**IV. Instructions for Completing the Application**

Specific requirements for completing and submitting the application follow. If you have questions while completing this application, please contact Cynthia Wright at [wrightc1@michigan.gov](mailto:wrightc1@michigan.gov), or Jennifer Hirst at [hirstj@michigan.gov](mailto:hirstj@michigan.gov), or Janet Timbs at [timbsj@michigan.gov](mailto:timbsj@michigan.gov).

Please use the following outline to describe your need and commitment for technical support. Use 12-point size font and double-spacing. The application narrative should not exceed 5 pages.

**Due Date: February 8, 2019**

**1. Identify your team members.**

A. Name of the partnering entities (e.g., school district, MRS office, BSBP office, PIHP/CMHSP representative, Centers for Independent Living (CILs), adult employment service provider, also known as a Community Rehabilitation Program or CRP, etc.

Complete the composition of proposed partnership team:

| Name | Agency | Email | Phone |
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C. Name the designated leader/convener of the team:

**2. Establish Technical Assistance Need**

A. Describe the need for consultation, training, and technical assistance for the proposed team using available data.

B. Describe the efforts, to date, your community has made to expand its capacity to provide transition school to work services and move toward a community support-based approach, and the challenges you have encountered.

C. Data:

 To be completed by the Intermediate School District partner:

Using MiSchool Data, provide the following demographics for 2017- 2018 school year:

* Names of the county(ies) encompassing your area:
* Total number of students with disabilities within the ISD/County:
* Total number of students within the ISD/County:
* Number of students in each disability category within the ISD/County:
* Number of students with disabilities in grades 9, 10, 11, 12, and ungraded within the ISD/County:

 To be completed by the Intermediate School District partner:

Using the Wayne State Center for Urban Studies website: <http://survey.cus.wayne.edu/spp14/reporting/selectpage2017.aspx>

Provide the ISD’s results for SPP 14 (post-school outcomes) for the 2017 school year in the following categories:

1. Percent of students enrolled in higher education within one year of leaving high school:
2. Percent of students competitively employed within one year of leaving high school (but not enrolled in higher education):
3. Percent of students enrolled in some other postsecondary program or training program within one year of leaving high school (but not enrolled in higher education or competitively employed):
4. Percent of students in some other employment within one year of leaving high school (but not enrolled in higher education, some other postsecondary education or training program, or competitively employed):

1. Number of surveys sent:
2. Number of respondents:
3. Response rate:

 To be completed by the Michigan Rehabilitation Services partner:

Number of cases opened by MRS in Fiscal Year 2018 for youth aged 14-26 in your area/county(ies):

 To be completed by the regional Bureau of Services for Blind Persons (BSBP) regional office:

Number of cases opened by BSBP in Fiscal Year 2018 or youth aged 14-26 in your area/county(ies)

 To be completed by the Community Mental Health Services Provider partner:

Number of CMH cases opened in Fiscal Year 2018 for youth aged 14-26 in your area/county(ies)

**3. Briefly describe the present transition process and services for students with complex needs in your area.**

* What educational services are available?
* How are referrals to MRS/BSBP decided?
* How are referrals to PIHP/CMH decided?
* How and when are these students linked to a Community Rehabilitation Program (CRP)?
* Do your area teams promote competitive integrated employment for all students? If so, what does this look like?
* Are there any notable aspects of the work your teams do?

**4. Demonstrate Commitment**

Commitment from leadership is essential for team sustainability. Attach letters from the leadership of the respective agencies (e.g., school administrator, MRS regional director, BSBP regional director, CMHSP director, CRP Executive Director, etc.) indicating their commitment and support.

**Please remit to:**

**Cynthia Wright**

**Michigan Rehabilitation Services**

**320 S. Walnut St., 1st Floor**

**Lansing, MI 48933**