

Considerations when Inviting Other Agencies

Things to consider:

- What agencies should the school district invite to an individual student's IEP meeting?
- How much time will another agency need to prepare for an IEP meeting? Can invites be done months early to get on schedules?
- Should you invite more than one agency to an IEP meeting?
- Where can I find the names of people to contact in each agency?
- Can I get approval to invite agencies well before IEP meetings?

Gather Information:

- Work with TNF's for ideas and resources to learn which relationships they have made with community partners.
- Hold transition fairs. Contact your Transition Network Facilitator for ideas and regional resources.
- Create community resource maps and information for students and parents to navigate transition.
- Learn about adult agencies, services and eligibility and gather materials to share with students and families.
- Take advantage of cross-training opportunities between agencies.
- Develop procedures and plans to address the needs of students with disabilities, and barriers they may face during the transition process.
- Develop a systematic way to invite agencies that the student would possibly access after high school.
- Learn from community partners. What does the student or parent need to get ready for the post-school environment, community college, trade school, or local businesses?
- Get involved with local Employment First programs.

Learn about the local agencies/partners that provide transition services after high school

Education or Training	Employment	Independent Living
<ul style="list-style-type: none"> ✚ Community Colleges/ Universities ✚ College-Disability Services ✚ Adult Education ✚ Short Term Certification ✚ Community Education ✚ Military ✚ Technical Training 	<ul style="list-style-type: none"> ✚ Vocational Rehabilitation ✚ Department of Labor ✚ Employment Department ✚ Work Source of Oregon ✚ Job Corps 	<ul style="list-style-type: none"> ✚ Social Services-DHS ✚ Social Security-SSI ✚ WIN/DRO benefits ✚ Housing Authority ✚ City and County Housing ✚ Health Departments ✚ Independent Living Centers ✚ Public Transportation(i.e., Dial-a-Ride, LIFT, CARTS, RideSource)

Tips/Guidelines for Interagency Collaboration

- Gather contact information and discuss partner agencies with the student and family. Determine who they want for collaboration.
- Reach out to partners, contact representatives.
- Set up alternative methods to get input from partners if they cannot attend a meeting (i.e. phone conversation, shared documents, video conferencing).
- Be aware that partner agencies have their own vocabulary and process. They may need clarification of services and terminology between education, county developmental disability services, vocational rehabilitation and brokerage services.
- Schedule meetings far enough in advance so everyone is able to attend. Find out from agencies partners guidelines on the time frame for advance notification.
- Schedule enough time for planning and input from partner agencies.
- Send draft IEP's to all approved invited members, ahead of time, for a chance to prepare for meeting.
- Establish clearly defined goals and measurable objectives.
- Follow a pre-agreed upon set of guidelines for conducting the meeting, (i.e active listening, no side-bar conversations, respect opinions, stay pro-active and positive).
- Recognize some partner agencies might prefer to be involved and various times with specific age students.
- Make sure meetings are purposeful and everyone has a voice so time is well-spent.

Ways to Engage:

- Create relationships with partner agencies and take time to visit and plan with representatives.
- Hold a pre-IEP planning meeting with invited partners to work on potential goals.
- Have partners attend an IEP and give input.
- Plan or attend a resource fair or employment first meeting to build relationships with your agency partners.

Checklist/Questions for Effective Planning:

- Have you planned time in advance to clear all attendees with the student and family for invitation and release of information?
- Have you involved the student in the transition goal planning?
- Have you done a Person Centered Plan?
- Have you utilized one page profiles and assessments to inform the planning?
- Have you built time in the meeting for partner agencies to share their information and input?
- Have you scheduled meetings far enough in advance to allow partner agencies to attend?