



# NM Early Childhood Transition Initiative Transition Teams

## Community Early Childhood Transition Teams

### Purpose

The purpose of the early childhood transition teams is to:

- Build our community
- Increase local area communication for all parties involved (from agency directors to front line staff)
- Increase participation at local transition team meetings
- Ensure participation by appropriate decision making authorities
- Increase the effectiveness of the early childhood transition team in creating seamless transitions from Part C to Part B
- Create and implement a community transition Memorandum of Understanding (MOU) or Interagency Agreement that supports implementation of regulations and guidance and is responsive to community needs

### Recommended Procedures

- Design a community system that reflects a shared commitment to desired transition outcomes and buy in to the process
- Develop a community shared purpose and vision on early childhood transition
- Develop communication systems at the agency level that supports front line staff in bringing issues to their representative on the team so that they can be addressed at community transition meetings
- Develop a communication system at the agency level supporting staff knowledge of team activities
- Complete an end of year self-assessment of the transition team's effectiveness

**Roles and Responsibilities**  
**(Roles can be combined, rotated, or individualized to meet team needs)**

**Early Childhood Transition Team Coach's Role & Responsibilities:**

- Support team(s) in achieving the team's shared mission and vision for smooth and effective transitions for children and families
- Ensure team members understand the Vision & Mission of the Transition Initiative and facilitate an understanding of the transition process among and between systems
- Foster collaboration and relationship building
- Facilitate partnerships, the interagency process and assist in working through barriers
- Address technical assistance needs; secure appropriate resource(s).
- Encourage parent involvement and foster a family focus
- Serve as a resource in the development of interagency agreements
- Assist teams in recognizing and celebrating accomplishments
- Foster sustainability
- Identify issues relevant to the system and keep the NM Early Childhood Transition Coordinator informed
- Promote continuous improvement

**Early Childhood Transition Team Leader's Role & Responsibilities:**

- Ensure all agencies are represented on the team
- Foster parent involvement on team
- Schedule team meetings on a regular basis
- Coordinate the logistics for meetings
- Develop agenda and send out agenda prior to the meeting
- Ensure members are adequately informed
- Maintain copy of the Memorandum of Understanding (MOU) or Interagency Agreement

**Early Childhood Transition Team Facilitator:**

- Facilitates the team meeting
- Supports the family voice at each team meeting
- Supports the voice of all team members at each team meeting
- Supports teams in following the team's ground rules

**Early Childhood Transition Team Note Taker:**

- Maintain written record of meeting activity
- Disseminate written record to all team partners

**Early Childhood Transition Team Time Keeper:**

- Support team in starting and ending on time
- Support facilitator in tracking time in relation to the agenda

**Early Childhood Transition Team Mentor:**

- Utilize Family Mentoring Guide to support and mentor family members onto the team
- Support and mentor new agency members onto the team

**Other:**

- Any other roles that might be unique to a particular team