# COIIN 2 Session 3 Meeting Summary

**Date: July 30, 2021at 10:15am-11:30pm EST**

# Meeting Purpose

The purpose of the meeting was for each state to:

* Solidify their strategy for building out and improving transition services within their state.
* Outline the barriers and opportunities and the resources they can leverage for their chosen strategy

# Recap of the Last Meeting

At our last meeting, the team came to a consensus on the different pathways for each state by choosing to either focus on improving the handoff of data during transition or strengthening connections and programs that support students. Each state articulated their goals and the facilitators to achieving those goals. The states coalesced around the idea of transition planning and the role of coordinating those transition processes and plans. This served as a foundation for determining their potential partners to achieve said goals.

In the second half of the session, we heard from two state coordinators who discussed their experiences building and maintaining relationships. They discussed what has worked, what has not worked, and areas where they were still growing as well as some key principles they have developed over time. These addresses were geared towards encouraging the CoIIN members to think through people and organizations that would be beneficial to pull into the CoIIN and to support TIPD coordinators in their work to improve transitions.

# State Sharing and Troubleshooting

**How does your current transition process work:** The first part of the session involved discussing the various strategies that states can use to establish the roles and responsibilities of a transition position within their system. Some of the strategies we discussed were hiring a transitions coordinator, having a better standard operating procedure or checklist that can be shared across levels and organizations, coordinating the process across organizations and agencies that can fill out different aspects for the transition coordinator roles and responsibilities, and using private organizations for the transition process and planning. Another good strategy was to identify the highflyer in the state (whomever or whichever facility) that is modelling transition planning correctly and have them in some kind of training or exemplar role.

Once we outlined these strategies, each team member had an opportunity to describe how their current transition process works as well as share any documentation or material related to transition planning. The goal of this was for each state to highlight the areas that are currently working well, and areas can be improved. This also provided a space for team members to solicit feedback from their peers as well as exchange information on challenges that other states may have successfully resolved.

We will continue our next session with reviewing and building out an action planning worksheet that team members can use to build out tangible next steps to achieving their set goals.

# Additional Notes

* A poll will be sent out with the follow up email. Please respond and Obioma will send out the next meeting invite based on the responses received. Please understand that majority is considered when determining dates and times for meetings.
* Please reach to Obioma with any questions or requests regarding CoIIN 2 at the following email: [ookogbue@childtrends.org](mailto:ookogbue@childtrends.org)