

Fact Sheet

What is a Multi-Agency Team Transition Planning Meeting?

This Fact Sheet addresses some basic information about Multi Agency Team Transition Planning Meetings. Use this Fact Sheet as a way to introduce youth, families, colleagues and partners to the idea of Multi Agency Team Planning. Informal plans developed by a multi agency team can help connect the dots for all involved about where one agency's responsibility ends and another agency's begins. For more information and tools to support the planning process, go to the Ohio Employment First website, www.ohioemploymentfirst.org. Click on the 'Transition Planning' button on the homepage.

The spaces at the end of this Fact Sheet can be used as an invitation to the youth, family, school team members, agency partners and others to attend a Transition Planning Meeting. You can also add contact information. If you are accessing the Fact Sheet online, the space is 'typable.'

What is a Transition Planning Meeting?

- Transition Planning meetings are informal meetings with a youth and the people that are important to and for the youth. People that may be included are family members, school team, and representatives from agencies such as County Boards of Developmental Disabilities and Opportunities for Ohioans with Disabilities.

What is the purpose of Transition Planning Meetings?

- The primary purpose of the transition planning meeting is to develop a single plan with the critical information about the youth that all team members find valuable and useful. At a transition planning meeting the team:
 - Discusses with the youth and family the youth's wants and needs
 - Assists the youth to identify, clarify and refine outcomes and goals for living, learning and working as an adult
 - Creates a profile of a young person's preferences, interests, needs, and strengths/ skills (PINS)
 - Plans for activities, experiences, connections, learning, etc. that should happen each year within a plan that spans several years
 - Creates a timeline for when or how various agencies may interact with and provide services to the youth.
 - Results in a multi-year plan that provides continuity as the youth moves from grade-to-grade in school and beyond school
 - Develops a 'single' plan that can avoid duplicating activities, decrease gaps in services and add continuity in tracking the youth's progress

Why is an 'informal' meeting important?

- Informal meetings are important so the discussion stays focused on the youth and his/her plans for living, learning and working into the future. Formal meetings tend to focus on official agency business (such as IEP meetings).
- The more relaxed feeling of an informal meeting invites ALL members to contribute to the planning
- It does not replace the formal or official meetings that happen. These still need to take place, but may be shorter or less frequent when used in conjunction with informal planning meetings.
- Informal meetings that focus only on plans for a youth's future help the team prepare for the formal meetings making them shorter, less frequent, and more meaningful for everyone since everyone is involved.

When should Transition Planning Meetings take place?

- At a time when it is most convenient for those that are important to attend.
- Are long enough to be valuable, but not so long that people have to leave – usually about 1 hour. Most teams need 1 – 3 meetings to get a plan in place
- Are ongoing, although some team members may change
- After the team gets to know each other and a multi-year plan is in place, face-to-face meetings are less necessary. Team members can communicate by phone, email, texts etc. to keep in communication with each other and provide updates.

Where are Transition Planning Meetings held?

- Can happen almost anywhere – school, agency office, home, neutral location such as a library, public building, etc. that is comfortable, private and where people can easily share and have group conversations.

You are invited to a Transition Planning Meeting

Youth's Name:

Date:

Time:

Place:

Others Involved:

Contact Person:

Title/Agency:

Email:

Phone:

Other Information:
