

Sustainability Planning Technical Assistance ARCH Lifespan Respite Care State Network

Wednesday, July 16, 2014

2:00 pm - 3:30 pm EDT

Call in Number: 1-866-398-2885 Passcode: 497574

Desired Outcomes for the TA Call:

- Review technical assistance progress in all exemplar states
- Clarify successes -- what has worked well
- Identify challenges -- what aspects of providing technical assistance are most difficult
- Brainstorm solutions and pathways around stumbling blocks
- Brainstorm next steps for technical assistance support.

Agenda

2:00 pm

Welcome and introductions -- *Jill Kagan*

- Introduce participants on the conference call
- Review outcomes for this call

2:10

Review status of TTA work and progress in completing sustainability planning in ARCH Lifespan Respite Exemplar States -- *Jill Kagan and state team leaders*

- Jill to provide overview of goals/desired outcomes for the TA project
- Each state team leader to provide a brief summary of progress to date

2:40

Identify strengths and successes -- *Cheri Hayes*

Recognizing strengths in the planning process and acknowledging successes can add momentum and yield greater buy-in among stakeholders. These may be large and small:

- What aspects of sustainability planning have gone well?
- Are there notable successes from which other state teams can learn and benefit?

2:50

Identify challenges and failures -- *Cheri Hayes*

Challenges and stumbling blocks at each stage in the planning process can result from 1) a lack of conceptual understanding, motivation, collaboration, commitment and leadership; 2) a lack of resources -- time, staff support, the right information (data) and technical skill to gather data, complete the analysis and get the work done; and 3) political disagreements, competition and poor working relationships with partners and other stakeholders.

- Planning to plan
- Developing a clear concept of what sustainability means for their programs, where they have strengths to build on and where they have weaknesses/capacity needs that must be addressed
- Developing/refining a logic model (based on a clear theory of change)
- Developing a strategic financing plan
- Developing a plan for building organizational capacity and community support
- Projecting expected revenues and in-kind contributions
- Analyzing the gap between what is needed and what is available
- Reviewing financing strategies and funding sources to help fill the gap

3:00

Brainstorm solutions and pathways around stumbling blocks -- Cheri Hayes

There are many approaches to overcome difficulties in the planning process, among them: 1) Ensuring the right people are at the table; 2) Boosting program leaders' capacity to do the work; 3) Overcoming divisions and differences in perspective; 4) Adapting tools and worksheets to meet individual program team needs; 5) Overcoming data gaps; and 6) Sticking to the work plan.

- What aspects of sustainability planning have been most difficult and challenging? Why?
- What solutions/pathways around the stumbling blocks were employed? How did they work?
- Have any of the teams experienced clear failures in their planning processes?
- What lessons can other state teams learn from these experiences?

3:15

Clarify next steps to complete state sustainability plans -- Cheri Hayes

None of the exemplar states has yet completed its sustainability planning process and developed a final sustainability plan.

- What plans are in place for the remaining work?
- What timetables?
- What additional assistance is needed to successfully complete written sustainability plans?
- What plans do state leaders have for using their completed sustainability plans to guide internal management decisions and external communications/fundraising?

3:30

Brainstorm next steps for additional technical assistance on financing and sustainability -- *Jill Kagan*

3:45

Adjournment