

Transition Outcomes Project

Steps for Project Implementation

- Recruitment of LEAs for participation
- Recruitment of Review Team members
- Signing of a Memorandum of Understanding (MOU)
- Initial File Review
- Initial Report-out
- Development of School Improvement Plan
- Implementation of the School Improvement Plan with technical assistance provided by Regional Coordinator
- Re-review of student files
- Final Report-out

Recruitment of LEA

1. A letter from the Commissioner to all LEAs
2. Website
3. Write-up in MADSEC newsletter, newspaper, or any other organizational newsletter
4. Regional Coordinator attendance at regional Special Education Director meetings
5. Conference presentations / workshops
6. LEAs can be required to participate through Focused Program Monitoring
7. Regional Coordinators meeting with prospective LEAs

Recruitment of Reviewers

1. Typically a group of 4-5 Reviewers are needed for file reviews. Goal for recruitment should be 10 volunteers.
2. Regional Coordinators establish Reviewer responsibilities with volunteers.
3. (Optional): have Reviewers sign “contract.”

Memorandum of Understanding

1. Use MOU form. It must be signed and a copy sent to the MTN office and a copy sent to the school.
2. The contract on the MOU should not exceed two years.

Initial File Review

1. Review all files of students receiving special education services that are age 14 (> 6 months for majority of school year) to age 20. If it is not possible to review all student files because of LEA size review a cross-section (by age and disability) of at least 60% of the files.
2. Students with 504 Plans are not reviewed.
3. To complete a review the following is needed:
 - 1 copy of checklist per student file
 - 1 copy of checklist reference form per Reviewer
4. The MTN office can make copies of any checklists or reference forms with appropriate prior notice (at least two weeks but preferably a months notice is needed).
5. (Optional): Student Tracking Sheet is completed to document which files were reviewed. Each student file is given a student number by the team of Reviewers which is written on the tracking sheet and written in the student file. Example: S01, S02, S03.
6. The completed forms are sent to the MTN office for processing. LEAs and Regional Coordinators should not expect the data to be returned in less than 2 months.
 - Evalee sends the completed checklists to Kristy Palmer.
 - The data is entered into the SPSS file by Kristy Palmer.
 - Kristy emails the data to Michael DeSisto.
 - Michael analyzes the data and sends it to Meridith.
 - Meridith develops a PowerPoint with the data and confers with the regional coordinator for understanding and revision.

Initial Report-Out

1. The Regional Coordinator schedules an initial report-out understanding it will take at least 2 months to receive the data back.
2. A report-out of review results with LEA, regional coordinator, and at least one other Reviewer of the student files is held.
3. The LEA can invite anyone to this report out and should be encouraged to invite all who are involved in the development of transition plans and responsible for the writing or implementation of the transition plan.
4. The results of the file review are presented.
5. The participants develop strategies for improvement and document them on the School Improvement Planning sheet. The DOE expects LEAs to be at 100% in all areas on the checklist.

6. A copy of the School Improvement Planning sheet is provided to the LEA, the regional coordinator, and the MTN office.

Implementation of Plan for Improvement

1. The Regional Coordinator provides technical assistance as needed.
2. The amount and level of technical assistance varies by LEA.
3. Regional Coordinators should make monthly contact with LEA to gauge progress and to determine if technical assistance is needed.

Re-review of the Files

1. There should be a re-review of the student files 12-18 months after the initial report-out.
2. The re-review includes all files that were reviewed in the initial review as well as any students who are 14 or older who are receiving special education services and were not included in the previous review.
3. Regional Coordinator coordinates the team of volunteer Reviewers for the re-review.
4. The same TOP checklist used in the initial review is used to complete the re-review. The following is needed:
 - 1 copy of checklist per student file
 - 1 copy of checklist reference form per Reviewer
5. (Optional): The Student Tracking Sheet completed at the initial report-out will assist the team in determining which files to review. Indicate the student files that are being re-reviewed and add any new files.
6. The MTN office makes the copies of any checklists or reference forms with appropriate prior notice (at least two weeks but preferably a months notice is needed).
7. The completed checklists are sent to the MTN office for processing. LEAs and Regional Coordinators should not expect the data to be returned in less than 2 months. The same process is used to process the data as the initial report-out.

Final Report-out

1. This is a celebration of success and a reporting of results.
2. Participants should include all who were involved in the creation and implementation of the school improvement plan.
3. This completes the LEAs and Regional Boards obligations under the MOU.
4. LEAs can continue to participate in the project however a new MOU would need to be signed.