Preparing for the 2020 Capacity Building Virtual Institute

Things to Know

#CBVI2020
#transitionta
Our goal

• Provide interdisciplinary state teams with
  – meaningful transition-focused content, and
  – intentional extended peer learning opportunities
  – to help teams develop a comprehensive and strategic action plan for the 2020-2021 school year
NTACT 2020 CBVI - Team Lead and Team Member Timeline

Phase 1
- Register your team by May 15, 2020
- Watch "Things to Know about the CBVI" (https://transitionta.org/cbi/2020)
- Gather your team virtually or by phone to plan team's participation in the CBVI activities (i.e., content presentations, team planning, state to state sharing groups) This step may occur later;
- If using a facilitator, look for email from facilitator about team planning times and expectations
- Set up team planning meetings, with team and facilitator

Phase 2
- Watch the “Kickoff” and four content presentations on the Transition Coalition Website available week of May 25th, 2020
- Use the provided note-taking resources from NTACT during and following the content presentations
- Participate in the content presentation discussion board(s) on the Transition Coalition Website
- After viewing content presentations, begin team planning meetings, if appropriate
- View resources for “Moving from Content to State to State Sharing Groups”

Phase 3
- Use resources posted to help your team “Move from Content to State to State Sharing Groups” (https://transitionta.org/cbi/2020)
- Gather your team virtually or by phone to identify team’s selection of one or two of the state to state sharing groups to participate in OR discuss in team planning meeting (see State to state sharing groups list at https://transitionta.org/cbi/2020 posted by May 27, 2020).
- Identify context expert requests (up to 2), if desired, with your facilitator or with Jennifer Coyle (jennifer.coyle@wmich.edu)
- Register team for state to state sharing groups at by June 5, 2020
- Prepare for state to state sharing groups by referencing your notes and engaging with your team

Phase 4
- Participate in state to state sharing group selected (Tentatively scheduled for June 15 – 18, and June 22 – 25, 2020, 1:00 – 2:30 p.m. EDT)
- After participating in state to state sharing groups, continue team planning meetings, if appropriate
- Identify content expert requests (up to 2), if desired, with facilitator or with Jennifer Coyle (jennifer.coyle@wmich.edu)
- Conduct and finalize team planning

Phase 5
- Complete Institute evaluation
- Finalize team planning/ share a copy of the action plan with all team members and NTACT (if not using online program tool)
- Receive follow-up support from NTACT or other TA Center staff, regarding indicated TA needs in your state’s plan
- Network with other states on common goals, as you desire
- Participate in culminating webinar to share-out state plans in mid August
# Phase 1: Preparing for the CBVI

**Timeline:** May 1 to May 25, 2020

## State Team Lead
- Watch “Things to Know about the CBVI” ([https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020))
- Gather your team virtually or by phone to plan team’s participation in the CBVI activities (i.e., content presentations, team planning, state to state sharing groups)  
  *This step may occur later*
- Register your team by **May 15, 2020**
- If using a facilitator, look for email from facilitator about team planning times and expectations
- Set up team planning meetings, with team and facilitator (if using)

## State Team Members
- Watch “Things to Know about the CBVI” ([https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020))
- Attend virtual or phone team meeting
- Set up team planning meetings, with team lead to identify team planning meetings
## Phase 2: Watch Content Presentations

**Timeline:** May 25 to June 5, 2020

<table>
<thead>
<tr>
<th>State Team Lead</th>
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</tr>
</thead>
<tbody>
<tr>
<td>✓ Watch the “Kickoff” and four content presentations on the Transition Coalition website available week of May 25th, 2020</td>
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<td>✓ After viewing content presentations, begin team planning meetings, if appropriate</td>
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<td>✓ View resources for “Moving from Content to State to State Sharing Groups”</td>
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Content Presentations

• Pre-recorded, captioned, 45 minutes, asynchronous, released week of May 25th*

• Four topics
  – Career and technical education/special education/vocational rehabilitation partnerships
  – Work-based learning and employment preparation
  – Post-secondary education preparation
  – Services and supports for students with complex needs
# Phase 3: Preparing for State to State Sharing Groups

**Timeline:** May 25 to June 12, 2020

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<thead>
<tr>
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<tr>
<td>✓ Look at and follow resource “Moving from Content to State to State Sharing Groups” (<a href="https://transitionta.org/cbi/2020">https://transitionta.org/cbi/2020</a>)</td>
<td>✓ Help team leader with “Moving from Content to State to State Sharing Groups” (<a href="https://transitionta.org/cbi/2020">https://transitionta.org/cbi/2020</a>)</td>
</tr>
<tr>
<td>✓ Gather your team virtually or by phone to identify team’s selection of one or two of the state sharing groups to participate in OR discuss in team planning meeting (see State to state sharing groups list at <a href="https://transitionta.org/cbi/2020">https://transitionta.org/cbi/2020</a>)</td>
<td>✓ Attend virtual or phone team meeting, or team planning meeting(s)</td>
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<td>✓ Register team for State sharing groups at by June 5, 2020</td>
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State to state sharing groups

• Teams will pre-register for **one to two** of the state to state sharing groups (topics flow from content presentations)
• Synchronous
• Facilitated by NTACT staff and/or other partners familiar with content
• Tentatively scheduled for June 15 - 18, 22 - 25, 1:00 – 2:30 p.m. EDT
## Phase 4: Engaging in State to State Sharing Groups
**Timeline:** June 15 to June 25, 2020

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<td>✓ Conduct and finalize team planning</td>
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State team planning

• 2 - 6 hours of facilitation for teams who choose this option
• Registration will provide options for choosing facilitation (or not)
• We will match you with a facilitator, who will get in touch with the team lead to schedule planning times
State team planning, cont’d

• Recommend team planning after content presentations*

• Core teams not to exceed 8 to 10 members

• Reach out to NTACT for assistance in planning pre- and post-connections with larger groups
State team planning, cont’d

- Interdisciplinary state teams, including:
  - State education agency [special and career technical education]
  - State vocational rehabilitation agency
  - State departments of disability, mental health, or juvenile justice
  - University personnel
  - Employers
  - Local educators and service providers
  - Youth with disabilities and family members
Content experts

• One to two experts
• Available between May 29 and June 25, 2020
• Facilitator and NTACT will set up
• If not using a facilitator, but would like a content expert, reach out to Jennifer Coyle (jennifer.coyle@wmich.edu)
## Phase 5: Finalizing State Plans and Wrap Up
### Timeline: June 15 to July 31
### Mid August Share Out Event

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Expectations

• Expectations of team members & leaders
  – Participate in team planning (if appropriate) and the state to state sharing
  – Ask questions
  – Listen to others’ perspectives
  – Gather resources from presentations and state sharing
  – Think “systems”
Helpful Resources

**Taxonomy for Transition Programming 2.0**


**Tool for transition programming**

[www.transitionprogramtool.org](http://www.transitionprogramtool.org) (K-12) and

[https://transitionta.org/system/files/cbi/k12_education_component.pdf](https://transitionta.org/system/files/cbi/k12_education_component.pdf)

**CBVI resources:** [https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020)
Have Questions? Contact us – Really!

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  – Jennifer.coyle@wmich.edu

• ntactmail@uncc.edu

• Planning committee: Catherine Fowler, Jacque Hyatt, Dana Lattin, Caroline MaGee, Michael Stoehr
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