

# At a Glance Timeline

## Transition Coalition Self-Study: Developing Local Partnerships with Schools—SP 2023

State:	Team Name:	Date Completed:	
Activity	Estimated Time for Completion	Meeting Time/Location	Tasks
<b>Facilitator Prep Week</b> <b>FACILITOR ONLY</b> <i>Week of Jan. 16</i>	3 hours	Facilitator Orientation January 17 <sup>th</sup> 10 AM or 4 PM CST	<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>
<b>Week 1: TEAM</b> <i>Week of Jan. 23</i>	1 hour		<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 Jan. 30</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 – <b>Feb. 16 1-3pm CT</b></li> </ul>
<b>Week 3: TEAM</b> <i>Week of Feb 6</i>	1 ½ - 2 ½ hours		<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></li> <li>Complete <i>Local Partnership Implementation Practices</i> forms and <i>*LP Implementation Practices Summary</i></li> </ul>
<b>Week 4: ON YOUR OWN</b> <i>Week of Feb 13</i>	1-3 hours	/	<ul style="list-style-type: none"> <li>Complete <i>Local Partnership Resource Scavenger Hunt</i></li> <li>Enter 3 resources into your team’s Google Form</li> </ul>
<b>Week 5: TEAM</b> <i>Week of Feb 20</i>	1 -1 ½ hours		<ul style="list-style-type: none"> <li>Review <i>Local Partnerships Resource Scavenger Hunt</i> and <i>LP Implementation Practices Summary</i></li> <li>Complete <i>* Prioritize Team Goal</i></li> </ul>
<b>Goal Setting Meeting</b> <b>FACILITOR ONLY</b> <i>Week of Feb 27</i>	1 hour	Goal Setting <b>Feb. 27<sup>th</sup></b> 10 AM or 4 PM CST	<ul style="list-style-type: none"> <li><b>Facilitator:</b> Participate in Goal Setting Meeting</li> </ul>
<b>Week 6: TEAM</b> <i>Week of Feb 27</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> <li>Implement action steps, monitor and document completion of action steps.</li> <li>Complete <i>*SMART Goal-Setting</i></li> <li>Watch Week 6 online presentation</li> <li>Complete <i>*Team Action Plan</i></li> </ul>
<b>Week 7-8: ON YOUR OWN</b> <i>Weeks Mar. 6-20</i>	1 ½ - 2 ½ hours	/	<ul style="list-style-type: none"> <li><b>Facilitator:</b> Schedule <i>Team Action Plan</i> check-in call with TC staff (plan for 15 minutes)</li> <li>Implement action steps, monitor, and document completion of action steps.</li> <li>Additional team meeting(s) as needed</li> </ul>
<b>Week 9: TEAM</b> <i>Week of Mar 27</i>	1 hour		<ul style="list-style-type: none"> <li>Meet to discuss progress, barriers, and problem-solve to keep working through action plan.</li> </ul>
<b>Weeks 10-11: ON YOUR OWN</b> <i>Weeks April 3-17</i>	2-10 hours	/	<ul style="list-style-type: none"> <li>Implement action steps, monitor and document completion of action steps.</li> <li>Additional team meeting(s) as needed</li> </ul>
<b>Week 12: TEAM</b> <i>Week of April 24</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> <li>Report on <i>*Team Action Plan</i></li> <li>Score <i>*Goal Attainment Scale (GAS form)</i></li> <li>Complete <i>*Team Reflection &amp; Next Steps</i> (online)</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.**



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