NTACT 2020 CBVI Phases - Team Leader

Phase 1
- Watch "Things to Know about the CBVI" ([https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020))
- Register your team by May 15, 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
- Go to [https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020) frequently to see new CBVI resources

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
- After viewing content presentations, begin team planning meetings, if appropriate
- View resources for “Moving from Content to State to State Sharing Groups” ([https://transitionta.org/cbi/2020](https://transitionta.org/cbi/2020))

Phase 3
- 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](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 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