



Monthly Implementation Update for LEAs



Following document must be completed every month while implementing PaTTAN's Transition Systems Framework (TSF)

This document is organized according to the stages of the TSF: 1) data collection, 2) data review, 3) community action planning, 4) action plan implementation. Only the sections in this document that are relevant to the TSF implementation team's current stage of implementation should be completed.

Questions regarding the Monthly Implementation Update's content should be directed to the TSF person-of-contact at your local Intermediate Unit. If you need to contact PaTTAN regarding the Monthly Implementation Update, please email Dr. Matthew Flanagan at mflanagan@pattan.

Section I: Implementing Stage 1 of TSF (Data Collection)

Action Item	Y / N
Internal Coach has completed Module 1 of the “PaTTAN Transition Systems Framework (TSF)” online course.	
Identifying a Representative Sample	
<p>Guidance: A representative sample includes youth, families and partners who have demographic characteristics that together, represent the broader population of transition-age youth, families and transition partners in your community.</p> <p>Some characteristics to consider:</p> <ul style="list-style-type: none"> • Age ranges • Grade levels • Disability Types • Races / Ethnicities • Socioeconomic status • Professional roles • Schools / Sites 	
What characteristics make up your representative sample of transition-aged youth with disabilities?	
What characteristics make up your representative sample of families of transition-aged youth with disabilities?	
What characteristics make up your representative sample of transition partners?	

Data Collection Plan

Key Components of the Data Collection Plan:

- Develop and implement strategies to incentivize members of the representative sample to participate in completing the TSF survey. Please refer to the “How to Implement PaTTAN’s Transition Systems Framework (TSF)” course for recommendations.
- Identify locations (as well as dates / times) and existing / upcoming events or opportunities where youth, families and partners from the identified representative sample would be able to get access to the survey, and ideally, complete it right there.
- Plan to digitally distribute (via email, websites, newsletter, etc.) information about the TSF survey along with a direct link to complete it.

How will your TSF Implementation Team build youth, family and partner awareness about the TSF survey, its importance and how to participate? Describe the strategies and/or materials that you will use for each group.

How will your team incentivize youth from your representative sample to complete the TSF survey? Describe the strategies and/or materials that you will use.

How will your team incentivize families from your representative sample to complete the TSF survey? Describe the strategies and/or materials that you will use.

How will your team incentivize transition partners from your representative sample to complete the TSF survey? Describe the strategies and/or materials that you will use.

Please provide the name, date and target audience(s) for planned upcoming TSF survey distribution efforts. For each event, specify whether it is an existing opportunity, or one created purposely for data collection.

For example: On 11/2/23 we will provide the TSF survey to youth, families and partners (school-based and agency representatives) at our already planned transition fair. On 11/5/23 we will distribute the survey to youth in our life skills classrooms, their teachers and paraprofessionals as well as youth in our 9th grade career class.

Section 2: Prepare for Stage 2 of TSF (Data Review)

Prepare for Facilitated Data Review	
Guidance: <ul style="list-style-type: none"> The entire facilitated data review occurs within PaTTAN's TSF Data Center. The following prompts only address logistics surrounding the data review process. 	
Action Item	Y / N
Internal Coach has completed Module 2 of the "PaTTAN Transition Systems Framework (TSF)" online course.	
Internal Coach has invited <i>youth</i> from the Implementation Team to attend the Implementation Team's TSF Data Review	
Internal Coach has invited <i>family members</i> from the Implementation Team to attend the Implementation Team's TSF Data Review	
Internal Coach has invited <i>transition partners</i> from the Implementation Team to attend the Implementation Team's TSF Data Review	
The implementation team has logged into PaTTAN's TSF Data Center and confirmed that their account is set up and that they know how to access their TSF data.	
Family members on the Implementation Team have had at least one opportunity to provide their questions, thoughts and comments regarding the TSF Survey data results.	
Staff members on the Implementation Team have had at least one opportunity to provide their questions, thoughts and comments regarding the TSF Survey data results.	
Based upon the completion of the facilitated data review form, the Implementation Team has identified 2-3 priorities to be focused upon during forthcoming community action planning and action plan implementation.	

Section 3: Implementing Stage 3 of TSF (Action Plan Event)

Community Action Planning Event		
Preparation		
Action Item		Y / N
Internal Coach has completed Module 3 of the "PaTTAN Transition Systems Framework (TSF)" online course.		
The Internal Coach has used the Implementation Team training materials to teach <i>youth</i> on the Implementation Team about the process of the community action planning event, their roles (e.g., facilitator, group leader) and the TSF framework.		
The Internal Coach has used the Implementation Team training materials to teach <i>family members</i> on the Implementation Team about the process of the community action planning event, their roles (e.g., facilitator, group leader) and the TSF framework.		
The Internal Coach has used the Implementation Team training materials to teach <i>partners</i> on the Implementation Team about the process of the community action planning event, their roles (e.g., facilitator, group leader) and the TSF framework.		
Event Details		
Action Item		X
What delivery format will be used for the event?	Face-to-Face	
	Virtual	
	Hybrid	
Action Item		Y / N
Implementation Team has scheduled one or more dates for their community action planning event.		
Recruitment / Event Awareness		
Action Items		Y / N
Implementation Team has distributed information about their upcoming community action planning event to youth who are not members of the Implementation Team		
Implementation Team has distributed information about their upcoming community action planning event to family members who are not members of the Implementation Team		
Implementation Team has distributed information about their upcoming community action planning event to staff who are not members of the Implementation Team		
Implementation Team has invited agency partners to attend a "agency meet-and-greet" at the start of the community action planning event		
Implementation Team has collaborated with agency partners to host a "agency meet-and-greet" at the start of the community action planning event		
Event Progress		
Action Item		Y / N
The Implementation Team, in collaboration with additional youth, families and partners, has completed step 1 of the TSF Community Action Planning process as evidenced by thoughts and ideas documented within the virtual community vision board.		
The Implementation Team, in collaboration with additional youth, families and partners, has completed step 2 of the TSF Community Action Planning process as evidenced by thoughts and ideas documented within the virtual community vision board.		
The Implementation Team, in collaboration with additional youth, families and partners, has completed step 3 of the TSF Community Action Planning process as evidenced by thoughts and ideas documented within the virtual community vision board.		

Section 4: Implementing Stage 4 of TSF

Action Plan Implementation	
Action Items	Y / N
Implementation Preparation	
Internal Coach has completed Module 4 of the "PaTTAN Transition Systems Framework (TSF)" online course.	
Implementation Progress	
Implementation Team has met to begin to develop or to continue developing a detailed implementation plan based upon the goals, action steps and related resources identified through the community action planning event.	
Implementation Team has begun to or is continuing to implement one or more action steps defined within the implementation plan.	
Implementation Team is collaborating with at least one agency partner for the implementation of one or more action steps defined within the implementation plan.	
Implementation Team has completed the implementation of one or more action steps defined within the implementation plan and is ready to develop new action steps that build upon this completed work.	
Collaboration w/ Youth, Families and Partners	
Youth on the Implementation Team have had at least one opportunity to provide their questions, thoughts and comments regarding the implementation plan	
Youth on the Implementation Team have been offered the opportunity to participate in one or more action steps as defined within the implementation plan	
Family Members on the Implementation Team have had at least one opportunity to provide their questions, thoughts and comments regarding the implementation plan	
Family members on the Implementation Team have been offered the opportunity to participate in one or more action steps as defined within the implementation plan	
Implementation Team has informed family members in the LEA / community about the goals, action steps, partners and other relevant details or updates related to their implementation plan	
Implementation Team has informed school-based / lea-based partners about the goals, action steps, partners and other relevant details or updates related to their implementation plan	
Implementation Team has informed agency partners about the goals, action steps, partners and other relevant details or updates related to their implementation plan	
Documenting Impacts	
<i>The following data is gathered for PaTTAN's mandatory reporting to the Federal government. Please answer to the best of your abilities. Leave blank if no data can be provided.</i>	
Action Items	Number
Number of <u>existing programmatic components / learning opportunities</u> that have been improved because of implementing the action plan.	
Number of <u>new programmatic components / learning opportunities</u> that have been developed because of implementing the action plan.	
Number of <u>existing policies or procedures</u> that have been improved because of implementing the action plan.	
Number of <u>existing policies or procedures</u> that have been developed because of implementing the action plan.	
Number of <u>existing partnerships</u> that have been improved because of implementing the action plan	
Number of <u>new partnerships</u> that have been developed because of implementing the action plan	