

Interagency Collaboration to Support Students with Employment: Implementation Support

This is a checklist of steps that supervisors can take to teach this Practice to their VR counselors*. The steps follow adult learning principles and are designed to support counselors in learning about and implementing this new practice.

1. **First, determine the learning goals related to this practice: What do you want VR counselors to know or know how to do with regards to this Practice?**
2. **Adult learners need to 1) understand the content; 2) figure out how its relevant, useful, and feasible to apply; 3) identify the skills they will need to use; and 4) practice implementing it, ideally in their setting. Review the Practice with these questions:**
 - a. **Knowledge: What is the best practice?**

Review the Case Example for Interagency Collaboration, or the Module “[title of student module here]”
 - b. **Attitudes: How possible is it to implement in our program? How will it help our clients? Review these requirements and discuss how feasible it is to implement.**
 - Setting requirements
 - none
 - Materials/Skills/Preparation
 - Requires collaboration with school district personnel
 - Requires collaboration with specific teachers serving student clients
 - Establish shared goals and strategies to achieve them through collaboration with school personnel
 - Barriers to implementation
 - Do you have access to the right school administrators?
 - Do you have access to the right teachers?
 - Do administrators/teachers see collaboration with VR settings as within their job responsibilities?
 - Opportunities for implementation
 - Do you have already-scheduled meetings with school staff you could use?
 - Do you have experience with/protocols for collaborative planning with agencies other than schools?
 - c. **Skills: What do will the counselors need to do?**
 - Contact appropriate school staff and arrange to collaborate.
 - Practice articulating the goals of the collaboration, and the outcomes to be achieved through collaborating.
 - d. **Practice: How would we do it here?**
 - What do the counselors need to do next?
 - What does the supervisor need to do to provide support?

*counselor can also mean vendor, as some sites may contract out for the services described