



Annual Capacity Building Institute
May 6 – 9, 2013
Hilton University Place
Charlotte, North Carolina

REQUEST FOR CONTENT SESSION PROPOSALS

The Capacity Building Institute is co-hosted by the IDEA Partnership's Community of Practice on Transition, the National Dropout Prevention Center for Students with Disabilities (NDPC-SD), the National Post-School Outcomes Center (NPSO), and the National Secondary Transition Technical Assistance Center (NSTTAC).

Purpose of Capacity Building Institute:

Interdisciplinary state teams will engage in a continuous improvement process to gain secondary transition knowledge and skills, capacity building strategies, and participate in facilitated team planning to target improved transition services, high school completion rates, and post-school outcomes of students with disabilities.

INSTITUTE OBJECTIVES

Interdisciplinary state teams will:

- a) Gain content knowledge for enhancing effective secondary transition programs including: (a) maintaining student school engagement and graduation, and (b) evidence-based intervention and implementation strategies to improve students' post-school outcomes (college and career);
- b) Increase knowledge and application of strategies for data collection, reporting, and use across SPP/APR Part B Indicators 1, 2, 13, and 14 for program improvement;
- c) Participate in a continuous improvement model to build capacity of systems that prepare students for success in college and careers; and
- d) Gain knowledge and information from State team colleagues, national transition TA centers (e.g., IDEA Partnership, NDPC-SD, NPSO, NSTTAC) to support states' capacity building related to dropout prevention and re-entry, secondary transition, and post-school outcomes.

INSTITUTE CONTENT & STRUCTURE

The Institute will continue to provide professional development within the *Taxonomy for Transition Programming*, a research-based framework for secondary transition interventions (Kohler, 1996). The Taxonomy allows state teams to consider interventions for implementation and scale-up in the areas of (a) student-focused planning (i.e., student involvement in educational programming, student engagement in school), (b) student development (e.g., academic, employment, self-determination, social/ behavioral, and functional skill development), (c) interagency collaboration (e.g., systems and collaborative activities), (d) family involvement (e.g., family engagement and empowerment), and (e) program structures (e.g., policies, procedures, resources regarding secondary transition curricula and services, including college and career ready or P-16/20 initiatives). Content will also focus on four

capacity building strategies: (a) data-based decision making, (b) professional development, (c) policy analysis and change, and (d) technical assistance that may assist States as they implement and scale-up evidence-based interventions to improve school-completion, re-entry of students who dropout, and other secondary transition education and services in preparation for college and career success, resulting in better post-school outcomes.

Content sessions for the Institute will be identified by the capacity building strategies and framework areas with which they are associated, as well as organized topically. These topics will reflect needs identified by State teams and current issues in the field. A full structure of the strands for content will be provided early in 2013, as the agenda for the Institute once it is finalized.

The Annual Capacity Building Institute will **begin at 5 PM on Monday, May 6 and end at Noon on May 9, 2013.**

PRESENTATION FORMAT OPTIONS

Content Sessions. Content sessions are **75 minutes in length and should focus on one of the taxonomy content areas and capacity building strategies (See below).** Please plan to present for approximately 45 to 50 minutes and provide 20 – 30 minutes for participants to consider and discuss the application of the content to their State work. Content sessions will be offered **May 7, May 8, and the morning of May 9, 2013.**

Presenters for each presentation should be **limited to two individuals or examples from two states on the same topic (yet only one individual per state can present for a total of two individuals).** Proposals will be accepted that include more than two presenters; however, multiple presenters in a 45 to 50 minute presentation may become cumbersome. Sponsoring **Centers will only fund the travel for up to two content session presenters/presentation.**

Poster Sessions. There will also be an opportunity to display and explain resources, capacity building efforts of an organization, State, or other entity in a **poster session format during the Institute.**

SELECTION CRITERIA

The Institute sponsors are particularly interested in **content that addresses one or more of the following areas.** Specific consideration will be provided to presentations **aligned with the implementation of evidence-based practices and predictors of in- and post-school success:**

1) career preparation and success,	9) interagency agreements and systems,
2) college preparation and success,	10) intersections between special education and total education system initiatives in “college and career” preparation,
3) culturally relevant transition planning,	11) school and business partnerships,
4) data collection and use,	12) school completion and graduation,
5) disability specific evidence-based practices),	13) school re-entry programs,
6) evaluation of professional development,	14) technical assistance to support scaling-up of effective practices, and
7) family engagement and empowerment in the transition planning process and school/ community partnerships	15) youth leadership development (e.g.,
8) health and mental health and transitioning	

youth,	culturally relevant self-determination, knowledge of rights).
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Proposal selection is based on the following:

- ▶ **Feasibility** (i.e., likelihood content can be shared within the 75 minute session structure) of content session proposal
- ▶ Degree to which the proposal aligns with the **Institute objectives and structure**
- ▶ **Evidence- or research-based** support for content (i.e., report results of intervention or correlational research, reflect evidence- or research-based practice; report results of program evaluation data) OR content that reflects current **legislated mandates or federally funded initiatives** (e.g., implementation of Common Core State Standards; Employment First initiatives in states). *In the case of the latter type of content, preference will be given to proposals with program evaluation or other outcome data supporting effectiveness*
- ▶ **Appropriate for various secondary transition audiences represented in State teams** (e.g. educators, vocational rehabilitation counselors, other adult agency personnel, disability services providers in postsecondary institutes , families, and youth)
- ▶ Potential to **apply content to the State’s team planning process**

Preference will be given to proposals which reflect:

- ▶ Implementation and/or scale up of using **data based decision-making** to implement and/or scale up **evidence-based practices or predictors for post-school success**
- ▶ **Interagency or interdisciplinary collaboration**
- ▶ **Diversity** of stakeholders engaged in transition planning and address **issues of cultural relevance** in the proposed presentation
- ▶ Contribution offering multiple presentations by youth or family members of youth receiving secondary transition services
- ▶ Contribution to completing a **well-rounded agenda** for content across Center priorities and representing national centers, research institutions, and States, as noted in the Institute’s objectives

PROPOSAL SUBMISSION REQUIREMENTS: DEADLINE January 11, 2013

- **Content Session Proposal Form:** Submit the proposal using the form, beginning on page 7 of this document and the previous guidance electronically to drowe3@uoregon.edu by **January 11, 2013**.
- **Rename the File:** Prior to submitting your proposal, be sure to rename and save the file using the primary presenter’s last name

IF ACCEPTED:

Presenters will be notified of acceptance or not by **February 15, 2013**. Accepted presenters will also receive instructions for making travel arrangements with a sponsoring center and submitting

materials. All handouts must be submitted electronically by **April 12, 2013** so materials can be provided to attendees.

- **If selected, you will be expected to serve as a “content resource” for State teams during their planning.**
- If you are a **member of a State team**, please indicate this on your proposal form. Institute planners will suggest that teams meet with you during times outside of your own State team’s planning. Your proposal will NOT be penalized if you are a member of your State’s planning team.

INSTITUTE REGISTRATION

- Registration will be available on-line after **January 7, 2013** at www.nsttac.org.
- Registration for the Institute is free.
- Presenters are expected to register for the Capacity Building Institute
- Hotel accommodations will be provided by one of the sponsoring Centers for two presenters per session at the Hilton Charlotte University Place (negotiated rate of \$149.95/ night + tax for the Institute).
- Airfare or mileage reimbursement will be provided for two presenters per session.

Additional information on the CBI is available at www.nsttac.org, or by contacting a staff member from one of the co-sponsoring centers.

CONTENT SESSION PROPOSAL FORM

Content Session Title:			
Abstract: No more than 50 word description as it might appear in a program for participants.			
Content Session Description: Enter the description, not exceeding 450 words , of the content session being proposed for presentation. Address relevant selection criteria described in the Request for Content Session Proposals			
Presenters reflecting diversity of stakeholder groups: Please check if relevant to any presenter(s).			
<input type="checkbox"/>	Person representing racial/ ethnic diversity		
<input type="checkbox"/>	Person with a disability		
<input type="checkbox"/>	Presenting as a parent or family member of a person with a disability		
<input type="checkbox"/>	Presenting as a stakeholder outside of the field of secondary special education (e.g., adult services, business community, mental health services)		
<input type="checkbox"/>	Other:		
Connecting Content to Planning: Please mark the most applicable area(s) in each of the two columns. Many proposals will align with more than one area.			
Content Area	Capacity Building Strategy		
<input type="checkbox"/>	Student-Focused Planning	<input type="checkbox"/>	Data-Based Decision Making
<input type="checkbox"/>	Student Development	<input type="checkbox"/>	Professional Development
<input type="checkbox"/>	Interagency Collaboration	<input type="checkbox"/>	Policy Analysis and Change
<input type="checkbox"/>	Family Involvement	<input type="checkbox"/>	Technical Assistance
<input type="checkbox"/>	Program Structure		
SPP/APR Relevance (if applicable): Please indicate if the proposed content session relates to improving data collection, use, or performance for the SPP/APR Indicator(s) listed.			
<input type="checkbox"/>	Part B SPP/APR Indicator 1		
<input type="checkbox"/>	Part B SPP/APR Indicator 2		
<input type="checkbox"/>	Part B SPP/APR Indicator 13		
<input type="checkbox"/>	Part B SPP/APR Indicator 14		
<input type="checkbox"/>	Other SPP/APR Indicator or other measure for entity outside special education (please list):		
Session Format: All content sessions will have the same basic format of 75 minutes. Check below if relevant.			
<input type="checkbox"/>	Content Session		

<input type="checkbox"/>	Poster Session	
Technology Needs: : A laptop, LCD projector, and wired microphone will be provided for all content sessions. Please check below if you need additional technology. Presenters are responsible for bringing their presentation on a USB drive to the session.		
<input type="checkbox"/>	Wired internet (free wireless Internet is available)	
<input type="checkbox"/>	Flip charts & markers	
<input type="checkbox"/>	Speakers	
<input type="checkbox"/>	Laptop with DVD capacity	
<input type="checkbox"/>	Wireless lavalier microphone	
<input type="checkbox"/>	Microphone for use by the audience	
<input type="checkbox"/>	Mac user	
Additional Information:		
<input type="checkbox"/>	I will also be a member of my State's planning team	
<input type="checkbox"/>	I will be available to present at any time during the Institute (May 7, 8, or morning of May 9)	
<input type="checkbox"/>	I need to be scheduled to present on	
Lead Presenter Information		
Name:		
Title:		
Organization:		
Address:		
City:	State:	Zip Code:
E-mail:	Phone:	Fax:
	Cell onsite:	
Co-Presenter Information		
Name:		
Title:		
Organization:		
Co-Presenter Information		
Name:		
Title:		
Organization:		

Paste content session description here, as needed (450 words or less):

E-mail proposals to Dawn Rowe at, drowe3@uoregon.edu by January 11, 2013.