

NTACT 2020 Capacity Building Virtual Institute

Phase 1: Preparing for the CBVI Timeline: May 4 to May 25, 2020	
State Team Lead	State Team Members
✓ Watch “Things to Know” (https://transitionta.org/cbi/2020)	✓ Watch “Things to Know” (https://transitionta.org/cbi/2020)
✓ Register your team by May 15, 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, future discussion groups) <i>This step may occur later; but want to plan for gathering your team together.</i>	✓ Attend virtual or phone team meeting/ Reply to emails
✓ If using a facilitator, look for email from facilitator about team planning times and expectations; <i>if not using a facilitator, look for email from NTACT staff to establish a contact person for support throughout the CBVI</i>	
✓ Set up team planning meetings, with team and facilitator	✓ Work with team lead to identify team planning meetings
✓ Go to https://transitionta.org/cbi/2020 frequently to see new resources for the CBVI: <ul style="list-style-type: none"> ○ Content presentation descriptions ○ Cornell notes (for use during content presentations) ○ Online strategic planning tool manual ○ State to state sharing schedule 	✓ Go to https://transitionta.org/cbi/2020 frequently to see new resources for the CBVI: <ul style="list-style-type: none"> ○ Content presentation descriptions ○ Cornell notes (for use during content presentations) ○ Online strategic planning tool manual ○ State to state sharing schedule

Phase 2: Watch Content Presentations Timeline: Available beginning the week of May 25	
State Team Lead	State Team Members
✓ Watch the “Kickoff” and four content sessions (or divide team to do this)	✓ Watch the “Kickoff” and four content sessions (or assigned sessions)
✓ Use the provided note-taking resources from NTACT during and following the content sessions	✓ Use the provided note-taking resources from NTACT during and following the content sessions
✓ After viewing content presentations, begin team planning meetings, if appropriate	✓ Attend team planning meeting, if appropriate
✓ View resources for “Moving from Content to State to State Sharing Groups” (https://transitionta.org/cbi/2020)	✓ View resources for “Moving from Content to State to State Sharing Groups” (https://transitionta.org/cbi/2020)

<ul style="list-style-type: none"> ✓ Go to https://transitionta.org/cbi/2020 frequently to see new resources for the CBVI: <ul style="list-style-type: none"> ○ Content presentation descriptions ○ Cornell notes (for use during content presentations) ○ Online strategic planning tool manual ○ State to state sharing schedule 	<ul style="list-style-type: none"> ✓ Go to https://transitionta.org/cbi/2020 frequently to see new resources for the CBVI: <ul style="list-style-type: none"> ○ Content presentation descriptions ○ Cornell notes (for use during content presentations) ○ Online strategic planning tool manual ○ State to state sharing schedule
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Phase 3: Preparing for State to State Sharing Groups Timeline: May 25, 2020 – June 12, 2020	
State Team Lead	State Team Members
<ul style="list-style-type: none"> ✓ View resources for “Moving from Content to State to State Sharing Groups” (https://transitionta.org/cbi/2020) 	<ul style="list-style-type: none"> ✓ View resources for “Moving from Content to State to State Sharing Groups” (https://transitionta.org/cbi/2020)
<ul style="list-style-type: none"> ✓ 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). 	<ul style="list-style-type: none"> ✓ Attend virtual or phone team meeting, or team planning meeting
<ul style="list-style-type: none"> ✓ Identify content area/expert requests (up to 2 total), if desired, with facilitator or with Jennifer Coyle (jennifer.coyle@wmich.edu) 	
<ul style="list-style-type: none"> ✓ Register team for discussion groups at by June 5, 2020 	
<ul style="list-style-type: none"> ✓ Prepare for state to state sharing groups by referencing your notes and engaging with your team 	<ul style="list-style-type: none"> ✓ Prepare for state to state sharing groups by referencing your notes and engaging with the rest of your team

Phase 4: Participating in State to State Sharing Groups Timeline: June 15, 2020 – June 26, 2020	
State Team Lead	State Team Members
<ul style="list-style-type: none"> ✓ Participate in state to state sharing group(s) selected 	<ul style="list-style-type: none"> ✓ Participate in state to state sharing group(s) selected
<ul style="list-style-type: none"> ✓ After participating in sharing groups, continue team planning meetings, if appropriate 	<ul style="list-style-type: none"> ✓ After participating in sharing groups, continue team planning meetings, if appropriate
<ul style="list-style-type: none"> ✓ Identify content area/expert requests (up to 2 total), if desired, with facilitator or with Jennifer Coyle (jennifer.coyle@wmich.edu) 	
<ul style="list-style-type: none"> ✓ Conduct and finalize team planning 	

Phase 5: Wrapping Up

Timeline: end of June – mid August

State Team Lead	State Team Members
✓ Complete institute evaluation	✓ 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)	✓ Participate in any final team planning communication
✓ Receive follow-up support from NTACT or other TA Center staff, regarding indicated TA needs in your state's plan	✓ 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	✓ Network with other states on common goals, as you desire
✓ Participate in culminating webinar to share-out state plans in mid-August	✓ Participate in – or view recording of - culminating webinar to share-out state plans in mid-August