

Lifespan Respite Grantee and Partner Learning Symposium

Roundtable Discussion Guide

PURPOSE

The purpose of this roundtable discussion is to connect states that have shared goals related to **Building, Enhancing, or Sustaining Lifespan Respite Systems and Services**. We will discuss strategies for goal implementation, exchange knowledge about new resources and tools, and identify collaborative actions to achieve a common goal.

COMMON GOAL:

STEP 1: IDENTIFY ROLES (5 minutes)

Review the following roles and key responsibilities. These roles ensure a productive and well-organized roundtable discussion, where every voice is heard, and concrete next steps are identified. Discuss as a group and identify who will serve in each role.

Role	Key Responsibilities	Who will serve in this role?
Facilitator	Guide discussion, encourage participation, summarize key points	
Timekeeper	Monitor time, remind group of time limits, ensure smooth transitions	
Note Taker	Document key points, decisions, action items, and commitments	
Report Out Presenter	Summarize discussion outcomes, present next steps and commitments	

STEP 2: INTRODUCTIONS (15 minutes)

To help everyone get to know each other and create a sense of connection as we work towards a common goal, each participant will introduce themselves by sharing the following:

- **WHO** you are (Your name and preferred pronouns)
- **WHAT** you do (Your current role)
- **WHEN** you started (How long you have been in this role)
- **WHERE** you do your work (Name of agency/organization and area you serve)
- **WHY** you do what you do (What is one aspect of your work that brings you joy?)



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STEP 3: CURRENT PROGRESS & RESOURCES (15 minutes)

Let's start by reflecting on the current state of progress towards the goal and share any resources, tools, or approaches that have been helpful. Consider the following:

- What progress has your agency/organization made toward the goal? Discuss milestones, achievements, and your biggest successes.
- What resources (funding, training, toolkits, research) have you used or developed that have been helpful and what resources do you feel are still needed to further your work?

STEP 4: COLLABORATION AND SUPPORT (15 minutes)

Next, let's focus on opportunities for collaboration and discuss what support would be helpful in order to keep making progress toward the goal. Consider the following:

- What are some potential areas for collaboration between agencies, organizations and partners? Consider how we can share resources, knowledge, and expertise, as well as potential opportunities for joint initiatives or funding opportunities that could be explored.
- What specific resources, tools, or guidance would help you move forward? Discuss what would help in overcoming common challenges and who could provide needed support.



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STEP 5: ACTION STEPS (15 minutes)

Let's wrap up by identifying specific next steps and concrete actions we can take individually and collectively to continue advancing toward our goal. Consider the following:

- What specific next steps are you and/or your agency/organization able to take?

- How can this group stay connected after the roundtable to share updates, exchange resources, and support each other to advance the shared goal?

STEP 8: SUMMARY AND REPORT OUT (10 minutes)

Summarize the key points discussed that you want to share with the larger group during the report out. Consider the following:

- What goal were you working on?

- What 2-3 key takeaways or most important message would you like to highlight for the larger group?