

# 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 September 11</i>	3 hours	Facilitator Orientation Tues. Sept. 12 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> <li>Create Canvas account to access SS Facilitator Community</li> </ul>
Week 1: TEAM <i>Week of September 18</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>
Week 2: ON YOUR OWN <i>Week of September 25</i>	3-5 hours		<ul style="list-style-type: none"> <li>Complete online learning module <u>Transition Assessment: The Big Picture</u></li> <li>Complete <i>My 3 Questions</i></li> </ul>
Week 3: TEAM <i>Week of October 2</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>Watch <u>Building a Transition Assessment Toolkit</u> (25min) online presentation.</li> <li>Complete <i>*Transition Assessment Toolkit Review</i></li> </ul>
Week 4: ON YOUR OWN <i>Week of October 9</i>	1-3 hours		<ul style="list-style-type: none"> <li>Conduct <i>Transition Assessment Toolkit Inventory</i></li> </ul>
Week 5: TEAM <i>Week of October 16</i>	1 -1 ½ hours		<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> <li>Complete <i>*TA Toolkit Prioritization</i></li> </ul>
Goal Setting Meeting FACILITATOR ONLY <i>Week of October 23</i>	1 hour	Goal Setting October 23 10 AM or 4 PM CST	<ul style="list-style-type: none"> <li><b>Facilitator:</b> Participate in Goal Setting Meeting</li> </ul>
Week 6: TEAM <i>Week of October 23</i>	1 ½ - 2 ½ hours		<ul style="list-style-type: none"> <li>Complete <i>*Transition Assessment Toolkit Prioritization</i></li> <li>Complete <i>*SMART 6-Week 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 7-11: ON YOUR OWN <i>Weeks of October 30-Dec. 4</i>	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>
Week 12: TEAM <i>Week of Dec. 11</i>	1 ½ - 2 ½ hours		<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>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.**