

## UNIT / DIVISION / DEPARTMENT INFORMATION

Unit Name	Instructional Services	Department Name	Sped Prog./Transition Services
Division Name	Student Services	School Year	2018-2019

## IDENTIFY GOALS AND ACTION STEPS

Select two areas in need of improvement from your list of concerns. Use the space below to identify the goal for each concern.

### GOAL ONE

By May 2018, the Transition Department will create a tool to capture response time and to monitor that the response time happens within 48 hours, 100% of the time, as measured by the document.

<b>Action Steps</b>	Develop the tool (document) and implement the tool.
<b>Personnel Responsible</b>	Director, Special Education Programs and Projects Transition Specialists
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Review the data monthly during staff meetings and make changes if necessary.
<b>Timeline</b>	Goal will be implemented by October 2018 Goal will be completed by May 2019

### GOAL TWO

By May 2018, the Transition Department will increase the number of post-secondary programs available to students with disabilities by 3 programs.

<b>Action Steps</b>	Collaborate with community agencies Develop program parameters Vet the parameters with SSD Leadership
<b>Personnel Responsible</b>	Director, Special Education Programs and Projects Transition Specialists
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Review the data monthly during staff meetings
<b>Timeline</b>	August 2018 - May 2019