

NTACT 2020 CBVI Phases - Team Leader

Phase 1

- Watch "Things to Know about the CBVI" (<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> 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>)

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> 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