

## CIRCLES Community Level Team (CLT) Fidelity Checklist

School District:

Community Level Team Members:

Date:

Item	Rating		
	Yes	Partial	No
<b>Procedures following 2-day CIRCLES training/Prior to 1st CLT Meeting</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>
• Identified potential agencies in postsecondary education, employment, and independent living.	Yes	Partial	No
• Appointed time for CLT meeting	Yes	Partial	No
• Invited potential team members (e.g., via Doodle, email, phone call).	Yes	Partial	No
• Reminders were sent to all participating agencies and school district personnel.	Yes	Partial	No
<b>CLT Meeting</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>
• Agenda was developed for CLT meeting.	Yes	Partial	No
• Introduction of team members – this may include an activity to get acquainted, establish positive tone, etc.	Yes	Partial	No
• Purpose of meeting stated	Yes	Partial	No
• Approval of the agenda by team members	Yes	Partial	No
• Approval and/or reading of the minutes from previous meeting (if applicable)	Yes	Partial	No
• Selection of volunteers to facilitate meeting	Yes	Partial	No
• Reviewed/developed mission, vision, and values statements	Yes	Partial	No
• CIRCLES overview was provided.	Yes	Partial	No
If yes, indicate who provided CIRCLES overview (circle):			
<ul style="list-style-type: none"> <li>▪ District personnel</li> <li>▪ Project staff</li> <li>▪ District personnel and project staff</li> </ul>			
• Statement of achievements/strengths by each agency	Yes	Partial	No
• Identification of opportunities for growth or needs by each agency (e.g., policy, practice)	Yes	Partial	No
• Discussion of desired outcomes for individual(s) in transition and/or the service system	Yes	Partial	No
• Listing of current known available resources	Yes	Partial	No
• Listing of current known needs	Yes	Partial	No
• Finalization of procedure for follow-up and confirmation assignment of responsibilities	Yes	Partial	No
• Discussion of additional agencies to contact for future participation	Yes	Partial	No
• Appointed school level team members (if applicable, CLT meeting #1 only)	Yes	Partial	No
• Closure or summary	Yes	Partial	No
• Scheduling of next CLT meeting date, place, and time (determine who will need to be present)	Yes	Partial	No
<b>Procedures prior to CLT Meetings #2 and #3</b>	<b>Yes</b>	<b>Partial</b>	<b>No</b>
• Sent reminder email to CLT team members (e.g., via Doodle, email, phone call).	Yes	Partial	No
• Invited identified agencies recommended for participation at prior CLT meeting	Yes	Partial	No