**At-a-Glance Timeline**

**Transition Coalition Self-Study: Building a Transition Assessment Toolkit**

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| **State: Team Name: Date Completed:**  |
| **Activity** | **Estimated Time for Completion** | **Meeting** **Time/Location** | **Tasks** |
| **Facilitator Prep WeekFACILITOR ONLY*****Week of September 9*** | 3 hours  | **Facilitator Orientation****Tues. Sept. 10****10 AM or 4 PM CST** | **Facilitator tasks:*** Participate in Facilitator Orientation
* See Prep Week Section of the *Facilitator* *Guide*
* Create Canvas account to access SS Facilitator Community
 |
| **Week 1: TEAM*****Week of September 16*** | 1 hour |  | * Finalize *\*At-a-Glance Timeline*
* Create account on[www.transitioncoalition.org](http://www.transitioncoalition.org)
* Complete online *Self-Study Survey (Pre)*
 |
| **Week 2: ON YOUR OWN*****Week of September 23*** | 3-5 hours |  | * Complete online learning module

Transition Assessment: The Big Picture* Complete *My 3 Questions*
 |
| **Week 3: TEAM*****Week of September 30*** | 1 ½ - 2 ½ hours |  | * Discuss module and *My* *3 Questions*
* Complete \**My 3 Questions Summary*
* Watch Building a Transition Assessment Toolkit (25min) online presentation.
* Complete *Transition Assessment Toolkit Review*
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| **Week 4: ON YOUR OWN*****Week of October 7*** | 1-3 hours |   | * Conduct *Transition Assessment Toolkit Inventory*
 |
| **Week 5: TEAM*****Week of October 14*** | 1 -1 ½ hours |  | * Compile & discuss \**Transition Assessment Toolkit Inventory* *Summary*
* Identify gaps and needs
* Complete the *Assessment Scavenger Hunt* *Activity*
* Complete *\*Transition Assessment Prioritization Activity*
 |
| **Goal Setting Meeting****FACILITATOR ONLY*****Week of October 21*** | 1 hour | **Goal Setting****October 21****10 AM or 4 PM CST** | * **Facilitator:** Participate in Goal Setting Meeting
 |
| **Week 6: TEAM*****Week of October 21*** | 1 ½ - 2 ½ hours |  | * Complete *SMART 6-Week Goal-Setting*
* Watch Week 6 online presentation
* Complete *\*Team Action Plan with SMART 6 Week Goal*
* **Facilitator:** Schedule *Team Action Plan* check-in call with TC staff (plan for 15-30 minutes)
 |
| **Week 7-11: ON YOUR OWN*****Weeks of October 28- Dec. 2*** | 10 hours |  | * Implement action steps, monitor and document completion of action steps.
* Additional team meeting(s) as needed
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| **Week 12: TEAM*****Week of Dec. 9*** | 1 ½ - 2 ½ hours |  | * Report out on \**Team Action Plan*
* Score \**Goal Attainment Scale*
* Complete *Team Reflection & Next Steps* (online)
* Send in your team’s completed toolkit.
* Celebrate success!
* Complete online *Self-Study Survey (Post)*
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**\*The facilitator will submit completed copies of these items to the Transition Coalition.**