

<p>Outcome: 100 % of Transition Conference meetings will be completed within 90-270 days</p>	<p>So that: Families are prepared to have a smooth transition out of First Steps.</p>
<p>Explanation of Data: Quarterly Data (30/33, 90.9%):</p> <ul style="list-style-type: none"> - One of the transition meetings that were not completed within timeline was due to the Ongoing Service Coordinator not scheduling over the summer break so the LEA could attend. - Two of the files were as a result of the transition of the reorganization of Cluster D and the file was lost in the transition. <p>In the previous year, Transition meetings did not require a QIP as Cluster D met the target. With the addition of Howard and Cass counties in May 2014, Cluster D made it a priority to complete quarterly meetings which may have resulted in missed transition meetings within timelines.</p>	<p>Strategies(Who is responsible/timeline/evaluation):</p> <p>We hypothesize that the reason the transition meetings were not completed within timelines is because the high number of children taken on within the reorganization of Cluster D, taking Howard and Cass county. During the transition, the importance was focused on ensuring the quarterly meetings were completed and unfortunately the transition meetings were overlooked.</p> <p>Continued Strategy: Now that the transition has occurred, the SPOE Director has reviewed files with the coordinators one on one to ensure transition and quarterly meetings are completed within timeline. Meetings are being monitored monthly during monthly supervision. The SPOE Director is continuously communicating with the LEAs to ensure information is received and meetings are completed within a timely matter to meet the 90-270 day timeline.</p>
<p>List barriers to accomplishing strategies and how to address them:</p> <p>None needed at the moment.</p>	

Resources needed:

State Clarification IIDC Training Mentoring Other: _____

Explain:

Stakeholder Collaboration:

**SPOE Director continuously monitors meetings due with staff during monthly supervision with Coordinators.
The QIP was discussed with the LEAs at the Transition Committee Meeting on January 15th.**