

Table 7.2. Strategies for Establishing and Maintaining a Successful Interagency Transition Team

<p>Base meetings around a well-planned agenda</p>	<p>The agenda should include each topic to be discussed, which member or members will be leading the discussion of each topic, and the specific amount of time to be spent on each. Adhere to the agenda timelines as presented.</p> <p>Make sure all interagency transition team members have the opportunity to contribute to the agenda for team meetings. Solicit topics for discussion before the agenda is finalized.</p>
<p>Organize meetings for optimal participation</p>	<p>Schedule meetings often enough to generate excitement yet not so often as to be perceived as burdensome. A monthly meeting may be appropriate for many groups. In most cases, large-group meetings should not be held more than every 3 weeks or less than every 6 weeks. Hold meetings at a regular, prearranged time so members can establish a constant time on their monthly calendars.</p> <p>Minutes of each meeting should be provided to all interagency transition team members promptly (within 2 weeks of the meeting). This correspondence can also be used to remind team members of the time and location of upcoming meetings. Include the agenda for the next meeting in the mailing of the minutes of the last meeting. The agenda should clearly address the topics that will be covered in the next meeting. The topics on the agenda should be diverse enough to interest all interagency transition team members.</p> <p>Consider varying the location of meetings, and give members of the committee the opportunity to host the interagency transition team. This provides a significant opportunity for the group to tour facilities and explore services. It also distributes the cost of refreshments across the team.</p> <p>Interagency transition team meetings should be long enough to be productive, yet short enough to be fast-paced and interesting (approximately 2 hours per meeting).</p>

<p>Ensure members view the team as a collaborative effort</p>	<p>Elect co-facilitators to act as both chairpersons and secretary for the team. During the initial year of operation, consider drawing one facilitator from the adult service community and one from education. Finally, consider a person to act in the role of timekeeper to ensure team adheres to the agenda timeline for each agenda topic.</p> <p>Collaborative effort, cooperative planning, and honest exchange of information are needed to maximize the likelihood that the interagency transition team will succeed. Share the strengths and concerns of your agency or school regarding the transition of young adults with disabilities. Solicit constructive criticism of your organization and brainstorm potential solutions.</p> <p>Remember that decision making and planning by committee are a consensus-building process. The process is time intensive and sufficient time must be allocated to allow for group consensus.</p>
<p>Organize work efficiently</p>	<p>Be project oriented and establish yearly goals as well as a long-term action plan for the interagency transition team. Evaluate progress toward team goals on at least a biannual basis.</p> <p>Establish subcommittees to work on specific group projects. Distribute leadership of these subcommittees throughout the team.</p>

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