

**ITOP Interagency Council  
2008-2009 Goals & Work Plan**

| Strategy   | Action Steps   | Time Line              | # Served / Data                        |
|--|--|------------------------|--|
| <b>Information and Training</b>  |  |                        |  |
| <b>A1</b> Implement an annual transition conference and resource fair for youth, family, educators, service providers, policy makers and community members.<br>Goals Addressed: 1, 4, 5, 6 and 7   | Analyze the evaluation forms from the 2007 High School Transition Conference; Participate in planning transition track for SFCD Spring Resource and Information Networking Conference by Winter 2009.  | Sept 08 – April 2009   | 50-75 Youth                            |
| <b>A2</b> Sponsor resource fairs for youth at high schools and in the community that link youth with disabilities with adult systems and resources.<br>Goals Addressed: 1 and 4  | The Youth Council and the Transition Dream Team will organize a follow-up resource fair with the Adopt –A- School participants.<br><br>Identify which school the fair will be held (Ida B. Wells or Washington High School).<br><br>Create marketing and out reach plan with SFUSD.<br><br>June 2009 expand youth resource fair at 2 to 3 schools. | Sept. '08 to March '09 | 100 to 150 youth, families & providers |
| <b>A3.</b> Implement ongoing trainings for youth, parents and service providers on IDEA, IEPs, ITPs, the transition process, transition and vocational services, person-centered planning, resources and how to successfully be involved in the process.<br>Goals Addressed: 1, 4, 6 and 7 | Complete Youth led IEP Training Guide and provide training and information to youth regarding IEPs and transition.   | October 2008           | 500 Youth                              |
| <b>A4</b> .Develop and implement a transition group for parents and families of youth with disabilities to assist them in addressing transition issues.  | Continue to support the Parent Transition Discussion Group   | July 2008 – June 2009  | 10 Parents/Youth                       |
| <b>A5</b> Adult service providers will host youth for a day through such activities as agency tours, informational sessions, individual meetings with staff, so that youth will learn more about options for employment, education, training and independent living                        | Partner with ILRCSF and ARC to expand the adult services open house for Transition- Aged Youth so the youth will learn more about options for independent / life skills.   | ILFCSF – Oct. '08      | 20 – 30 Youth                          |

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| Goals Addressed: 1 and 4  |   |                       |                             |
| <p><b>A7</b> .Improve and increase professional development for school personnel, youth and adult service providers on IDEA, IEPs, ITPs, the transition process, transition and vocational services, person-centered planning, resources and how to successfully involve youth and their families</p> <p>Goals Addressed: 2 and 7</p> | <p>Maintain direct communication with Key SFUSD, SELPA and Administrators and Superintendents.</p> <p>Continue to collaborate with SFUSD to conduct 2 workshop at school sites for school personnel, youth and adult service providers on transition topics</p>   | July 2008 – June 2009 | 25 Youth, and Professionals |
| <p><b>A8</b> Maintain a website and telephone line to provide information, services and resources to youth, families, providers and the community regarding transition for youth with disabilities. This website will include a data base that has comprehensive transition resources.</p> <p>Goals Addressed: 1, 4, 5 and 6</p>      | Work with the ITOP Youth Council to develop a Logo, update website every other month.   | July'08 – June 09     | 3,000 Families              |
| <b>B. Support and Opportunities:</b>  |   |                       |                             |
| <p><b>B1</b> Develop leadership opportunities for youth with disabilities including youth advocacy and leadership training, youth speakers' bureau, and inclusion of youth on councils, task forces and committees.</p> <p><i>Goals Addressed:1,2</i></p>   | Continue to identify and support youth leadership opportunities through member agencies and community presentations. Secure additional funding dollars to expand and build upon the success of the Youth Council 's efforts   | July 08-June 09       | 25 Youth                    |
| <p><b>B2</b> Develop and implement youth groups for transition age youth with disabilities within the context of a comprehensive peer mentoring program for mutual support, skill building, networking, socializing and resource sharing.</p> <p>Goals Addressed: 1 and 3</p>   | <p>Continue to support the ITOP Youth Council</p> <p>Schedule a informal youth focus group to restructure the Youth Council meetings</p> <p>Develop a Youth Council Membership Application &amp; Flyer</p> <p>Youth members Present to Adopt-A – School/ SFUSD about the ITOP Youth Council</p> <p>Youth Council will develop a budget for their activities.</p> <p>Continue to help launch the Found Generation Project.</p> | Jan'08 to April'09    | 15-20 Youth                 |

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| <b>C. Transitions Services</b>  |   |                       |                 |
| <p><b>C1</b> Increase academic support and tutoring services for youth with disabilities to facilitate successful completion of high school.<br/>Goals Addressed: 1 and 4</p>         | <p>Conduct a Needs Analysis for Diploma tracked youth.</p> <p>Identify existing resources &amp; what organizations are working with the target population.-</p> <p>Obtain list from SFUSD of student who are seeking a High School Diploma</p> <p>Conduct a Needs Assessment to determine how comprehensive the tutoring needs are for youth who are required to take the High School Exit Exam.</p> <p>Compile and distribute the tutoring resources to youth, providers and parents in partnership with CCSF and SFUSD.</p> | Oct.'08 to Nov.'09    | 100 Youth       |
| <p><b>C2.</b> Identify indicators for evaluating the effectiveness of the Special Education and Transition systems and establish accountability.<br/>Goals Addressed: 4 and 6</p>     | <p>Establish a quarterly meeting with the Special Education, SELPA Directors and the Administrator of Secondary Education to identify quality indicators for evaluating the effectiveness of transition systems.</p> <p>Utilize and analyze the SFUSD data that is provided to ITOP to establish accountability</p>   | July 2008 – June 2009 | N/A             |
| <p><b>C3</b> Improve communication between home and school, public &amp; non-public for all families including those with limited English proficiency.<br/>Goals Addressed: 4 and</p> | <p>Identify key standards and indicator to show positive movement removing language barriers between school and home</p>  | On- going from year 1 | 1,200           |
| <p><b>C4</b> Expand SFUSD website to include information about transition.<br/>Goal Addressed: 4</p>  | <p>Identify an independent auditor to insure that the ITOP and SFUSD website meet accessibility standards.</p>  | July '08              | 1,500 Youth     |

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| <p><b>C6</b> Develop services to increase awareness and access of youth with disabilities to higher education and supports including college application, program visits financial aid, and specialized services<br/>Goal Addressed: 3</p>             | <p>Continue the Adopt – A- School Project in 3 Schools, Ida B. Wells, Washington &amp; Lincoln High</p>  | <p>On- going from year 1</p> | <p>50 youth</p>  |
| <p><b>C13.</b> Increase access to vocational training and work experience opportunities for youth with disabilities including subsidized employment, paid internships and community service volunteer internships.<br/>Goals Addressed: 2, 3 and 4</p> | <p>Develop a working group that will meet quarterly to improve the employment outcomes of (moderate to severe) youth with disabilities.</p> <p>Identify the employment needs of youth with severe to moderate disabilities.</p> <p>In order to increase employment services for youth with moderate to severe disabilities, JVS will leverage partnership with existing ITOP member organizations who provide employment training and placement.</p> <p>Maintain and strengthen these partnerships as the ITOP Council move forward.</p> <p>Develop a working group that will meet quarterly the improve the employment needs of moderate to server youth with disabilities.</p> | <p>June'08 to Aug. 09</p>    | <p>20 Youth</p>  |
| <p><b>C15</b> Increase competitive employment opportunities available for youth with disabilities.<br/>Goal Addressed: 4</p>   | <p>Secure additional funding.</p> <p>Develop and strengthen opportunities to link with the business community.</p> <p>Support existing efforts and organization devoted to increasing the employment rate among transition aged youth with disabilities.</p>   | <p>July –June 2009</p>       | <p>212 Youth</p> |

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| <p><b>C19.</b> Organize a Federated Human Service Cooperative (HSC) which empowers families and youth to become member-owners to develop and manage delivery of programs and services.<br/>Goals Addressed: 2 and 7</p>  | <p>Obtain approval from SFCD Board to file the official HSC Forms. Modify the By-Laws<br/>Establish potential Member-Owners Board of Directors. Identify 3-5 youth and families to participate in the HSC</p>         | <p>From filed by Nov. '08 member owners establish by Dec. '08</p>      | <p>5 Youth</p>                            |
| <b>D. Coordinated Services</b>   |   |  |   |
| <p><b>D1.</b> Establish the ITOP Council as the primary intermediary network in San Francisco for providers, schools, families, youth and the community in supporting youth with disabilities in the transition to adulthood. The council will help to develop and maintain a continuum of care for youth ages 14-24.<br/>Goal Addressed: 7</p>  | <p>Develop a comprehensive member's affiliation list.<br/>Distribute list widely.</p>   | <p>July 15, 2009</p>   | <p>100 youth family and professionals</p> |
| <p><b>D2</b> Increase capacity of San Francisco agencies to track and share data in order to identify transition issues and create or refine strategies to better meet the needs of youth with disabilities within a continuum of care.<br/>Goals Addressed: 2 and 7</p>   | <p>Maintain a significant role on the MTYTF to contribute to discussion on tracking youth data gathering and accountability. .</p>  | <p>On- going from year 1</p>   | <p>3-5 Agencies</p>                       |
| <p><b>D3</b> Providing training with City Departments in systems of care on youth with disabilities and transition issues including Human Service Agency (HSA), San Francisco Unified School District (SFUSD) public and non-public schools, Community Behavioral Health Services (CBHS), and the Juvenile and Adult Justice System, American Medical Association (AMA), Department of Public Health ( DPH) Goals Addressed: 2 and 7</p> | <p>Conduct 3 presentations at 3 agencies</p>  | <p>September, '08<br/>November, '08<br/>February '09<br/>April '09</p> | <p>30 Professionals</p>                   |
| <p><b>D4.</b> Improve communication and coordination of services between agencies serving youth with disabilities and systems of care involved youth with disabilities including foster care, juvenile justice and adult service systems.<br/><i>Goals Addressed: 7</i></p>  | <p>Invite 3 agencies to present at 3 ITOP meetings.<br/>2 expert guest Speakers to present at 2 ITOP</p> <p>Council meeting to talk about improving transition services.</p> <p>Provide networking opportunities.</p> | <p>Monthly ITOP meeting</p>  | <p>50 youth an professionals</p>          |

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| <p><b>D5.</b> Coordinate strategic planning efforts with City departments, other community partners and initiative to implement actions needed to achieve the objectives of this plan and improve transition outcomes for youth with disabilities.<br/>Goal Addressed 7</p> | <p>Develop a matrix that summarizes similar strategic goals.</p> <p>Identify a method to include this matrix as an addendum in all common strategic plans.</p>  | <p>Matrix to begin by Aug.08 Share with other agencies by Jan'09</p> | <p>1,500 Youth</p> |
| <p><b>D7.</b> Examine existing policies and advocate for policy changes to improve transition outcomes for youth with disabilities.<br/>Goals Addressed:2,7</p>   | <p>Continue to serve on the Mayor's Transitional Youth Taskforce</p> <p>Advocate ITOP participation on the new city Transitional Interagency Council</p> <p>Create a comprehensive grid of ITOP Members affiliation on Boards, Council, and Committee Taskforces for ITOP members.</p> <p>Develop speaking points of ITOP successes, goals achieved and system change areas for youth disabilities.</p> <p>Organize a coordinated approach to add ITOP members to place Transition and policy advocacy for transition aged youth with disabilities on their agenda to increase awareness to improve policy changes.</p> <p>Update city department heads with an ITOP update outcomes achieved</p> | <p>June'08 to July '09</p>   | <p>900 Youth</p>   |
| <p><b>D8.</b> Develop coordinated funding strategies and initiatives to support transition services for youth with disabilities.<br/>Goal Addressed:7</p>   | <p>Develop a Work plan &amp; Outcomes Achieved report</p> <p>Identify foundations, rotary clubs, professional associations, initiatives and individual donors that will support ITOP coordination efforts.</p> <p>Partner with DCYF &amp; other city departments to seek referrals for funding possibilities</p> <p>Analyze the feasibility for membership dues structure for ITOP member</p>   | <p>June'08 to July '09</p>   | <p>75 Youth</p>    |

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|   | agencies.   |                      |                                     |
| <b>E. Public Education and Awareness:</b>   |   |                      |                                     |
| <b>E1</b> Implement forums, educational activities and other opportunities to increase disability awareness in the community. Goal Addressed: 2   | Continue to partner and work closely with SNIP. Perhaps expand SNIP training to young adults with disabilities (18-24). | On-going from year 1 | 75 Youth, parents and professionals |
| <b>E2</b> Increase disability awareness training for the San Francisco Unified School District (SFUSD) community (school personnel, students and their families). Goals Addressed: 2, 3 and 4 | Continue to partner existing community agencies.  | Nov.'08-Dec. '08     | 5 % of Youth Citywide               |