Developing Interagency Transition Teams
Project 10 CONNECT Interagency Councils
New Site/Revitalization Training

Project 10: Transition Education Network, a special project funded by the Florida Department of Education, Division of Public Schools, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B.

Objective
After this presentation, participants will be able to describe:
- The importance of interagency collaboration
- Legislation supporting interagency collaboration
- Project 10 CONNECT interagency councils
- Components of interagency councils
- Steps for developing and revitalizing interagency councils
- Key strategies for effective interagency collaboration

Importance of Interagency Collaboration
- Improves transition to adulthood for youth with disabilities
- Improves student transition experiences
- Reduces gaps in service
- Ultimately, improves post school outcomes
- Consistent with evidence-based practices

Taxonomy for Transition Planning

Legislation Supporting Interagency Collaboration
Legislation Mandating Interagency Collaboration

- Individuals with Disabilities Education Act (IDEA) (2004)
- Rehabilitation Act, Section 504 (1998)

Interagency Collaboration in IDEA for Secondary Transition

- Secondary transition services must be provided for students with disabilities.
- Transition planning begins at age 14 with identification of course of study and beginning to identify transition service needs.
- Postsecondary goals and transition services for the student must be discussed at age of 16, including inviting any agency that may provide or pay for needed transition services.

Project 10 CONNECT Interagency Councils

- 61 of the 67 districts are CONNECT sites

Strategies for Effective Interagency Collaboration

- Flexible scheduling and staffing
- Follow up after secondary transition
- Administrative support for transition
- Using a variety of funding sources
- State-supported technical assistance
- Ability to build relationships
- Agency meetings with students and families
- Training students and families
- Joint training of staff
- Meetings with agency staff and transition councils
- Dissemination of information to a broad audience
Steps for Developing and Revitalizing Interagency Councils

Developing Interagency Teams: Primary Resource


“Permission is granted to duplicate this publication in its entirety or portions thereof” (p. x)

Purposes of Interagency Teams

- Provide an opportunity for collaboration and coordination of services among stakeholders
- Are characterized by shared responsibility and planning to complete projects and achieve goals
- Facilitate inter-organizational understanding
- Ensure all students are receiving services they need

Interagency Team Members

An Interagency Council or Interagency Transition Team is comprised of committed members, including:
- Students with disabilities
- Family members
- Educators
- Agencies or organizations
- Community members
- Employers

Principles of Teaming

- Shared Vision
- Team member empowerment
- Shared decision making
- Synergy -- the whole is more than its parts
- Diversity in collaboration
- Full inclusion and participation of stakeholders
- Self-determination
- Responsive to environment
- Dynamic and flexible team processes

Types of Interagency Councils and Teams

- Interagency Council:
  - Overarching group that covers many topics, including transition.
  - Focus on broader issues and may cover multiple grade levels and adult services.
- Transition Team:
  - Focus solely on issues relating to secondary transition.
Goals of Interagency Transition Teams

- Assessing needs and perceptions in policy, services, programs, procedures, access
- Identifying strengths and barriers to providing effective transition services
- Using evidence-based strategies to provide solutions
- Implementing strategies and plans
- Monitoring implementation
- Evaluating progress

Components of Interagency Councils

Building an Effective Interagency Transition Team

- Tips for identifying, recruiting and selecting members
- Tool 1: Potential Member Checklist
- For revitalization, review existing member list

Identifying Team Members

Consider the:
- Potential benefits for members to participate
- Diversity of the community when identifying team members
- Stakeholders that have an active role in secondary transition

Inviting Members

- Invitation letter should include:
  - Name of council or team
  - Purpose
  - Existing members, if any
  - Brief description of how and why potential member was selected/invited to join
  - Due date and method(s) for responding with interest
  - Closing with thank you and to whom response should be sent

Tool 1: Potential Member Checklist

- Contact information
- Attributes:
  - Depth of knowledge
  - Capabilities and experience
  - Strength-focused
  - Aware and competent in diversity issues
  - Communicates openly
  - Shares responsibilities
  - Networks effectively
  - Has access to resources
### Scheduling the Initial Meeting

**Consider**
- Location
  - neutral,
  - physically accessible,
  - easy to find
- Social issues
  - interpreters,
  - accessible materials
- Meeting structure
  - date,
  - time,
  - agenda

### Conducting an Interagency Transition Team Meeting

- Prepare for the meeting
  - Tips
  - Purpose and orientation of new members
  - Clarification of roles and ground rules
  - Move from preparation to action
    - Resource mapping
    - Action planning

### Tips for an Effective Team Meetings

Provide the following structure:
- Accessible location
- Member sign in records
- Preplanned agenda
- Facilitation
- Needed accommodations
- Progress monitoring of goals
- Adherence to timelines
- Meeting minutes
- Application of teaming principals

### Purpose of Initial Meeting

- Provide a clear understanding of the purpose of the team or council
- Identify the current state of transition services within the area, including a review of data

### Orientation of New Members

- Provide copies of
  - Interagency agreement
  - By-laws
  - Other documents dealing on how the team works
  - Products developed by the team

### Clarification of Member Roles

Team members are more likely to participate on a regular basis if their roles are clearly defined.
- Discuss/brainstorm
  - Why are we here?
  - What do I bring to the team?
  - What is my role as a team member?
- Leaders must be committed to both the team and to improving transition services for students with disabilities.
Team Records

- Records
  - Team membership and attendance
  - Agendas
  - Minutes or notes
  - Special projects, e.g., agency fair information
  - By-laws
  - Interagency agreements or memoranda of understanding
  - Action plans/goals and objectives
  - Reports
  - Quarterly or end of year reports
  - Special reports, e.g., projects

The Mission Statement

- Backbone of any future plans and agreements
- Short
- Easy to understand
- Prominently featured in any written or oral communication from or regarding the team

Developing A Mission Statement

- Select a facilitator
- Brainstorm content or key ideas
- Combine like concepts
- Reach consensus on the final content

Developing Interagency Agreements

Primary Resource

- An interagency agreement should be developed soon after the development of the Mission Statement.
- An interagency agreement
  - focuses on general ideas and actions to be taken to improve the transition process for all students
  - should be based on the level of need of the local students and the degree of commitment of the members


There are no copyright restrictions on this document. However, please cite and credit the source when copying all or part of this material.
Interagency Agreements

- Interagency agreements may include:
  - Jointly agreed on statements such as mission
  - Ways of work
  - Roles and responsibilities of signatories
  - Participating individuals or agencies

10 Essential Features of Effective Interagency Agreements

1. Responsibility for design, revision, and implementation of the agreement by participating agency staff
2. Commitment in the development and implementation of the agreements by participating agency directors
3. Input from direct service staff in the design, revision, and implementation of the agreement
4. Regular opportunities to meet, discuss ideas, and develop relationships
5. Willingness to learn from each other and see how each can benefit from the mission of other organizations

Essential Features, cont.

- Active involvement in strategic planning by participating agency representatives
- Utilization of data to determine the impact and outcomes resulting from the agreement
- Utilization of data for strategic planning and continuous improvement
- Dissemination of the agreement to direct service practitioners
- Technical assistance provided to direct service practitioners regarding implementation of the agreement

(Crane et al, 2004, p. 2)

Summary

Interagency transition teams or councils with committed members, a clear plan of action and an interagency agreement can help maximize resources and supports for youth with disabilities as they make the transition into adulthood.

References


Questions and Thank You!

Questions, concerns, or recommendations?

Thank you for your attendance and input today!
### Presenter Contact Information

<table>
<thead>
<tr>
<th>(RTR Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 10</td>
</tr>
<tr>
<td>Transition Education</td>
</tr>
<tr>
<td>Network</td>
</tr>
<tr>
<td>Region ( ) Transition</td>
</tr>
<tr>
<td>Representative</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Office</td>
</tr>
</tbody>
</table>

Updated May 2014