

**Lifespan Respite Technical Assistance Center
Project Work Plan Summary, Year 2
August 1, 2016 – July 31, 2017**

Goal: To develop and enhance the competence, capability and effectiveness of Lifespan Respite grantees, their partners, and the respite network to ensure respite care is responsive to family caregivers of individuals of all ages and disabilities.

✓ = Completed Task/Event

Objectives	Key Tasks	Activity Status
<p>1. Advance the practice and delivery of sustainable, integrated, and high quality respite serving all ages and special needs populations through tools, information dissemination, training, and technical assistance.</p>	<p>Individual technical assistance. Respond to telephone, email or mail requests.</p>	<p>Ongoing</p>
	<p>Training/TA Needs assessment of lifespan respite networks. Conduct annually to determine technical assistance and training needs.</p>	<p>✓ Completed annually</p>
	<p>ARCH Quick News Update. Research, write and disseminate e-newsletter monthly to lifespan respite networks on timely news related to best practices, new research findings and reports, data sources, funding and policy issues related to respite, family caregiving, disability and aging issues.</p>	<p>Produced monthly. For archived copies, click here.</p>
	<p>Fact Sheets. Research and develop fact sheets (at least one annually) on topics to be determined from training/TA needs assessment, work plan objectives, TA requests.</p>	<p>Respite for Military Families – Consumer Focused – in draft for the Elizabeth Dole Foundation</p> <p>Series of Consumer-Focused Fact Sheets in development – first one on <i>Respite for Caregivers of Individuals with Dementia</i></p>

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	<p>Respite Exemplary Programs and Services Data Base.</p>	<ul style="list-style-type: none"> ✓ Inclusion criteria developed ✓ Application field tested and finalized <p>Matrix for display of results - approved</p> <p>Dissemination of Application, review and selection of submitted services to populate data base - Spring 2017</p>
	<p>Webinars. Prepare content and hold two webinars annually using key experts in the field of lifespan respite on topics to be determined from training/TA needs assessment, work plan objectives, TA requests.</p>	<ul style="list-style-type: none"> ✓ February 22, 2017 - <i>Sustaining Lifespan Respite and Strengthening Stakeholder Engagement,</i> ARCH staff ✓ May 17, 2017 – <i>Assuring Culturally Relevant Respite Services for the Asian American and Pacific Islander (AAPI) Aging Population and their Family Caregivers,</i> Heather Chun, Director of Technical Assistance, National Asian Pacific Center on Aging
	<p>Networking Opportunities within states and among states through topical conference calls for Lifespan Respite grantees and partners at 4-6 times a year.</p>	<p>Lifespan Respite Grantee and Partner Conference Calls:</p> <ul style="list-style-type: none"> ✓ November 30, 2016 – <i>Sharing your Vision for Lifespan Respite,</i> a conversation with Kevin

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		<p>Foley, Administration for Community Living (ACL)</p> <p>✓ March 29, 2017 -- <i>A Conversation with Experts on Cultural Diversity: Applications for Respite Services</i>, National Consortium on Aging Resources for Seniors' Equity, a consortium of five national resource centers in the aging network</p> <p>Future Calls. TBD, Wednesdays, 2 -3:30 PM EST</p> <ul style="list-style-type: none"> • July 19, 2017 • September 13, 2017 • November 15, 2017 <p>For archived recorded calls and resources, click here.</p>
	<p>On-site state training events. Hold ARCH-sponsored Lifespan Respite Summits in at least 2 states. Assist with or speak at additional State conferences or other respite focused events.</p>	<p>Upcoming 2017 ARCH-sponsored State Lifespan Respite Summits</p> <p>Three summits planned for yr 2:</p> <ul style="list-style-type: none"> ✓ March 1, 2017: Santa Fe, NM ✓ June 15 2017:Tampa, FL ✓ July 7, 2017: Twin Falls, ID <p>ARCH participation in other state respite events as requested:</p> <ul style="list-style-type: none"> ✓ September 19, 2016 – PA Respite Awareness Day, Pittsburgh, PA, ARCH Video Welcome and Update

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		<ul style="list-style-type: none"> ✓ November 9, 2016 - New York State Caregiving and Respite Coalition, Albany, NY. ARCH Keynote on Volunteer Respite ✓ March 8, 2017 -- Nevada Respite Coalition Leaders Conference Call - Conversations with CO and MT Coalition Leaders from the Network facilitated by ARCH
	<p>National conferences and webinar training sessions at national lifespan respite conference with Lifespan Respite track, Grantee/Partner Learning Symposiums, and other professional national conferences, webinars, and state events.</p>	<p>National/International:</p> <ul style="list-style-type: none"> ✓ NASUAD HCBS Conference, Washington, DC, Sept.1, 2016, PPT Presentation, <i>Leveraging Lifespan Respite to Build and Sustain Respite Services for Family Caregivers</i> with DC and NC grantees. ✓ 2016 National Lifespan Respite Conference, Denver, CO, September 20-22, 2016 Conference Presentations/Highlights ✓ 2016 Learning Symposium for Lifespan Respite Grantees and Partners, Denver, CO, September 23, 2016 Highlights ✓ 2016 International Short Break Association, September 13-15, 2016, Edinburgh, Scotland

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		<p><u>ARCH Presentations</u></p> <p><u>A Research Agenda for Respite Care: Deliberations of an Expert Panel of Researchers, Advocates and Funders</u></p> <p><u>Sustaining Lifespan Respite</u></p> <p>✓ Caring Across Generations September 8, 2016, Webinar Presentation on ARCH Resources to national and local staff</p> <p>✓ Elizabeth Dole Foundation and the Veterans Health Care Administration, September 28, 2017, Washington, DC. ARCH Invited Participant as Co-chair of Dole Foundation’s Respite Impact Council and Capitol Hill Event to Launch Dole Foundation’s Hidden Heroes Campaign with Tom Hanks, September 27, 2016.</p> <p>✓ AARP Virtual Family Caregiver Fair, November 17, 2016, ARCH Booth and online chat</p> <p>✓ 2016 Association of University Centers on Disabilities (AUCD), December 6, 2016. ARCH PPT presentation, <i>Building an Evidence Base for Respite and the Role of the Lifespan Respite Care Program,</i> with</p>

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		NE Lifespan Respite Network Evaluation Team
	National Respite Locator Service (NRLS). Expand and keep current database and funding/eligibility information and maximize visitation and search engine capabilities.	Ongoing
	State respite registry development. Determine state needs and provide resources and assistance.	Ongoing
2. Assure Lifespan Respite grantees work with a broad range of stakeholders from across the age and disability spectrum and from additional untapped public, private and corporate sectors in state planning and program design and development.	Tools, Messaging to Increase Stakeholder Involvement in Lifespan Respite activities.	Ongoing
	Respite Messaging Materials and Resources. Finalize work of Respite Messaging Group to develop a package of national marketing materials promoting a respite educational message to be used or adapted by State Lifespan Respite grantees and partners	Signed contract with Messaging Consultant for the Development of these products: <ul style="list-style-type: none"> • 2-3 Adobe Spark “videos” around central theme of <i>What is Respite?</i> • 1-2 print material items to complement videos • Guidebook with instructions on how to best utilize materials and outreach strategies

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	<p>Identify special populations and stakeholder groups and their respite needs (e.g. employers, organizations that work with cultural and ethnic minorities, the LGBT population, military families, adults with intellectual and developmental disabilities, individuals with mental health issues) (years 1-4).</p>	<p>Ongoing with a focus on Culturally Diverse groups.</p>
	<p>Tools for Collaboration. Update training materials, including fact sheet and webinar (years 2 and 3)</p>	<p>Update in progress</p>
	<p>Checklist. Develop a generalized user-friendly step-by-step checklist or infographic for identifying, recruiting and retaining new partners.</p>	<p>✓ Infographic: What's the Key Ingredient for a Successful, Sustainable Coalition?</p>
	<p>Information Sheets/Infographics. Develop one-page info sheets or infographics that provide suggested messaging or approaches for successful outreach to identified specific populations of stakeholders as needed (years 3-5).</p>	
<p>3. Support long-term capacities and sustainability of lifespan respite programs, activities and/or state respite coalitions.</p>	<p>Develop New Sustainability Tools on Lessons Learned</p> <p>Checklist. Pull lessons learned from final qualitative evaluation of Exemplar States' Sustainability Planning Process to develop itemized checklist (year 1).</p>	<p>✓ Completed. Sustaining Lifespan Respite Systems: Lessons Learned and Practical Applications with a Checklist for Success</p>

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	<p>Post State Sustainability Plans and Documents on Website. Collect and post states' sustainability plans and related planning documents and worksheets on ARCH website (ongoing).</p> <p>Update Respite funding/financing documents (years 3-5).</p>	<p>Ongoing</p>
	<p>Form a Sustainability Planning Learning Collaborative and facilitate networking teleconferences to foster peer-to-peer exchange between Learning Collaborative leadership who successfully completed the sustainability planning process and the rest of the grantee network (years 1-5).</p>	<ul style="list-style-type: none"> ✓ December 2, 2016. First Meeting of Planning Team for Learning Collaborative ✓ Feb 1, 2017. Second meeting of Planning Team Leaders for Learning Collaborative to discuss Feb 22 kick off during Webinar ✓ Feb 22, 2017 – Launch of Sustainability Learning Collaborative ✓ March 20, 2017 – Mtg of Learning Collaborative Leaders to plan first call ✓ April 21, 2017 – First call of 23 members of the Sustainability Learning Collaborative ✓ June 8, 2017 – Learning collaborative leaders presented a webinar on using the Finance Project tools to develop a sustainability plan

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<p>4. Identify and disseminate Lifespan Respite Best Practices</p>	<p>Matrix Development. With grantees' permission, final grantee reports will be reviewed for systems change and direct service delivery activities, associated outcomes, and any data demonstrating success. This information will be compiled in a matrix (years 1 - 2).</p>	<p>Invitation sent to Lifespan Respite grantees and primary partners to share grant applications, semiannual and final reports for review by ARCH staff to update matrix.</p>
	<p>Develop Best Practices Document. Inclusion criteria will be developed to select lifespan respite best practices from the matrix. A report of Lifespan Respite Best Practices will be developed and disseminated widely (years 3 - 4)</p>	<p>To follow after matrix finalization.</p>
<p>5. In collaboration with ACL, plan and carry out strategies to collect, synthesize, disseminate and stimulate research in the field of respite and family caregiver support.</p>	<p>Form Respite Research Funding Consortium. Identify funders and obtain commitments (years 1-2).</p>	<ul style="list-style-type: none"> ✓ Status of Consortium. Commitment obtained from one funder and interested researchers. ✓ Continued Recruitment of Interested Funders: Connected with Harford Foundation and Grantmakers in Aging to publicize funding opportunities. ✓ Bring Researchers into the Research Consortium: Facilitated discussion among researchers for CO and NE ROI studies who agreed to be part of Research Consortium.
	<p>Develop, Disseminate Request for Proposals. TA Center will work with funding</p>	<p>Funding Research: ARCH to Assist in Development of RFP or targeted funding with</p>

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	<p>consortium members, the Rosalynn Carter Institute for Caregiving and the Family Support Research and Training Center (FS-RTC), to develop a collaborative request for proposals (RFP) using research framework developed by the Expert Panel on Respite Research (year 2). Through the Funding Consortium, disseminate RFP, review proposals, make selections, and fund 2-year respite research projects (yr 2).</p>	<p>Health Foundation of Western and Central New York</p> <p>✓ Second Strategy – Linked researchers to potential funders and will continue to link researchers willing to develop research proposals using Expert Panel framework with funders who have already expressed interest in (To date: RWJ Evidence in Action, PCORI, and Retirement Research Foundation)</p>
	<p>Respite Research Summit. The Funding Consortium, with assistance from the TA Center, will fund and convene a summit of the researchers and funders to review initial findings, discuss practice and policy implications of the findings, and explore interest among the funders to continue the respite research initiative (year 5). Summary report of summit will be developed.</p>	<p>To be held in year 5.</p>
<p>6. Provide resources to address how respite can support families in the development of their own natural supports.</p>	<p>Phase I. Development of LifeCourse Tools for Assessing Respite Natural Supports</p> <p>In collaboration with the National Community of Practice on Supports to Families (CoP) [National Association of State Directors of Developmental Disabilities Services (NASDDDS) and</p>	<p>✓ Advisory workgroup formed. Group composed of Lifespan Respite grantees and state respite coalition members who volunteered.</p> <p>✓ Several Advisory workgroup meetings held to draft and review new tools.</p>

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	<p>University of Missouri-Kansas City Institute for Human Development (UMKC-IHD)], workgroup will be formed to develop tools and provide feedback on LifeCourse Integrated Respite Strategies (year 1).</p>	<p>✓ Sept 23, 2016 – CoP presented draft tools to lifespan respite grantees and partners at the Learning Symposium for additional feedback.</p> <p>✓ Feb - March 2017 – ARCH and Advisory Workgroup met to review final drafts and submitted written comments to CoP</p> <p>✓ June 2017 – Final draft sent to ACL for approval.</p> <p>LifeCourse Tools under Development</p> <ul style="list-style-type: none"> • Respite Integrated Star • Respite Portfolio • Respite Resource Guide
	<p>Phase II: Training for State Lifespan Respite Grantees and Partners. Through webinars and teleconferences, Lifespan Respite Network will be trained on the purpose and use of the developed tools. Feedback will be used to modify tools (year 2).</p>	<ul style="list-style-type: none"> • July 25, 2017 – Training for Lifespan Respite grantees and others interested in field testing tools. <p>Next steps – further refinement of tools based on feedback collected from field testing.</p>
	<p>Phase III. Broad dissemination strategy for LifeCourse training tools will be undertaken jointly by CoP and TA Center (years 2 - 3).</p>	

June 2017