



## **ARE WE DOING IT RIGHT?**

### **A Checklist for Creating Strong and Effective Teams**

#### **Characteristics of Healthy Teams**

- Team members' roles are clearly defined.
- Individual and team goals are clearly articulated.
- All team members understand and agree upon team structures and practices.
- Members view interdependent working relationships as essential.

#### **Emerging Evidence-Based and Team-Based Collaborative Interagency Activities and Practices**

- The team has written membership guidelines specifying team members by agency and expected roles.
- During team meetings, members share information with each other about current policies and procedures and available transition-related services.
- Member agencies and organizations share staff development information and transition-related activities with other member agencies and organizations.
- Members collaborate in training and outreach on transition-related activities to consumers and their families.
- Members share common intake forms and collected client information related to transition services.
- Members share common diagnostic assessment and evaluation procedures and forms related to transition delivery.
- Members jointly attend client case IEP/transition planning conferences.
- Members share office or other facility space.
- Members share the funding of or purchase of existing transition-related services.
- Members jointly fund transition-related personnel positions.
- Members have written interagency agreements or MOAs specifying existing areas of transition-related collaboration.
- Members have written interagency agreements or MOAs specifying intent to plan and deliver new and/or expanded policies and/or services.
- Members have written grant proposals specifying intent to collaborate on transition service delivery.