

Pre-Application Checklist

For Innovative and Exemplary Respite Services

Before you proceed with the application, make sure you meet the following minimum criteria. You must be able to respond YES to each of the three questions below before completing the application. Programs that cannot answer yes to all three Pre-Application Screening questions cannot be considered for a full review

1. Have you been in operation for at least 3 years?
2. Do you have written guidelines for your respite service or an operations manual that you would be willing to share with ARCH and with others who might wish to replicate your services if selected as exemplary or innovative?
3. Do you have a written plan for how you will measure performance or a logic model for measuring performance? The written plan may be as simple as identification of a single outcome or multiple outcomes you plan to measure and a short description of how you plan to measure them. It is not necessary to have completed a logic model or formal evaluation at the time you complete this application.

If your respite service meets the above criteria, we invite you to nominate your respite service by completing the online application. The information you provide will be reviewed by a selection committee. If your respite service is selected as a possible exemplary or innovative service, ARCH will get back to you for more information and supporting documentation.