

### Service Intro

To help parents navigate the rough and unpredictable terrain of the transition process, Pivot Point provides a **Transition Coordinator**; the “sherpa” or team captain who has the experience and skill necessary to help bring together a strong team, then lead that team successfully through their journey.

Transition Coordinators are one of the most important elements of the transition process because of the many roles they play. They are... team leader, case manager, cheerleader, planner, researcher, organizer, and guide to building and supporting a great transition, month after month, year after year. Transition Coordinators often commit to 1, 2, or even 3 years of monthly support to a teen’s team, to help get the job done!

Pivot Point’s Transition Coordinators are **PATH Facilitators**. As such, they are specifically trained to support families through this important visioning process in a way that will generate clarity, conviction, and direction for the journey ahead. But the 5 hour PATH is just the start: Transition Coordinators then bring the PATH and Transition Plan to life, making things happen over the months and years after the initial PATH, helping the family take each step towards their future.

### Our Clients Are

- Families with sons and daughters aged 14 and up, with or without Diverse Abilities, who have completed a PATH (or who are considering doing a PATH) and who want to make sure those plans are put into action in the months following the visioning meeting.
- Other organizations who need support to successfully transition vulnerable individuals (teens or adults) into living in a new community or in a new care facility.

### Pivot Point’s Approach

Transition Coordinators are responsible for overseeing and implementing the following steps for each family:

#### 1. Build the Transition Team

- Identify people who know the youth well (family, friends, school staff, professionals involved with your child) who may be willing to become part of the transition team.
- Identify people who will continue to support the youth outside of school (for younger teens) as well as beyond school (for older teens);
- Invite key people to attend the first PATH either online or in-person.

#### 2. Gather and Share Information

- Complete the PATH process as the foundation for the plan. This involves identifying goals and actions plans; assigning responsible others to complete tasks; and building appropriate timelines to ensure the team is on track.
- Build and sustain a collaborative practice (or Wraparound) team where necessary or desired
- Share the PATH graphic with the team quickly following the PATH meeting.



### 3. Develop the Plan:

- The Transition Plan is drafted after and about the PATH, and encompasses all action steps for the coming weeks, months, and year ahead for each team member.
- Part of the plan may be carried out by the school, and thus listed in the child's IEP.
- Other important life skills, as well as recreation and Leisure skills, may be developed through the support of Child and Youth Care Worker.
- Many teens require teaching programs and curriculum developed and implemented under the expertise of a Behaviour Consultant.
- The Transition Coordinator, brings all the pieces together into the Teen Transition Binder, which stores all components of the Plan, team contact info, and all the information the team gathers.

### 4. Put the Plan Into Action and Monitor Progress

- Each family requires a different amount of Transition Coordinator support at different phases of the plan.

At times it can involve weekly meetings with a lot of off-site research and preparation work happening. At other times it may require a progress review meeting every 2, 4, or 6 weeks.

- In review meetings, completed action items and goals are checked off the list, and new goals and actions are added. Obstacles are identified and possible solutions are explored.
- All team members are notified of progress and changes in the plan.
- Every 6 months the teen's team should meet to review the status of the transition plan.

### Once Started

- Some families request a small number of hours of Transition Coordinator support (e.g., 10 to 25), while others value significantly more hours over the months and years.
- Sessions can be delivered any day of the week and most hours of the day, as needed.
- All of our services are tailored to each individual; starting, pausing and ending as goals of service are reached, or individualized funding is exhausted.
- Transition Coordinator can be provided as a stand-alone service or seamlessly integrated into other services offered by Pivot Point. However, a **PATH** meeting and Transition Plan will always form the beginning of the service.



### How to Get Started

1. If you are already a client family, contact your Program Assistant to ask about adding a Transition Coordinator to your current program.
2. If you are not yet a client family, the best way to start is to complete our online form at [www.pivotpoint.ca/request-a-meeting](http://www.pivotpoint.ca/request-a-meeting). This provides a confidential way to share your contact information so that the Manager in your area can call to set up a time to discuss service options with you. On the online form, be sure to mention "**Transition Coordination**" as the service you are interested in. Please note that fees are individualized and will be discussed at the information session.



Scan to Visit our Website

Transitions@PivotPoint.ca  
www.PivotPoint.ca

Serving Communities Throughout BC

