

**Lifespan Respite Technical Assistance Center
Project Work Plan Summary, Year 3
August 1, 2017 – July 31, 2018**

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>Undertaking new comprehensive T/TA needs assessment this winter with new grantees and states that just received new 3-year grants.</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, 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>9 Steps to Respite - Consumer Focused Fact Sheets</p> <p>✓ <i>Respite for Military Families</i> (Prepared with support from the Dole Foundation – not yet posted)</p>

Objectives	Key Tasks	Activity Status
		<ul style="list-style-type: none"> ✓ <i>Respite for Caregivers of Individuals with Dementia</i> https://archrespite.org/consumer-information/family-caregiver-fact-sheets • <i>Respite for Caregivers of Persons with I/DD (in progress)</i>
	<p>Respite Exemplary Programs and Services Data Base.</p>	<ul style="list-style-type: none"> ✓ Inclusion criteria developed ✓ Application field tested and finalized ✓ Matrix for display of results - approved <p>Dissemination of Application, review and selection of submitted services to populate data base - Spring 2018</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>	<p><i>None held to date in Year 3</i></p>
	<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"> ✓ September 13, 2017, Emergency Respite <p>Next Call</p> <ul style="list-style-type: none"> • January 17, 2017 <p>For archived recorded calls and resources, click here.</p>

Objectives	Key Tasks	Activity Status
	<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>Two summits planned for yr. 3. Not yet scheduled.</p>
	<p>ARCH participation in national conferences and ARCH 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, Baltimore, MD, Aug 30, 2017, <i>Diverse Partnerships to Advance Lifespan Respite Opportunities for Family Caregivers</i>, with Dorinda Adams, MD Dept. of Human Services and Jennifer Eastman, MD Dept. of Disabilities ✓ 2017 National Lifespan Respite Conference, Huntsville, AL, Oct 11-13, 2017, Conference Presentations/Highlights ✓ 2017 Learning Symposium for Lifespan Respite Grantees and Partners, Huntsville, AL, October 11, 2017 Highlights ✓ 30th Anniversary Summit of the Rosalynn Carter Institute for Caregiving, Americus, GA, October 27, 2017, ARCH presented on the <i>Advocacy Panel</i> ✓ Bank of America, National Webinar for EAPs (300

Objectives	Key Tasks	Activity Status
		<p>participants), November 14, 2017, <i>Respite for the Family Caregiver: What is it and how do you find it?</i></p> <p>✓ AARP Virtual Family Caregiver Fair, November 16, 2017</p> <p>✓ DC Caregiver Coalition, Washington, DC, November 28, 2017, <i>Sustainability Planning for Lifespan Respite Activities</i></p>
	<p>National Respite Locator Service (NRLS). Expand and keep current database and funding/eligibility information and maximize visitation and search engine capabilities.</p>	<p>Ongoing</p>
	<p>State respite registry development. Determine state needs and provide resources and assistance.</p>	<p>Ongoing</p>
<p>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.</p>	<p>Tools, Messaging to Increase Stakeholder Involvement in Lifespan Respite activities.</p>	<p>Ongoing</p>
	<p>Respite Messaging Materials and Resources. Finalize work of Respite Messaging Group to develop a package of national marketing materials promoting a</p>	<p>Products under development:</p> <ul style="list-style-type: none"> • 2-3 Adobe Spark "videos" around central theme of <i>What is Respite?</i>

Objectives	Key Tasks	Activity Status
	respite educational message to be used or adapted by State Lifespan Respite grantees and partners	<ul style="list-style-type: none"> • 1-2 print material items to complement videos • Guidebook with instructions on how to best utilize materials and outreach strategies
	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).	Ongoing with a focus on Culturally Diverse groups.
	Tools for Collaboration. Update training materials, including fact sheet and webinar (years 2 and 3)	<ul style="list-style-type: none"> ✓ Webinar held in Year 2 ✓ State Respite Coalition Fact Sheets updated. https://archrespite.org/images/state_pdf/coalition/Coalition_Fact_Sheets/ARCH-2017-Compendium_Final.pdf • Tools for Collaboration Fact Sheet (<i>in draft</i>)
	Checklist. Develop a generalized user-friendly step-by-step checklist or infographic for identifying, recruiting and retaining new partners.	✓ Completed in Yr. 2. Infographic: What's the Key Ingredient for a Successful, Sustainable Coalition?
	Information Sheets/Infographics. Develop one-page info sheets or infographics that provide suggested messaging or approaches for successful outreach to identified specific	

Objectives	Key Tasks	Activity Status
	populations of stakeholders as needed (years 3-5).	
<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>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>✓ Completed in Yr. 2. Sustaining Lifespan Respite Systems: Lessons Learned and Practical Applications with a Checklist for Success</p> <p>Ongoing</p> <p>✓ Completed in Yr. 2. Medicaid Home and Community Based Waivers, Updated 2016</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>	<p>✓ Learning Collaborative held two meetings at the end of year 2 and met in person at the National Lifespan Respite Conference, October 11, 2017</p> <p>Learning Collaborative Webpage at https://lifespanrespite.wildapricot.org/Learning_Collaborative</p> <ul style="list-style-type: none"> • Next Conference Call. December 11, 2017, Next meeting.

Objectives	Key Tasks	Activity Status
<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>Under Development. Lifespan Respite state grant applications, semiannual and final reports under 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 Consortium. Identify funders and obtain commitments (years 1-2).</p>	<p>✓ Status of Consortium. Commitment obtained from one funder and interested researchers.</p> <ul style="list-style-type: none"> • Continued Recruitment of Interested Funders: ongoing
	<p>Develop, Disseminate Request for Proposals. TA Center will work with funding 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</p>	<p>✓ Funding Research: Health Foundation of Western and Central New York expected to announce research award by February.</p> <p>✓ Bring Researchers into the Research Consortium: Continue to link researchers willing to develop research</p>

Objectives	Key Tasks	Activity Status
	<p>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>proposals using Expert Panel framework with funders who have already expressed interest in respite research.</p> <p>✓ Outreach: ARCH represented by Ray Kirk, PhD, facilitator of the ARCH Expert Panel on Respite Research (did not present) at:</p> <p>National Institute of Nursing Caregiving Research Symposium in Bethesda, MD, Aug 6 and 7</p> <p>National Institute of Health’s Dementia Care Summit in Bethesda, MD, Oct. 16 - 17</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</p>	<p>✓ Field Testing of Tools, August – Sept 2017. Tools refined for final release.</p> <p>✓ Final <i>Charting the LifeCourse Respite Tools</i> released at National Lifespan Respite Conference in October 2017.</p>

Objectives	Key Tasks	Activity Status
	<p>Association of State Directors of Developmental Disabilities Services (NASDDDS) and 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>http://www.lifecoursetools.com/respite/</p>
	<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"> • Training Webinar for Respite Network on using the final tools most effectively, December 7, 2017
	<p>Phase III. Broad dissemination strategy for LifeCourse training tools will be undertaken jointly by CoP and TA Center (years 2 - 3).</p>	

November 2017