



YOUTH TRANSITION PROGRAM-
 “HOW TO GET YOUR NEW YTP SITE STARTED”
 2023-2024

WHAT TASKS?	WHO SHOULD DO IT?	BY WHEN?
<p>Go to the Vocational Rehabilitation YTP Website at https://www.oregon.gov/odhs/providers-partners/vr/Pages/ytp-contractors.aspx</p> <ol style="list-style-type: none"> 1. Complete the information requested when you click the VR & School Contacts button. 2. Review all material located under <u>New Team Resources</u>. <ol style="list-style-type: none"> a. Locate My Transition Network, and My Transition Support Team, identify your regional TTAN team. b. Make sure you know the Vocational Rehabilitation Counselor assigned to your school. Contact your VR Pre-ETS Coordinator if you need help. c. Contact the VR Pre-ETS Coordinator for your region to make sure you are invited to any local / regional events, teams, etc. 	<ul style="list-style-type: none"> • YTP Transition Specialists • School Administrators new to supporting YTP • VRCs assigned to YTP caseloads 	<p>Prioritize this within your first few weeks on the job</p>
<ol style="list-style-type: none"> 3. Obtain and familiarize yourself with the YTP Overview and YTP Procedures Manual found at the VR YTP Website linked above. 4. Watch the Welcome to YTP Recorded Training found under <u>Past Events</u> and review associated materials. 	<ul style="list-style-type: none"> • YTP Transition Specialist 	<p>As soon as hired</p>
<ol style="list-style-type: none"> 5. Pre-ETS data entry: <ol style="list-style-type: none"> a. Review training materials and video on VR YTP Website under <u>Past Events</u>, April 2023 Community of Practice b. Attend open office hours linked on VR website under Events for questions c. Contact Triona Weeks for link to the Interim Pre-ETS Data Entry Tool and for additional questions at Triona.H.Weeks@odhs.oregon.gov 	<ul style="list-style-type: none"> • YTP Transition Specialists 	



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6. Obtain office space, computer, and telephone, access to student information system for Transition Specialist	Transition Specialist working with school or district YTP Administrator or other appropriate personnel	Within one week of hire
7. Network with existing YTP sites in your region and beyond	Transition Specialist	Ongoing via consortia meetings, Community of Practice, and Zoom connections
8. Understand your local service agencies (ODDS, Brokerage, Mental Health Providers, etc.) and contacts.	Transition Specialist	Ongoing
9. Make Team Decisions About: <ul style="list-style-type: none"> • Setting regular team meeting dates and times (“sacred time”). • Introducing Branch Manager to meet Transition Specialist and other stakeholders. • Identifying an initial pool of YTP participants. • Clarifying roles and responsibilities. • Review together the YTP VR Notebook found on VR Webpage linked above. Clarifying VR eligibility procedures and documentation. 	Transition Specialist and Vocational Rehabilitation Counselor	Within one month of hire
10. Hold dates for future YTP events and trainings and obtain relevant details found on VR website linked above under “Events”	YTP Team (Transition Specialist and VRC) and other stakeholders	Within one week of hire

When in doubt, contact michelle.markle@odhs.oregon.gov or 971.304.4281. And don’t forget to have fun! Adults having fun while working is a great and inspirational model for our students. 😊