

**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>

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	<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>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> <p>✓ November 30 – Sharing your Vision for Lifespan Respite, a conversation with Kevin Foley, Administration for Community Living (ACL)</p> <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 2016 ARCH-sponsored State Lifespan Respite Summits</p> <p>Three summits planned for year 2:</p> <ul style="list-style-type: none"> • March 1, 2017: Santé Fe, NM • June 2017: Orlando, FL • July 2017: Idaho <p>ARCH participation in other state respite events:</p> <p>✓ New York State Caregiving and Respite Coalition, Albany, NY</p>
	<p>National conferences and webinar training sessions at national lifespan respite conference with Lifespan Respite track, Grantee/Partner Learning Symposiums, and other professional</p>	<p>✓ 2016 National Lifespan Respite Conference, Denver, CO, September 20-22, 2016 Conference Presentations/Highlights</p> <p>National/International Held:</p>

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	national conferences, webinars, and state events.	<ul style="list-style-type: none"> ✓ 2016 Learning Symposium for Lifespan Respite Grantees and Partners, September 23, Denver, CO Highlights ✓ 2016 International Short Break Association, September 13-15, 2016, Edinburgh, Scotland ARCH Presentations A Research Agenda for Respite Care: Deliberations of an Expert Panel of Researchers, Advocates and Funders Sustaining Lifespan Respite ✓ 2016 Association of University Centers on Disabilities (AUCD), December 6, 2016. Presentation with NE Lifespan Respite Network
	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

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	<p>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</p>	<p>Exploring next steps with communications experts at the University of Pittsburgh</p>
	<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>See Lifespan Respite grantee/partner teleconferences above for discussions of recommended stakeholder groups.</p>
	<p>Tools for Collaboration: Update training materials, including fact sheet and webinar (years 2 and 3)</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>✓ 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 (year 3-5).</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>December 2, 2016. First Meeting of Planning Team for Learning Collaborative</p>
<p>4. Identify and disseminate Lifespan Respite Best Practices</p>	<p>Matrix Development. With grantees' permission, final grantee reports will be reviewed for major systems change and direct service delivery activities, associated outcomes, and any resulting data demonstrating success. This information will be compiled in a matrix (years 1 and 2).</p>	<p>In planning stage</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 and 4)</p>	
<p>5. In collaboration with ACL, plan and carry out strategies to collect, synthesize, disseminate and stimulate research in the</p>	<p>Form Respite Research Funding Consortium. Identify funders and obtain commitments (year 1-2).</p>	<p>✓ Status of Consortium. Commitment obtained from one</p>

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<p>field of respite and family caregiver support.</p>		<p>funder and interested researchers.</p> <p>✓ Second Strategy – Linking researchers willing to develop research proposals using Expert Panel framework with funders who have already expressed interest in reviewing such proposals</p>
	<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 Expert Panel on Respite Research (year 2). Through the Funding Consortium, disseminate RFP, review proposals, make selections, and fund 2-year respite research projects (year 2).</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>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>✓ Advisory workgroup formed. Group composed of Lifespan Respite grantees and state respite coalition members who volunteered.</p>

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	<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 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>✓ Several Advisory workgroup meetings held to draft and review new tools.</p> <p>✓ Sept 23, 2016 – CoP presented draft tools to lifespan respite grantees and partners at the Learning Symposium for additional feedback.</p> <p>LifeCourse Tools under Development (see attachments)</p> <ul style="list-style-type: none"> ● Respite Star for Autism ● Respite Star for Rural Family Caregivers ● Respite Portfolio
	<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>	
	<p>Phase III. Broad dissemination strategy for LifeCourse training tools will be undertaken jointly by CoP and TA Center. (years 2 and 3)</p>	

December 2016