PLAN YOUR WAY OK

Resource Mapping Guide

Oklahoma's Secondary Transition Framework

Data-Driven Secondary Transition Planning

Collaborative Systems and Sustainable Teaming

Evidence- and Research-Based Practices

The ***Resource Mapping Guide*** is part of **Oklahoma's Secondary Transition Framework** developed through the Oklahoma Pathways to Partnerships Project (OP2P). The Framework outlines how to support students with disabilities as they move from high school to adult life. It includes high-quality training based on proven practices, expected outcomes, guides, resources, and practical tools to engage youth, families and community partners to improve transition outcomes across the state.

Guides

The Transition Framework Guides connect directly to the Framework and give local teams step-by-step tools to review their current services, improve collaboration, and plan for stronger post-school results.

- *Oklahoma Secondary Transition Framework Guide*
- *Oklahoma Transition Teaming Guide*
- *Predictors of Post-School Success Guide*
- *ASAP Assessment and Planning Guide*
- ***Resource Mapping Guide***
- *Department of Rehabilitation Services (DRS) and Local Educational Agencies (LEAs) Collaboration Guide*
- *Developmental Disabilities Services (DDS) and LEAs Collaboration Guide*

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Visit PlanYourWayOK.com to access Oklahoma's Secondary Transition Framework materials and additional resources to support successful secondary transition planning! The Plan Your Way OK website is a central hub designed to inform and support students with disabilities and their families as they prepare for life after high school.

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Introduction

As students transition from school to post-school life, they will encounter multiple systems, entities, and professionals. For this reason, collaboration and interagency partnerships have long been promoted as essential components of effective transition practice.

This Resource Mapping Guide is designed to help Oklahoma transition teams identify, organize, and leverage community resources to create seamless transitions for students and youth with disabilities. By following the systematic process outlined in this guide, your team will be able to build a comprehensive, coordinated system of services that leads to improved competitive integrated employment and post-secondary outcomes.

What Is Resource Mapping?

Resource mapping is a strategic process to organize information and provide direction to meet common community goals. It focuses on what your community (schools, vocational rehabilitation, youth agencies, and organizations) has to offer by identifying available services and resources that can be aligned to define a flow of services and ultimately build a seamless transition system.

The major goals of resource mapping are to:

- Ensure all students and youth have access to a broader, more comprehensive, and integrated system of services
- Build on community strengths by increasing the frequency, duration, intensity, and quality of services
- Create synergy that produces services beyond the scope of any single system
- Provide families, students, and youth with disabilities more flexibility and choice in navigating systems

Why Is Resource Mapping Important?

A coherent transition service model allows for a more clearly defined pathway to employment. Work experiences and employment during secondary school years, family involvement, and direct connections with post-school supports are key services that lead to seamless transitions.

Research shows that paid work prior to school exit is the strongest predictor of post-school employment, regardless of disability label or intensity of special education services.

The Four-Step Resource Mapping Process

Resource mapping is a straightforward process that provides necessary information to define a sequential flow of services. This section outlines the four essential steps involved in mapping resources and developing your flow of services.

Step 1: Assessment or Pre-Mapping

This initial step establishes the foundation for successful resource mapping by bringing together the right partners and establishing a shared vision.

Key Activities

- Identify partners and establish a task force.
- Establish a vision for aligning systems for improved transition services.
- Determine goals that align with Oklahoma's core student outcomes.

Step 2: Mapping and Developing a Flow of Services

This step involves collecting information and identifying available resources to create a sequential flow of services aligned with student outcomes. Student outcomes can be found on the Transition Planning Page at PlanYourWayOK.com (https://www.planyourwayok.com/transition-planning)

Key Activities

- Select a process for gathering information to map resources.
- Identify and collect information about community partners and services.
- Review, think about, and discuss the information to identify patterns and gaps.
- Align resources and services into a sequential flow of services.

Important Considerations for Oklahoma Teams

- **Early Engagement in Vocational Rehabilitation (VR) Services:** In Oklahoma, Vocational Rehabilitation (VR) services are provided by the Oklahoma Department of Rehabilitation Services (DRS), and the terms "DRS" and "VR" are often used interchangeably. VR is the process of assisting individuals with disabilities in overcoming barriers to employment and independent living. Early and active engagement with VR influences improved employment outcomes. VR must provide pre-employment transition services to students starting at age 16 (or earlier if the state elects), and students may apply for DRS services at age 15½.
- **Pre-Employment Transition Services (Pre-ETS):** Pre-ETS are short-term services provided by DRS that help students with disabilities successfully move from high school to further education or meaningful employment. They are available to students

who are eligible or potentially eligible for DRS services. Map existing Pre-ETS in your schools: (1) Job exploration counseling, (2) Work-based learning experiences, (3) Counseling on postsecondary education, (4) Workplace readiness training, and (5) Instruction in self-advocacy.

- **Core Student Outcomes:** Align your resource mapping with Oklahoma's core student outcomes including competitive integrated employment expectations, financial literacy, career pathways, employability skills, job seeking skills, and work opportunities.
- **Where to find out more about VR and Pre-ETS:** PlanYourWayOK.com (https://www.planyourwayok.com/transition-planning) Transition Planning page is a great place to start, especially for team members who are new to transition. There you will find all of Oklahoma's core student outcomes as well as all of the important guides related to transition, including the Department of Rehabilitation Services (DRS)/Local Education Agency (LEA) Collaboration Guide, which will guide you step-by-step through the process of DRS referrals, VR services, and how to receive Pre-ETS services in your school.

Step 3: Implementation of Services

Once resources have been mapped and a flow of services defined, the next step is to implement the coordinated system.

Key Activities

- Communicate the flow of services to students, youth with disabilities, families, and relevant stakeholders.
- Prepare staff in delivering services sequentially and provide necessary resources.
- Provide technical assistance and support in implementing the flow of services.

Step 4: Evaluation and Mid-Course Corrections

Continuous monitoring and refinement ensure that your resource mapping remains relevant and effective.

Key Activities

- Develop an evaluation plan with measurable indicators tied to Oklahoma's core student outcomes (e.g., work-based learning experiences completed, credentials earned, competitive integrated employment).
- Collect and review data on services delivered and student outcomes to determine what is working and what is not.

- Gather feedback from students, families, and partner agencies through surveys, meetings, or focus groups.
- Update the resource map and flow of services as programs, contacts, and services change in your community.
- Make mid-course corrections based on data and feedback, and revisit goals and timelines with your team at least annually.
- Celebrate and share successes with partners and stakeholders to maintain momentum.

Best Practices for Oklahoma Teams

System Level Practices

- Obtain buy-in from leadership within all partnering agencies at the outset.
- Develop a clear communication plan, so all partners are informed efficiently and in a timely manner.
- Invest in team building activities and training in communication skills to build trust and strengthen collaboration among partners.
- Identify existing resources that align with your vision to define a seamless flow of services.
- Determine overlaps and gaps in services to maximize efficiency.

Student Level Practices

- Align the Individual Education Program (IEP) and the Individual Plan for Employment (IPE), as well as other transition planning documents, such as the Individual Career and Academic Plan (ICAP), transition assessment results, and Section 504 Accommodation Plans. An IEP helps students succeed in school, while an IPE focuses on preparing them for life after graduation; aligning the two gives students a clear pathway from classroom learning to meaningful employment.
- Develop a transition plan to inform preparation for college and/or career, as well as independent living and community participation for students participating in the Oklahoma Alternate Assessment Program (OAAP).
- Design courses of study integrating community work experience and appropriate academic curriculum
- Link eligible students to appropriate adult services prior to exiting school.

New to these practices? Visit the Transition Planning page at PlanYourWayOK.com (https://www.planyourwayok.com/transition-planning) to learn how to implement each of these practices. There you will find Oklahoma's core student outcomes and step-by-step guides, including the Oklahoma Transition Teaming Guide, the Predictors of Post-School Success Guide, and the DRS/LEA Collaboration Guide, along with training courses and practical tools.

Potential Roadblocks and Solutions

Challenge: Partners Lose Momentum

Problem: Partners may lose momentum if they focus solely on long-term accomplishments.

Suggested Approaches:

- Gather input from partners and conduct ongoing evaluation.
- Establish both short-term and long-term goals.
- Make mid-course corrections as needed.

Challenge: Families Not Aware of Services

Problem: Families and students may not be aware of or connected to services necessary to maintain competitive integrated employment after high school.

Suggested Approaches:

- Share information early and often with students and families.
- Invite VR and adult service agencies to parent events and conferences.
- Provide brochures and information sheets with timelines.

Resource Mapping Worksheets

The following worksheets are designed to guide your team through each step of the resource mapping process. Several worksheets are pre-populated with Oklahoma statewide agencies and common transition services to give your team a starting point. Add your local partners and services to complete the mapping for your community.

Worksheet 1: Identifying Your Team

Step 1: Assessment or Pre-Mapping

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?

Worksheet 2A: Oklahoma Statewide and Local Partners

Step 2: Mapping & Developing a Flow of Services

Directions: Oklahoma's statewide agency partners are listed below. For each partner, identify their local contact information, website, and the specific services they provide in your area. Then add your local partners—such as school districts, technology centers, employers, and community organizations—in the rows provided. For a statewide view of the services each core agency provides by age group, see the Statewide Resource Map on the Transition Planning page at PlanYourWayOK.com (https://www.planyourwayok.com/transition-planning).

Statewide Partner	Local Contact, Office, or Website	Services Provided in Your Area
Oklahoma State Department of Education (OSDE)		*OSDE does not provide direct services; it offers guidance, training, and resources. Visit Plan Your Way OK at planyourwayok.com for transition guides, training, and tools.*
Department of Rehabilitation Services (DRS)		
Oklahoma CareerTech		
[Local CareerTech Technology Center]		
Oklahoma Works; Workforce Development		
Developmental Disabilities Services (DDS)		
Centers for Independent Living (CILs)		

Statewide Partner	Local Contact, Office, or Website	Services Provided in Your Area
Oklahoma State Department of Health		
Oklahoma Department of Mental Health and Substance Abuse Services		
Oklahoma Health Care Authority (OHCA)		
Oklahoma Department of Human Services (DHS)		
[Local School District(s)]		
[Local Employers]		
[Community Organizations]		

Worksheet 2B: Employment Services Matrix

Step 2: Mapping & Developing a Flow of Services

Directions: Common employment-related transition services are listed below. For each service, identify which partners in your community provide that service and any notes about availability, eligibility, or contact information.

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Apprenticeship		
Assistive Technology		

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Benefits Planning or Counseling		
Business Tours		
Career Awareness, Exploration, and Planning		
Career Interest Inventories		
Career Technical Education		
Community-Based Work Experiences		
Counseling (Vocational and Career)		
Financial Literacy		
Goal Setting		
Informational Interviews		
Internships		
Job Shadowing		
Job Coaching and Support		
Job Development		
Job Placement		
Job-Seeking Skills Training		

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Paid Employment Opportunities		
Pre-Employment Transition Services (Pre-ETS)		
Resume Development		
Self-Advocacy Training		
Social Skills Training		
Transition Assessment		
Transportation Assistance		
Work-Based Learning		
Workplace Readiness Training		

Worksheet 2C: Education & Training Services Matrix

Step 2: Mapping & Developing a Flow of Services

Directions: Common education and training services are listed below. For each service, identify which partners in your community provide that service.

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Academic Support and Tutoring		

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Accommodations		
ACT or SAT Preparation		
Assistance with FAFSA		
Assistive Technology		
Career Technology Center Tours		
College Tours and Campus Visits		
Counseling on Postsecondary Options		
Courses of Study Planning		
Dual Enrollment Support		
GED Preparation		
Higher Education Transition Support		
OK Promise or OK Access and Achievement Information		
Postsecondary Education Planning		

Worksheet 2D: Independent Living Services Matrix

Step 2: Mapping & Developing a Flow of Services

Directions: Common independent living and community participation services are listed below. For each service, identify which partners in your community provide that service.

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Accessing Community Resources		
Assistive Technology		
Behavior Support or Therapy		
Communication Skills		
Community-Based Instruction		
Community Experiences (Leisure)		
Cooking and Meal Planning		
Counseling and Mental Health		
Decision-Making Skills		
Driver's Education		
Emergency and Safety Skills		
Financial Management and Budgeting		

Service or Support	Local Partner(s) Providing This Service	Notes (Eligibility, Age Range, Contact)
Healthcare Management		
Household Management		
Housing Counseling		
Personal Care and Support		
Self-Advocacy		
Social and Emotional Skills		
Transportation and Travel Training		

Worksheet 3: Overlaps, Gaps, and Action Steps

Step 2: Mapping & Developing a Flow of Services

Directions: After completing the service matrices, analyze your resources for duplications (overlaps) and missing services (gaps). What implications do these have for your community's service delivery system?

Overlaps (Duplicated Services)	Gaps (Missing Services)	Implications	Action Steps

Worksheet 4: Strategic Action Steps

Step 3: Implementation of Services

Directions: Develop specific strategies for addressing the gaps and priorities identified in Worksheet 3.

Priority: _____

Action Steps and Strategies	Lead Agency	Critical Partner(s)	Timeline	TA Needs

Worksheet 5: Technical Assistance Needs

Step 3: Implementation of Services

Directions: Identify technical assistance needs for your team. Categories may include: research, training, public relations and outreach, policy, funding, or development and dissemination of products and information.

Goal: _____

Technical Assistance Needs (What help does your team need?)	Who can help? (Local, state, federal resources)
1.	
2.	
3.	
4.	
5.	

Sustaining the Effort

Directions: Brainstorm your next steps to sustain your planning efforts. Consider short-term goals.

1. _____
2. _____
3. _____

Creating a Digital Resource Map with Google My Maps

Creating a Digital Resource Map with Google My Maps is a great way for transition teams to share the supports available in their community!

Now that your resources are mapped out, consider building a digital version you can share on your website or social media to make it even easier for families, students, and partners to access what they need. This is a fantastic transition activity for students!

The University of Montana Rural Institute has developed a helpful resource, Creating a Resource Map With Google My Maps to make this easy! This tutorial shows step-by-step directions on how to put together a digital map of community resources using Google My Maps.

The guide is organized into four sections.

- Section 1: Creating Your Data File
- Section 2: Making Your Map
- Section 3: Updating Your Community Living Resources
- Section 4: Functional Needs for Community Living List

It also includes templates to get you started.

- **Resource list template**. Use this resource list template to start building your community resource list. The column headers are already included, just fill in details from your Education, Employment, and Independent Living worksheets.
- **Example resource list - Helena, MT Community Resources**. This sample resource list shows you how to create the resource map. It uses the same resources you'll see in the tutorial.

Access **Creating a Resource Map With Google Maps** by scanning the QR Code below or typing in the bit.ly.

(https://bit.ly/UOMMAP)

References and Resources

Key References

Crane, K., & Mooney, M. (2005). *Essential tools: Community resource mapping*. National Center on Secondary Education and Transition, University of Minnesota.

Greiman, L., Sage, R., and Mashinchi, G. (2023). Creating a Resource Map with Google My Maps. Missoula, MT: The University of Montana Rural Institute for Inclusive Communities. Retrieved from: https://scholarworks.umt.edu/ruralinst_independent_living_community_participation/93

National Technical Assistance Center on Transition (2018). *Resource mapping and flow of services guide*. Prepared by Kelli Crane, Ruth Allison, and Caroline MaGee.

Test, D. W., Mazzotti, V. L., Mustian, A. L., Fowler, C. H., Kortering, L., & Kohler, P. (2009). Evidence-based secondary transition predictors for improving postschool outcomes for students with disabilities. *Career Development for Exceptional Individuals, 32(3)*, 160-181. https://doi.org/10.1177/0885728809346960

Oklahoma Resources

- **Plan Your Way OK** – https://planyourwayok.com
- **Oklahoma State Department of Education – Office of Special Education** – https://oklahoma.gov/education/services/special-education
- **Oklahoma Department of Rehabilitation Services** – https://okdrs.gov
- **Oklahoma CareerTech** – https://okcareertech.org

For additional support and technical assistance with resource mapping, email planyourwayok@gmail.com.

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