



Tool #5: Process Checklist

Purpose: This checklist can help teams to develop and sustain strong team structure as they reflect on whether common indicators of success are in place for their team.

Instructions: Teams should fill out the Process Checklist together at least once, but preferably two times per year, to ensure all 25 indicators are in place. If not, notes/action items are recorded by the team for immediate consideration and inclusion in an action plan.

COMMUNITY TRANSITION TEAM PROCESS CHECKLIST	I PLACE (YES/ NO)	NOTES/ACTION ITEMS
1.. Community transition team is established and includes critical representation based on community needs (e.g., school personnel, Centers for Independent Living, Department of Mental Health and Vocational Rehabilitation Counselor, family member, employer).		
2. Community transition team is representative of community and reflects community needs.		
3. Community transition team has established a team name and shared-vision with the expanded team through the Mini-Maps Process.		
4. Community transition team meets monthly at a minimum.		
5. Community transition team has identified community and transition areas of need and prioritized five major goals. Entire team is knowledgeable of these goals.		
6. Based on team goals, community transition team jointly developed an action plan that outlines activities based on their goals, as well as persons responsible and timeline that is reviewed at every meeting.		
7. Team norms or ground rules have been established and agreed upon.		
8. Meeting structure (i.e., agenda and timing) has been established and agreed upon.		
9. An organizational system for tracking meeting notes, materials, and data has been established and is maintained.		
10. A system of assigned or rotated roles is defined (e.g., facilitator, note-keeper, time-keeper) to assure high quality and effective meeting time.		

Tool #5: Process Checklist (cont'd)

11. Community transition team members have equal voice when planning team activities.		
12. Process for reaching a team decision (i.e. consensus or majority vote) has been defined and adopted.		
13. Building administration – that is, principal or district level administrator attends CTT team meeting at least 3x a year (e.g., Fall, Winter, Spring) and receives agenda and minutes for every meeting.		
14. Community transition team collaboratively reflects on areas of local need identified through data (e.g., Indicator 13 compliance data, dropout data, graduation rates, outcomes)		
15. Community transition team systematically uses data to drive decision-making.		
16. Community transition team systematically shares information with critical district-wide staff and administrators.		
17. Community transition team systematically shares transition information with community and families.		
18. Community transition team systematically communicates with surrounding districts on CTT initiatives.		
19. Transition-related professional development events are included on CTT meeting agendas for dissemination and discussion.		
20. At least annually, community transition team revisits and updates an action plan that addresses the prioritized needs identified through data analysis.		
21. District leadership is familiar with the contents of the action plan.		
22. CTT membership is reviewed at least annually and new members are recruited.		
23. A process is in place to welcome new members to team.		
24. Bylaws have been developed by CTT by Community Transition Team		
25. Sustainability plan has been developed by CTT and is revisited at least annually.		

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