

Transition Review Meeting – After the Meeting - Follow Up



Actions	Notes ✓
<p>Consolidate: As soon as possible, after the Transition Review Meeting, look at your notes and write them up legibly.</p>	
<p>Reflect: Talk through how the meeting went with your young person, if appropriate - how they felt etc. Check you both came out with the same messages and action points.</p>	
<p>Follow up: Draw up a list of <u>your</u> actions:</p> <ul style="list-style-type: none"> • people you need to contact • information you need to get/research • decisions you need to make 	
<p>Put a note in your diary/phone to contact other people who had actions from the meeting just before the agreed deadline. (See your 'Areas to Cover' checklist for deadlines/dates agreed.)</p>	
<p>File all your paperwork into your Parent Transition Planner.</p>	
<p>Update your Parent Transition Planner with any new professional's contact information. You could use the 'Contact Details for Professionals' list – see BVDOC6.</p>	
<p>Update your Parent Transition Planner with progress on your and other people's actions and feedback provided. You could use the 'Diary of Contact with Professionals' - see BVDOC7.</p>	

About 6 months after your Transition Review Meeting	Notes ✓
<p>Refer to your Transition Review Checklist – 'Early Days' to start thinking ahead ready for the next Transition Review Meeting - see BVDOC1.</p>	