

Date: 4/12/2006

Dawson Education Service Co-op Action Plan

Activities for Improving Transition Process	Action Steps	Personnel	Resources/Needs	Start Date	Completion Date	Evidence of Completion
Collaboration Strategies/Activities	<ul style="list-style-type: none"> Completion of SPED EC notification form Contact co-op 3 weeks in advance of conference Request evaluators to include standard scores and deviations on evaluations 	DDS / DDTCS Service coordinators DDS Service Coordinator	Copy of form Phone call Evaluations (possible protocol)	Ongoing Ongoing Ongoing	Ongoing Ongoing Ongoing	Completed forms Scheduled conferences Evaluation results
Family Focused Activities	<ul style="list-style-type: none"> Establish phone contact before sending written notice 	EI Service Coordinator	Form	Ongoing	Ongoing	Case note in file or parent contact documentation
Child Preparation Activities	<ul style="list-style-type: none"> Arrange opportunity for child to visit new settings Role play different settings /participate child 	EI Service Coordinator Family, Therapist, Teachers	Service options available	6mth prior to 3 rd B-day 3mth prior to 3 rd B-day	Transition conference After transition	Site visit Case notes

Regional LEAD CONTACT for Part C: Michael Hart

Regional LEAD CONTACT for Part B: Sandra Francis

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Collaboration Strategies/Activities	<ul style="list-style-type: none">Request clarification from DDS and ADE regarding notification/attendance at conference by co-op when child is staying at DDS facility					
Family Focused Activities	<ul style="list-style-type: none">Include transition pamphlet to parents with conference notice or before					
Child Preparation Activities	<ul style="list-style-type: none">Encourage independent service providers and CHMS facilities to role playPrepare children for new settings					

Regional LEAD CONTACT for Part C: Sandra Francis

Team Members: Randy Lee, Leah Henderson, Delores Iverton, Ruby Walker, Sharon Mitchell and Stephanie Abbott

Regional LEAD CONTACT for Part B: Melissa Teague

Team Members: R. Powell, Carnel Richardson, Christy Jackson, Jackie Sovan, Joonie Haigeves, Mikka Butler, Tamara Smith and Janet Muse