

## 2017-2018 Indicator 13: Successful Practices in Secondary Transition for Continuous Improvement toward Competitive Integrated Employment (CIE) Responsibilities for Participating LEA/CTC and IU/PaTTAN

DATE(s)	LEA/CTC Responsibilities	IU/PaTTAN Responsibilities
<b>Sept. 22, 2017</b>	<ul style="list-style-type: none"> <li>Successful Practices in Secondary Transition for Continuous Improvement Administrators Webinar</li> </ul>	<ul style="list-style-type: none"> <li>Successful Practices in Secondary Transition for Continuous Improvement Administrators Webinar</li> </ul>
<b>By Sept. 29, 2017</b>	<ul style="list-style-type: none"> <li>Discuss SPSTCI Training with IU/PaTTAN Consultant</li> <li>Collaborate with IU/PaTTAN Consultant to make preliminary plans for trainings and technical assistance (2-5 days) based on anticipated area(s) of need/<b>allotted time in professional development schedule of district</b></li> <li><b>Have teaching staff review and watch Indicator 13: Compliance Module Series including pre- and post-tests</b> <a href="http://www.pattan.net/category/Educational%20Initiatives/Secondary%20Transition/page/Indicator_13_Compliance_Module_Series.html">http://www.pattan.net/category/Educational%20Initiatives/Secondary%20Transition/page/Indicator_13_Compliance_Module_Series.html</a></li> <li>Schedule follow-up meeting in October with IU/PaTTAN staff to discuss IEP Review and complete survey/interview</li> <li><b>Submit one IEP for each staff who writes and/or contributes to an IEP for students 14-21</b></li> <li><b>Schedule date in October for on-site IEP reviews with teachers and IU/PaTTAN staff</b></li> </ul>	<ul style="list-style-type: none"> <li>Make initial contact with LEA to discuss SPSTCI Training</li> <li>Collaborate with LEA to make preliminary plans for trainings and technical assistance (2-5 days) based on anticipated area(s) of need</li> <li><b>Have teaching staff review and watch Indicator 13: Compliance Module Series</b> <a href="http://www.pattan.net/category/Educational%20Initiatives/Secondary%20Transition/page/Indicator_13_Compliance_Module_Series.html">http://www.pattan.net/category/Educational%20Initiatives/Secondary%20Transition/page/Indicator_13_Compliance_Module_Series.html</a></li> <li>Schedule meeting for October/November with District Administration to discuss IEP Review and complete survey/interview</li> <li><b>Collect one IEP for each staff who writes and/or contributes to an IEP for students 14-21</b></li> <li><b>Review/score submitted IEPs</b></li> </ul>
<b>By Nov 15, 2017</b>	<ul style="list-style-type: none"> <li>Have teachers complete IEP pre review and submit results to IU/PATTAN staff</li> </ul>	<ul style="list-style-type: none"> <li><b>On-site IEP reviews with teachers (pre-review) where results of their rating vs IU/PATTAN rating are compared</b></li> </ul>
<b>By Nov. 10, 2017</b>	<ul style="list-style-type: none"> <li>District Administration meet with IU/PaTTAN staff to               <ul style="list-style-type: none"> <li>Review the results of the District IEP Summary</li> <li>Complete survey/interview</li> </ul> </li> <li>If areas of need exist regarding Indicator 13 content, develop and schedule with the IU/PaTTAN staff a training protocol to address area(s) of need</li> </ul>	<ul style="list-style-type: none"> <li><b>Complete IEP Review Checklist for each IEP collected</b></li> <li>Complete District IEP Summary (Survey Monkey) at least one week prior to scheduled October meeting with LEA</li> <li>Email Pattan Pittsburgh that the IEP information has been entered into Survey Monkey at least 3 days before scheduled October meeting with</li> </ul>

	<ul style="list-style-type: none"> <li>If Indicator 13/IEP areas of need do not exist, schedule meeting to complete the Self-Assessment of Current Transition Practices</li> </ul>	<p>LEA so graph can be prepared and used at meeting</p> <ul style="list-style-type: none"> <li>IU/PaTTAN Consultants meet with District Administration to <ul style="list-style-type: none"> <li>Review results of District IEP Summary (using generated graph)</li> <li>Conduct survey/interview with Director and/or district staff</li> </ul> </li> <li>If areas of need exist regarding Indicator 13 content, develop and schedule with the LEA a training protocol to address area(s) of need <b>(THIS COULD INCLUDE TEACHER SPECIFIC TRAINING IF IT IS NOT A DISTRICT WIDE ISSUE)</b></li> <li>If Indicator 13/IEP areas of need do not exist, schedule meeting to complete the Self-Assessment of Current Transition Practices</li> </ul>
<b>By Dec. 8, 2017</b>	<ul style="list-style-type: none"> <li>If completing the Self-Assessment of Current Transition Practices: <ul style="list-style-type: none"> <li>In collaboration with the IU/PaTTAN consultant and based upon the results of the Self- Assessment of Current Transition Practices, indicate one to two targeted area(s) of need for training and technical assistance</li> <li>Develop and schedule a training and technical assistance protocol that addresses the one to two targeted areas of need</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>If completing the Self-Assessment of Current Transition Practices: <ul style="list-style-type: none"> <li>In collaboration with the LEA review the results of the Self-Assessment of Current Transition Practices and assist the LEA in targeting one to two areas of need for training and Technical Assistance.</li> <li>Assist the LEA in developing and scheduling a training and technical assistance protocol that addresses the targeted areas of need.</li> </ul> </li> <li>Submit training plan to PaTTAN Pittsburgh, by December 8, 2017.</li> </ul>
<b>By Mar. 9, 2018</b>	<ul style="list-style-type: none"> <li>Complete the SPSTCI facilitated self-assessment and target one to two priority areas for improvement</li> </ul>	<ul style="list-style-type: none"> <li>Assist the LEA in completing the facilitated self-assessment and target one to two priority areas for improvement</li> </ul>
<b>By June 8, 2018</b>	<ul style="list-style-type: none"> <li>Complete all scheduled trainings and T/A</li> <li>Submit one IEP for each staff who writes and/or contributes to an IEP for students 14-21 for Post Reviews (if targeting Indicator 13 needs only)</li> <li>Special and General Education Administrators should review results of training and technical assistance for either the Indicator 13 training and/or the two Self-Assessment targeted areas</li> <li>Schedule time for additional guided practice/support as needed for mastery</li> </ul>	<ul style="list-style-type: none"> <li>Provide training and technical assistance to the LEA to assist in the completion of their training plan</li> <li>Complete IEP Post Reviews (if targeting Indicator 13 needs only)</li> <li>Send completed training and T/A forms to Patty Panuccio at PaTTAN Pittsburgh, by June 8, 2018</li> <li>Provide additional individualized guided practice as needed for mastery</li> </ul>
<b>By September 14, 2018</b>	<ul style="list-style-type: none"> <li><b>Submit a Follow Up IEP and IEP review completed by teachers to IU/PaTTAN Staff</b></li> </ul>	<ul style="list-style-type: none"> <li>Review and score submitted IEP</li> <li>Schedule date for site visit to review results with teachers/Admin</li> </ul>
<b>By 11/30/2018</b>	<ul style="list-style-type: none"> <li><b>Follow up meeting held</b></li> </ul>	<ul style="list-style-type: none"> <li>Follow up meeting held – suggestions if needed</li> </ul>

