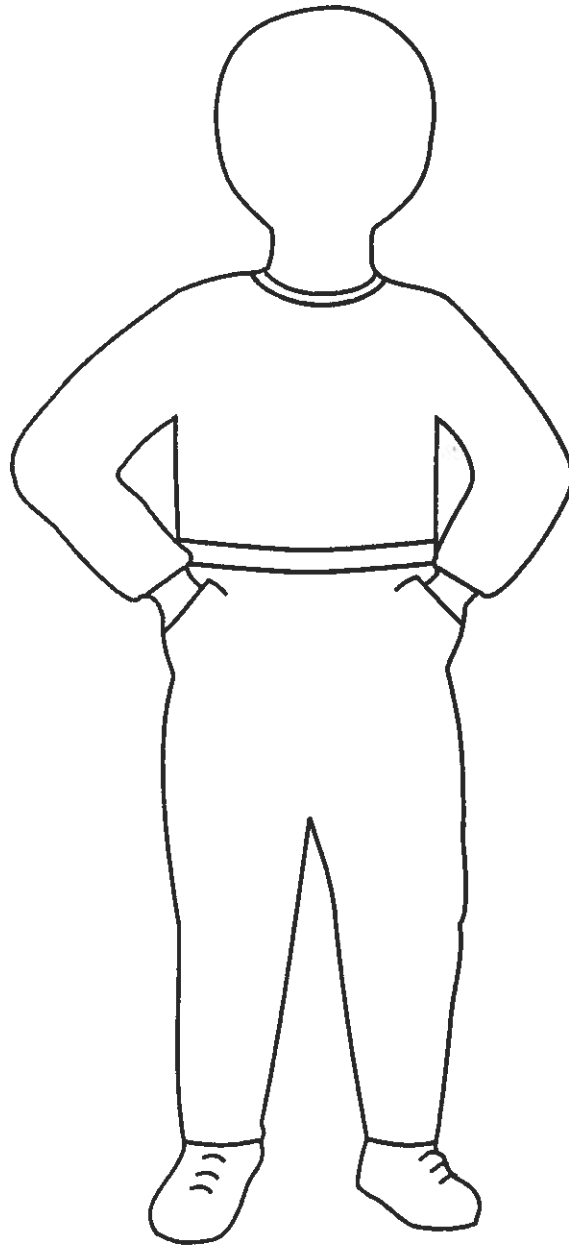


Handout 1: Focus on the Child

Directions: Think of a child or family in your program who has recently transitioned or will soon be experiencing a transition. In the outlined figure below, record through words or drawing your hopes for the child or family during the transition process. Consider all of the changes that occur during transition and describe the outcomes you would like to achieve.



Handout 2: Transition Planning Framework



Assess current practices and the results of these practices in order to evaluate available resources and needs.

- Informally or formally survey staff and families from your program and the community.
- Review written documents (community assessment, county or state reports).
- Review data from the sending and receiving programs (crisis referrals, absenteeism, retention).



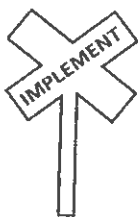
Set goals for desired transition practices and outcomes for families and children based on the assessment of resources and needs.

- Develop a shared vision with key partners.
- Identify short-term and long-term transition planning and implementation goals.
- Identify short-term and long-term individual and program goals.



Define action steps to be carried out by parents and staff members as they work together to meet desired goals.

- Define action steps and clearly indicate who is responsible for each step.
- Set target dates and prioritize steps.
- Make a timeline that includes time to meet and review progress.
- Base the action plan on available resources.



Implement the action steps outlined and keep track of how the plan is implemented, the difficulties that arise, and the progress made.

- Periodically check with the team to provide support (solve problems, answer questions).
- Keep track of resources used and people involved in each step.
- Use a system to document progress (journals, checklists, monthly meetings).



Review progress and identify new issues that need to be addressed as the plan is refined.

- Visit sites to observe the plan in action.
- Meet with those implementing the action steps.
- Ask partners from each organization to review written and anecdotal evidence.
- Hold community forums or focus groups to discuss progress and results.
- Recognize the team process as progress, too.
- Celebrate accomplishments.

Refine the Plan: Use information gathered to reassess needs, set new goals, and define new action steps that need to be implemented and tracked.

Handout 6: Where Are We?

Practice	Current Practice	Desired Practice
Networking	How do staff and families build relationships with others in your program and community?	What other networking strategies might be initiated?
Sharing Information	How does information sharing among staff, families, and other programs assist families and children in transition?	What information would you like to share with other partners in the future?
Establishing Common Goals	Do staff, families, and those within the community have a common understanding of transition issues and goals?	What other goals would you like to share?
Coordinating Services	What transition services are coordinated by program staff and representatives from community agencies?	What other coordinated efforts are necessary?
Formalizing Support	What policies and formal agreements support coordinated transition efforts?	With which other agencies do you need to formalize agreements?
Pooling Resources	What resources are pooled under existing policies and regulations?	What specific resources might be accessed to provide continued services?