online)</li> <li>Turn in FINAL PROJECT</li> <li>Celebrate success!</li> <li>Complete online <i>Self-Study Survey (Post)</i></li> </ul>	