Step #1: Assessment or pre-mapping
Tool: Identifying your team

Directions: Identify key partners and what they bring to the community mapping process.

POTENTIAL PARTNER	WHAT DO THEY BRING?	WHAT IS THEIR SELF-INTEREST?	STEPS TO ELICIT INVOLVEMENT	ROLE IN THE PROCESS

Resource Mapping **Step #2:** Mapping & developing a flow of services
Tool #2: Scanning the Resources

Directions: List your resources in the left hand column under "community partners." Then indicate which services/supports are targeted by each partner. Consider the columns to list across the top that align with secondary transition services.

COMMUNITY PARTNERS [List organizations, and funded projects, programs and initiatives.]	Example: Job Development and Work-based Learning Experiences	Example: Youth Empowerment/Self-Advocacy	Example: Benefits Management and Financial Literacy	Example: Family Supports	Example: Postsecondary Education Options

Prepared by Kelli Crane & Marianne Mooney 2004

Step 2: Mapping & developing a flow of services
Tool #3*:* Defining Resources Matrix

Directions: List your agencies/organizations this address this goal across the top. Fill in the details for each resource.

Goal: _____

	RESOURCE	RESOURCE	RESOURCE	RESOURCE	RESOURCE	RESOURCE
PURPOSE						
TARGET POPULATION						
ACTIVITIES/SERVICES						
PARTNERS						

Prepared by Kelli Crane & Marianne Mooney 2004

Step 2: Mapping & developing a flow of services
Tool #4: Mapping Resources – Overlaps, Gaps, Implications, & Actions Steps

Directions: Analyze your resources for duplications in services and supports—*overlaps*—and for those services that are missing--*gaps*. What implications do these overlaps and gaps have for your community's service delivery system, and what actions can be taken to align resources and needs more effectively?

OVERLAPS	GAPS	IMPLICATIONS	ACTION STEPS

Step 3: Implementation of services
Tool #5: Formulating Strategic Action Steps

Directions: Consider the action steps proposed in *Tool #4* and complete action and strategies for achieving your priorities.

Priority:

Action Step:

Strategies	Lead Agency	Critical Partners	3mos; 6 mos; 1 yr	Technical Assistance Needs

Action Step:

Strategies	Lead Agency	Critical Partners	3mos; 6 mos; 1 yr	Technical Assistance Needs
1.				
2.				
3.				

4.				
5.				
Action Step:				

Strategies	Lead Agency	Critical Partners	3mos; 6 mos; 1 yr	Technical Assistance
1.				
2.				
3.				
4.				
5.				
Action Step:				

Strategies	Lead Agency	Critical Partners	3mos; 6 mos; 1 yr	Technical Assistance
1.				
2.				
3.				

Prepared by Kelli Crane & Marianne Mooney 2004

4.				
5.				

Step 3: Implementation of services
Tool #6: Identify Technical Assistance Needs & Next Steps

Directions: For each goal and action steps, identify your technical assistance needs. Your technical assistance needs may fall under one of the following categories: research; training; public relations/outreach; policy; funding; development and dissemination of products and information.

Goal #1:

Brainstorm Technical Assistance Needs
Q. What help does your team need?
1.

2.

3.

4.

5.

Brainstorm Who Can Help
Q. Who can provide the TA (e.g., local, state, federal)?
1.

2.

3.

4.

5.

Sustaining the Effort

Directions: Below brainstorm your next steps to sustain your planning efforts. (Consider short-term goals.)

1.

2.

3.