## WHAT TASKS?

Go to the Vocational Rehabilitation YTP Website at [https://www.oregon.gov/odhs/providers-partners/vr/Pages/ytp-contractors.aspx](https://www.oregon.gov/odhs/providers-partners/vr/Pages/ytp-contractors.aspx)

1. Complete the information requested when you click the **VR & School Contacts** button.
2. Review all material located under **New Team Resources**.
   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.
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 **Past Events** and review associated materials.
5. Pre-ETS data entry:
   a. Review training materials and video on VR YTP Website under **Past Events**, [April 2023 Community of Practice](https://www.oregon.gov/odhs/providers-partners/vr/Pages/ytp-contractors.aspx)
   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

## WHO SHOULD DO IT?

- YTP Transition Specialists
- School Administrators new to supporting YTP
- VRCs assigned to YTP caseloads

## BY WHEN?

- Prioritize this within your first few weeks on the job
- As soon as hired
### WHAT TASKS? | WHO SHOULD DO IT? | BY WHEN?
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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:
- 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. 😊