**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 Week FACILITOR 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* |
| **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 |
| **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)* |

**\*The facilitator will submit completed copies of these items to the Transition Coalition.**