

**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><b>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.</b></p>	<p><b>Individual technical assistance.</b> Respond to telephone, email or mail requests.</p>	<p><b>Ongoing</b></p>
	<p><b>Training/TA Needs assessment of lifespan respite networks.</b> Conduct annually to determine technical assistance and training needs.</p>	<p>Analyzing information gathered from <b>comprehensive T/TA needs assessment</b> of Lifespan Respite grantees, partners and respite network.</p>
	<p><b>ARCH Quick News Update.</b> 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><b>Produced monthly.</b> For archived copies, click <a href="#">here</a>.</p>
	<p><b>Fact Sheets.</b> 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><b>9 Steps to Respite - Consumer Focused Fact Sheets</b> <a href="https://archrespite.org/consumer-information/family-caregiver-fact-sheets">https://archrespite.org/consumer-information/family-caregiver-fact-sheets</a></p> <p>✓ <i>Respite for Military Families</i></p> <p>✓ <i>Respite for Caregivers of Individuals with Dementia</i></p>

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		<ul style="list-style-type: none"> <li>✓ <i>Respite for Caregivers of Persons with I/DD</i></li> <li>• <i>Respite for GrandFamilies (in progress)</i></li> </ul>
	<p><b>Respite Exemplary Programs and Services Data Base.</b></p>	<ul style="list-style-type: none"> <li>✓ Inclusion criteria developed</li> <li>✓ Application field tested and finalized</li> <li>✓ Matrix for display of results - approved</li> </ul> <p>Dissemination of Application, review and selection of submitted services to populate data base - Spring/Summer 2018</p>
	<p><b>Webinars.</b> 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"> <li>✓ April 25, 2018, <i>No Wrong Door and Lifespan Respite: A shared vision.</i></li> </ul> <p><b>Upcoming:</b> July 12, 2018. <i>Assistive Technology Update from ACL</i></p>
	<p><b>Networking Opportunities</b> within states and among states through <b>topical conference calls</b> for Lifespan Respite grantees and partners at 4-6 times a year.</p>	<p><b>Lifespan Respite Grantee and Partner Conference Calls:</b></p> <ul style="list-style-type: none"> <li>✓ September 13, 2017, <i>Emergency Respite</i></li> <li>✓ January 17, 2017, <i>Getting Creative with State Partnerships in Lifespan Respite</i></li> <li>✓ May 16, 2018, <i>The Nuts and Bolts of Voucher Respite</i></li> <li>✓ <b>Voucher Learning Collaborative</b> formed as an outgrowth of May 16<sup>th</sup> call. Developed survey on state</li> </ul>

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		<p>implementation of voucher respite.</p> <p><b>Upcoming:</b></p> <p>July 18, 2018 – <i>Topic TBD</i></p> <p>For archived recorded calls and resources, click <a href="#">here</a>.</p>
	<p><b>On-site state training events.</b> Hold ARCH-sponsored Lifespan Respite Summits in at least 2 states.</p>	<p><b>2018 ARCH-sponsored State Lifespan Respite Summits</b></p> <p>Two summits held:</p> <ul style="list-style-type: none"> <li>✓ May 23, 2018 – Nashville, TN</li> <li>✓ June 13, 2018 – Madison, WI</li> </ul>
	<p><b>ARCH participation in conferences, ARCH National Lifespan Respite Conference</b> with Lifespan Respite track, Grantee/Partner Learning Symposiums, and other professional national conferences, webinars, and state events.</p>	<p><b>National/International:</b></p> <ul style="list-style-type: none"> <li>✓ <b>NASUAD HCBS Conference</b>, 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</li> <li>✓ <b>2017 National Lifespan Respite Conference</b>, Huntsville, AL, Oct 11-13, 2017, <a href="#">Conference Presentations/Highlights</a></li> <li>✓ <b>2017 Learning Symposium for Lifespan Respite Grantees and Partners</b>, Huntsville, AL, October 11, 2017 <a href="#">Highlights</a></li> </ul>

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		<ul style="list-style-type: none"> <li>✓ <b>30<sup>th</sup> Anniversary Summit of the Rosalynn Carter Institute for Caregiving</b>, Americus, GA, October 27, 2017, ARCH presented on the <i>Advocacy Panel</i></li> <li>✓ <b>Bank of America, National Webinar for EAPs</b> (300 participants), November 14, 2017, <i>Respite for the Family Caregiver: What is it and how do you find it?</i></li> <li>✓ <b>AARP Virtual Family Caregiver Fair</b>, November 16, 2017</li> </ul> <p><b>State Events</b></p> <ul style="list-style-type: none"> <li>✓ <b>DC Caregiver Coalition</b>, In-person mtg, Washington, DC, November 28, 2017, <i>Sustainability Planning for Lifespan Respite Activities</i></li> <li>✓ <b>ND Grantee and Partners</b>, Webinar to introduce them to ARCH resources, February 2018</li> <li>✓ <b>ID Family Caregiver Alliance</b>, Webinar to introduce them to ARCH sustainability resources, April 2018</li> <li>✓ <b>Charter respite coalition members from Saipan in the Northern Mariana Islands</b>, Teleconference on preparing to apply for a federal Lifespan Respite grant, April 2018</li> </ul>

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	<p><b>National Respite Locator Service (NRLS).</b> Expand and keep current database and funding/eligibility information and maximize visitation and search engine capabilities.</p>	<p><b>Ongoing</b></p>
	<p><b>State respite registry development.</b> Determine state needs and provide resources and assistance.</p>	<p><b>Ongoing</b></p>
<p><b>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.</b></p>	<p><b>Tools, Messaging to Increase Stakeholder Involvement in Lifespan Respite activities.</b></p>	<p><b>Ongoing</b></p>
	<p><b>Tools for Collaboration.</b> Update training materials, including fact sheet and webinar.</p>	<ul style="list-style-type: none"> <li>✓ Webinar on collaboration and the link to sustainability held in Year 2</li> <li>✓ <b>State Respite Coalition Fact Sheets</b> updated.  <a href="https://archrespite.org/images/state_pdf/coalition/Coalition_Fact_Sheets/ARCH-2017-Compendium_Final.pdf">https://archrespite.org/images/state_pdf/coalition/Coalition_Fact_Sheets/ARCH-2017-Compendium_Final.pdf</a></li> <li>✓ <b>Tools for Collaboration Fact Sheet</b> disseminated.  <a href="https://lifespanrespite.wildapricot.org/Sustainability_Tools#CollaborationTools">https://lifespanrespite.wildapricot.org/Sustainability_Tools#CollaborationTools</a></li> </ul>
	<p><b>Checklist.</b> Develop a generalized user-friendly step-by-step checklist or infographic for</p>	<ul style="list-style-type: none"> <li>✓ <b>Completed in Yr. 2.</b>  <a href="#">Infographic: What's the Key Ingredient for a Successful, Sustainable Coalition?</a></li> </ul>

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	identifying, recruiting and retaining new partners.	
	<p><b>Information Sheets/Infographics.</b> 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><b>3. Support long-term capacities and sustainability of lifespan respite programs, activities and/or state respite coalitions.</b></p>	<p><b>Develop New Sustainability Tools on Lessons Learned</b></p> <p><b>Checklist.</b> Pull lessons learned from final qualitative evaluation of Exemplar States' Sustainability Planning Process to develop itemized checklist.</p> <p><b>Post State Sustainability Plans and Documents on Website.</b> Collect and post states' sustainability plans and related planning documents and worksheets on ARCH website (ongoing).</p> <p><b>Update Respite funding/financing documents</b> (years 4-5).</p>	<p>✓ <b>Completed in Yr. 2.</b>  <a href="#">Sustaining Lifespan Respite Systems: Lessons Learned and Practical Applications with a Checklist for Success</a></p> <p>Ongoing</p> <p>✓ <b>Completed in Yr. 2.</b>  <a href="#">Medicaid Home and Community Based Waivers, Updated 2016</a></p>
	<p><b>Form a Sustainability Planning Learning Collaborative</b> and facilitate networking teleconferences to foster peer-to-peer exchange between Learning Collaborative leadership who successfully completed the sustainability</p>	<p>✓ <b>Learning Collaborative</b> meets regularly. Formed a smaller work group of those working with the Finance Project Toolkit to develop long term sustainability plan. Meets monthly.</p>

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	planning process and the rest of the grantee network.	<b>Learning Collaborative Webpage at</b> <a href="https://lifespanrespite.wildapricot.org/Learning_Collaborative">https://lifespanrespite.wildapricot.org/Learning_Collaborative</a>
<b>4. Identify and disseminate Lifespan Respite Best Practices</b>	<b>Matrix Development.</b> 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 summarized in a matrix.	<b>Under Development.</b> Lifespan Respite state grant applications, semiannual and final reports under review by ARCH staff to update matrix.
	<b>Develop Best Practices Document.</b> 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 (year 4)	<b>To follow in year 4 after matrix finalization.</b>
<b>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.</b>	<b>Form Respite Research Consortium.</b> Identify funders and obtain commitments.	<ul style="list-style-type: none"> <li>• <b>Continued Recruitment of Interested Funders and Researchers:</b> ongoing</li> <li>• Update of <b>Annotated Bibliography</b> in progress</li> </ul>
	<b>New respite research will be initiated</b> using research framework developed by the Expert Panel on Respite Research.	<ul style="list-style-type: none"> <li>✓ <b>Funding Research:</b> Health Foundation of Western and Central New York announced research award.</li> <li>✓ <b>Bring Researchers into the Research Consortium:</b> Continue to link researchers willing to develop research</li> </ul>

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		proposals using Expert Panel framework with funders who have already expressed interest in respite research.
	<p><b>Respite Research Summit.</b> The Research Consortium, with assistance from the TA Center, will fund and convene a summit of 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>	To be held in year 5.
<p><b>6. Provide resources to address how respite can support families in the development of their own natural supports.</b></p>	<p><b>Phase I. Development of <a href="#">LifeCourse Tools</a> for Assessing Respite Natural Supports</b></p> <p>In collaboration with the <b>National Community of Practice on Supports to Families (CoP)</b> [National 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.</p>	<p>✓ <b>Field Testing of Tools, August – Sept 2017.</b> Tools refined for final release.</p> <p>✓ <b>Final <i>Charting the LifeCourse Respite Tools</i> released at National Lifespan Respite Conference in October 2017.</b>  <a href="http://www.lifecoursetools.com/respite/">http://www.lifecoursetools.com/respite/</a>  <a href="https://archrespite.org/consumer-information/lifecourse-tools-for-respite">https://archrespite.org/consumer-information/lifecourse-tools-for-respite</a></p>
	<p><b>Phase II: Training for State Lifespan Respite Grantees and Partners.</b> Through webinars and teleconferences, Lifespan Respite Network will be trained on the purpose and use of the</p>	<p>✓ <b>Training Webinar</b> held for Respite Network on using the final tools most effectively, December 7, 2017</p>



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	developed tools. Feedback will be used to modify tools.	<a href="https://umkc.webex.com/cmp3300/webcomponents/jsp/docshow/closewindow.jsp">https://umkc.webex.com/cmp3300/webcomponents/jsp/docshow/closewindow.jsp</a>
	<b>Phase III. Broad dissemination strategy</b> for LifeCourse training tools will be undertaken jointly by CoP and TA Center.	

*June 2018*