

**Attachment B: FFY 2017 Lifespan Respite Network Work Plan
Agency Name: Southwest Nebraska Public Health Department**

- **Goal** Address lack of appropriately trained and Network screened respite providers.
- **Major Outcome(s)** By training a significant number of providers we will be able to more easily match families with trained providers.

Objective (what you want to achieve – brief & specific)	Strategy or Activity (how)	Collaborative Involvement (who & how)	Outcome Measurement (volume, numbers produced)	Evaluation Criteria (how to tell if work is actually making a difference)	Date Occur / Completed
Provide trainings in the southwest service area that address behaviors, chronic illnesses and specific disabilities to meet the needs of families. 1-1	Research trainings by High Plains Partnership, OMNI, Region 2 and/or other entities that offer trainings on the following topics: behaviors, chronic illnesses and specific disabilities to be added on nrrs.ne.gov/respitesearch/Provider Calendar . 1-1a	Respite Coordinator, SWNPHD staff, Respite Advisory Board, High Plains Coordinator, OMNI, Region 2 Behavior Health, BHECN, Speak Out	A minimum of 6 trainings will be added to the calendar.	Request certificates of completed trainings from providers and upload on eLR.	Ongoing Q1 Post ADHD 8-8 Q2 Q3 Q4
Demonstrate collaboration with an institution of higher learning to recruit and train students as respite providers. 1-2	Develop a partnership with Mid Plains Community College to establish effective ways to target students to recruit and train them in becoming providers for the Network. 1-2a	Mid Plains Community College, Respite Coordinator	Meet with 1 college person and present to at least two student groups/classes.	Track the number of students who become providers and provide respite within 60 days of the training.	Q3 Met w//Sharon K. 9-7 Visited with Brett 9-7 Talked with Kathy 9-13 (invite career fair Nov) Presented to CNA 9-28
Make cross system trainings available thru the internet to be more accessible to providers. 1-3	Research cross system training opportunities for providers quarterly. Post appropriate trainings to the	Respite Coordinator, SWNPHD staff, Respite Advisory Board members,	At least 4 respite trainings will be posted for providers to utilize during FY17.	Increase Network provider completion of available cross-system training opportunities. Request certificates of	Ongoing Q1 Self Care for Caregivers and Service Providers Webinar 8-15

	nrrs.ne.gov/respitesearch/Provider Calendar. 1-3a	Providers, Caregivers, Program Partners		completed trainings from providers and upload on eLR.	Q2 Q3 Q4
Demonstrate efforts to encourage licensed foster parents and active Medicaid providers to also provide respite care. 1-4	Conduct a meeting with region foster care supervisor to discuss licensed foster parents becoming network approved and REST trained providers. 1-4a	Respite Coordinator, Foster Care Supervisor	Meet with 1 foster care supervisor and present with at least two foster care classes.	A minimum of 3 foster parents will become respite providers and complete the REST training.	Q3, Q4
	Continue partnership with the Area Agency on Aging Office on sharing providers between agencies. 1-4b	Respite Coordinator, AAA staff, Respite Advisory Board	Meet with Area Agency on Aging personal to share providers in FY17.	A minimum of 3 providers will become approved providers in the southwest service area.	Q1 Meeting w/ Billie 8-22 List of providers in Lincoln County
	Develop a partnership with Resource Developers to share providers between agencies. 1-4c	Respite Coordinator, Resource Developers	Meet with Resource Developers personal to share providers in FY17.	A minimum of 2 providers will become approved provider in southwest service area.	Q3
Engage in regular activity with respite providers to encourage retention. 1-5	Continue to send provider survey with renewal application. 1-5a	Respite Coordinator, providers	By the 15 th of each month when a renewal application is due it will be sent to the providers with the survey.	By receiving feedback from provider surveys this will help with identifying gaps/barriers in the respite system. Annually the RC and Board will review surveys and modify changes appropriately.	Ongoing Survey's Sent Q1 Scott Moyer Q2 Q3 Q4 Survey's Returned Q1

					Q2 Q3 Q4
	Postcards with upcoming trainings and videos will be created and sent to providers quarterly. 1-5b	Respite Coordinator, current providers, SWNPHD staff	Quarterly postcards will be sent to current respite providers.	By contacting current providers quarterly this will aide in retaining them during the present fiscal year.	Ongoing Q1 Sent 8-19 Q2 Sent 10-19 Q3 Q4
Solicit input from Advisory Committee, Network & Lifespan Respite Subsidy providers, family caregivers, and system partners on Nebraska's Long Term Services and Supports (LTSS) Redesign for the topic of "Network provider collaborations". Submit local Network recommendations by November 30, 2016 that reflect involvement of stakeholders. 1-6	Attend any stakeholder meetings in our area or that are held statewide by phone or webinar. When information from stakeholder meetings is received from the statewide coordinator, pass it on to the Medicaid and Long Term Care contact. As gaps are identified, invite speakers who can address the issue and formulate a plan to assist with any gaps respite can help with to keep people in their homes. 1-6a	Respite Coordinator, SWNPHD staff, Respite Advisory Board, Family Caregivers, Network Providers, Stakeholder Meetings	By November 30, 2016 submit recommendations based on the information we have obtained.	Recommendations will be entered in eLifespan Respite by November 30, 2016.	Q2 Sent Letters to caregivers 53 on 9-12 Sent letters to providers 21 on 9-15 Attended LTSS Meeting on 9-20 Work Group 10-14 Ask Sharon about report?
Increase the number of volunteer providers and local Network organizations contributing respite data	Research throughout SW region who offers respite: organization, camps, agencies, etc. that serve individuals	Respite Coordinator, SWNPHD staff, Respite Advisory Board	A minimum of 5 organizations, camps and related agencies will be added to the Data Dashboard.	Increasing the number of groups entered into the Data Dashboard will increase respite data for families to be able to	Q4

to the Respite Data Dashboard. 1-7	and families with disabilities. Information collected will be entered into Data Dashboard. 1-7a			utilize.	
Increase the number of REST trained providers. Of those who complete the training, increase the number providing respite within 60 days of completing the training. 1-8	REST trainings will be offered for individuals in Southwest service area. 1-8a	Respite Coordinator, SWNPHD staff, Respite providers, Respite caregivers	A minimum of 2 REST trainings with a minimum of 5 participants will be offered to individuals in Southwest service area.	Have 5 Rest Trained providers with at least two matched to a caregiver needing respite within 60 days of trainings.	Q2, Q4 News Release-9-7 (6 papers in HD area) Radio 9-8 (2 radio stations) REST cancelled 10-8 only 1 person signed up
Increase the number of approved providers by attending resource/health fair/presentations in communities. 1-9	Continue to attend resource/health fairs/presentations within communities to perform outreach to providers in the Southwest Service area. 1-9a	Respite Coordinator, SWNPHD staff	A minimum of 6 outreach efforts will be conducted in southwest service area.	A minimum of 3 providers will become approved provider in southwest service area.	Ongoing Q1 Q2 Vector Presentation 10-6 Q3 Q4

- **Goal** Promote respite services programs, agencies serving individuals unable to care for themselves, families, and respite care advocates to encourage efficient provision of respite services and reduce duplication of effort.
- **Major Outcome(s)** Increase awareness and outreach efforts within the southwest service area for family caregivers.

Objective (what you want to achieve – brief & specific)	Strategy or Activity (how)	Collaborative Involvement (who & how)	Outcome Measurement (volume, numbers produced)	Evaluation Criteria (how to tell if work is actually making a difference)	Date Occur
Identify family caregivers who are grandparents providing the majority of care to children aged 17	New release will be distributed to newspapers and radio stations with the	Respite Coordinator, Local newspapers,	One news release will be sent out in FY 17 to all newspapers and radio stations within	When a grandparent utilizes respite it will be entered into eLifespan Respite. Tracking on eLR	Q3

or younger related to them by blood, marriage, or adoption to inform of respite resources. 2-1	content focusing on grandparents caring for grandchildren. 2-1a	radio stations	southwest Nebraska.	report of relationship to care recipient. Increase of grandparents taking care of grandchildren.	
	Target grocery stores and businesses that use plastic T sacks by offering to purchase them and putting a respite message on them to reach targeted audience identified in Objective. 2-1b	Respite Coordinator, Grocery stores, Businesses, SWNPHD staff	A minimum of 5 stores will utilize the personalized respite sacks to hand out to consumers.	When a grandparent utilizes respite it will be entered into eLifespan Respite. Tracking on eLR report of relationship to care recipient. Increase of grandparents taking care of grandchildren.	Ongoing Q1 Grocery Sacks were ordered and invitations will be sent next month. Q2 Q3 Q4
Increase awareness of respite resources and how to access programs across systems by training local service coordination and public education staff in the DHHS Divisions of Developmental Disabilities, Children & Family Services, Medicaid & Long-Term Care and Public Health. 2-2	Continue collaborating with Developmental Disability Council Region 2 by attending meetings and providing members with respite coordinator contact information, respite subsidy applications and link to NRRS/RESPITRESEARCH. 2-2a	Respite Coordinator, Developmental Disability Council	Attend a minimum of 2 meetings in FY 17 with DD council Region 2.	Developmental Disability Council members will make a minimum of 1 caregiver referral to respite subsidy. Based on Connect reports we will be able to track who is making referrals. Referrals Q1 Q2 Q3 Q4	Ongoing Q2, Q3
	Continue collaboration with PRT's Region's 10, 11, 15, 16 and 27 by attending meetings and providing members with respite coordinator contact information, respite subsidy applications and link to	Respite Coordinator, SWNPHD staff, PRT members	Attend a minimum of 2 meetings in FY 17 to PRT Regions 15, 16 & 27. Attend a minimum 1 meeting in FY 17 to PRT Regions 10 & 11.	PRT members will make a minimum of 4 caregiver referrals to respite subsidy. Based on Connect reports we will be able to track who is making referrals. Referrals	Ongoing Meetings Attended Q1 PRT McCook 9-12 Q2 PRT NP 10-28 Q3 Q4

	NRRS/RESPITRESEARCH. 2-2b			Q1 Q2 Q3 Q4	
	Continue Collaboration with Area Agency on Aging by attending meetings and providing members with respite coordinator contact information, respite subsidy applications and link to NRRS/RESPITRESEARCH. 2-2c	Respite Coordinator, AAA	Attend a minimum of 2 meetings in FY 17 to Area Agency on Aging.	Area Agency on Aging will make a minimum of 1 referral to Nebraska Respite Network. Based on Connect reports we will be able to track who is making referrals. Referrals Robert Teal-NP 10-17	Q1 Meeting 8-22 Q3
	Send Long Term care facilities in the southwest service a letter with respite information, providing respite coordinator contact information, respite subsidy applications and link to NRRS/RESPITRESEARCH. I will also ask to conduct a questionnaire. 2-2d	Respite Coordinator, SWNPHD staff, LTC	All LTC facilities in the southwest service area will receive a letter requesting them to conduct a survey in FY 17.	Summary report of the information gathered from the questionnaire will be uploaded into eLR.	Q2
	Present to local Public Health Departments staff about respite resources, respite coordinator contact	Respite Coordinator, SWNPHD staff, Local Health Departments	Respite Coordinator will present to the staff of all 3 of the local Health Department staff.	By presenting to the Health Departments about respite this will give them a better understanding of the program and they will	Q2, Q3

	information, respite subsidy applications and link to NRRS/RESPITRESEARCH. 2-2e			make a minimum of 1 caregiver referral who they feel may qualify to respite subsidy. Based on Connect reports we will be able to track who is making referrals. Referral	
Convene meetings with county juvenile court and juvenile probation staff, DHHS Protection & Safety Workers responsible for supervision of children and youth impacted by “No Fault Filing” by families, state wards living at home with CPS supervision, self-injurious children and youth, state ward permanency planning, and families involved in reunification efforts. 2-3	Respite Coordinator will contact probation officer chiefs Darren Duncan and Lonnie Folchert to discuss respite resources and ask to present to local juvenile probation officers. 2-3a	Respite Coordinator, Probation Officers, SWNPHD staff	Make contact with both Probation Officer Chiefs in southwest service area and present to at least 2 groups.	A minimum of 2 referrals will be made to respite subsidy. Based on Connect reports we will be able to track who is making referrals. Referral	Q2, Q3, Q4
	Attend Behavioral Health Region 2 Systems of Care meetings which may include: DHHS CPS workers, school representatives, probation officers, Office of Public Guardians, Vocational Rehabilitation, PALS, Speak Out, Foster Youth	Respite Coordinator, BH Region 2, DHHS CPS workers, school representatives, probation officers, Office of Public Guardians, Voc Rehabilitation,	Attend a minimum of 1 SOC meeting’s in each of the four regions (Keith, Lincoln, Dawson and Red Willow) in southwest area.	By attending SOC meetings Respite Coordinator will reach numerous partners who work with youth and families who may qualify for services. SOC members will make 2 referrals to respite subsidy. Based on Connect reports we will be able to track who is	Ongoing Dawson -1 Keith - 1 RW – 1 - Completed Lincoln - 1 Q1 SOC-McCook 8-16 SOC – NP 9-2 SOC – Ogallala 9-15

	Counsel etc. who work with youth and families to stay together. 2-3b	PALS, Foster Youth Counsel		making referrals. Referrals Q1 April Scott, NP - MS Ashley Allen-Og??? - PVB Q2 Q3 Q4	Q2 Q3 Q4
	Identify partners/agencies/respite advisory board members who attend 1184 meetings. Once identified, ask if they will be willing to share respite information to 1184 members. (Create ½ page informational sheet of guidelines of CFS cases, respite coordinator contact info and nrrs site.) 2-3c	Respite Coordinator, SWNPHD staff, Respite Advisory Board, School, Juvenile worker, sheriff	A minimum of 4 County 1184 teams will be presented with respite information.	By giving members of 1184 information sheets about respite they will make 1 referral to respite subsidy to increase caregivers receiving respite. Based on Connect reports we will be able to track who is making referrals. Referrals Q1 Q2 Q3 Q4	Q3 Met w/Bridges of Hope 9-19 Amber McNutt 1184 Meeting Frontier County 9-29 1184 Meeting Thedford & Hooker County 10-4 (Amber attended)
	Send letters to Head Starts within the southwest service area on information about respite, upcoming REST trainings and included	Respite Coordinator, Head Start	All Head Starts within the region will receive a letter with information about respite, upcoming trainings and a	Summary report of the information gathered from the questionnaire will be uploaded into eLR.	Q2

	will be a questionnaire. 2-3d		questionnaire.		
	Send letters to Para-educators within the southwest service area on information about respite, upcoming REST trainings and included will be a questionnaire. 2-3e	Respite Coordinator, SWNPHD staff, Para-educators	All para-educators within the region will receive a letter with information about respite, upcoming trainings and a questionnaire.	Summary report of the information gathered from the questionnaire will be uploaded into eLR.	Q3
	Send letters to Daycare providers within the southwest service area on information about respite, upcoming REST trainings and included will be a questionnaire. 2-3f	Respite Coordinator, SWNPHD staff, Daycares	All daycares within the region will receive a letter with information about respite, upcoming trainings and a questionnaire.	Summary report of the information gathered from the questionnaire will be uploaded into eLR.	Q4
Use public and university or college libraries to support family caregiver issues and disseminate information. 2-4	Create Respite flyer which includes caregiving issues and facts about respite and then send to public libraries. 2-4a	Respite Coordinator, libraries, Respite Advisory Board, SWNPHD staff	All local libraries will receive a respite flyer.	A minimum of 5 contacts who agreed to make available flyers available will be documented in eLR.	Q2
Implement the local Network Marketing Plan that informs lifespan family caregivers, system partners, and employee caregivers about respite resources. 2-5	See Marketing Plan. 2-5a	Respite Coordinator, SWNPHD staff	Increase in social media numbers (See Marketing Plan) thru web site, Facebook and Twitter.	See Marketing Plan.	Ongoing Q1 Q2 Q3 Q4
Encourage active local advisory committee participation with the statewide NE Caregiver Coalition for improved	To find one advisory member who will participate in the NE Caregiver Coalition and to represent southwest	Respite Coordinator, Respite Advisory Board	One advisory member will join the Caregiver Coalition.	At least one member of the advisory board will participate in at least one caregiver coalition meeting.	Q1

representation of local Network issues, communication and advocacy. 2-6	service area issues and concerns. 2-6a				
Tracking of Respite Subsidy applications being sent, received, approved and denied by caregivers in FY 2017. 2-7	Continue to monitor subsidy applications being sent and received, and/ or losing and denied respite subsidy for FY 17. This is not being captured in eLR (SW RC request has been made twice). 2-7a	Respite Coordinator, SWNPHD staff	Tracking of applications will be documented into eLR.	A report will be uploaded into eLR by June 30, 2017 showing the number of subsidy applications that was sent to caregivers. A baseline report with FY 2016 information will be provided by June 30, 2016.	Ongoing Q1 Q2 Q3 Q4

- **Goal** *Employer Engagement Activities are expected to increase awareness of employee caregiver issues and provide respite resources to employers.*
- **Major Outcome(s)** Increase awareness to employers we will be able to provide respite resources to working caregivers in the workforce.

Objective (what you want to achieve – brief & specific)	Strategy or Activity (how)	Collaborative Involvement (who & how)	Outcome Measurement (volume, numbers produced)	Evaluation Criteria (how to tell if work is actually making a difference)	Date Occur
Target employers with wellness programs to improve access to quality respite resources. 3-1	Research and contact businesses by phone, email, mail, internet, word of mouth or face to face who have wellness programs and request that they add the respite link to their website and/or keep respite resources available for employees and/or consumers. 3-1a	Respite Coordinator, SWNPHD staff, business	Tracking a minimum of 5 organizations that have added the respite link and/or made information on respite available to employees and/or consumers.	In checking with contact persons at those organizations that have made respite information available to employees, at least 2 contacts indicate that employees have sought or accessed available information.	Ongoing Q1 Q3

Bring family caregiving issues and solutions to new businesses or corporations. 3-2	Contact businesses by email, phone, face to face or letter requesting to conduct a Lunch and Learn or other employee meeting to give a better understanding of respite and caregiver issues in the workforce. 3-2a	Respite Coordinator, SWNPHD staff, businesses, Respite Advisory Board	A minimum of 1 business per county will be asked to conduct a Lunch and Learn with a minimum of 4 businesses will conduct a Lunch & Learn.	By conducting a pre and post-test at the Lunch & Learns.	Ongoing Q1 Invitation was completed and letters and flyer will be sent next quarter Q2 Q3 Q4
Incorporate at least two active business representatives on advisory committee. 3-3	Extend invitations to a number of representatives from businesses to join the advisory committee during the Lunch and Learns. 3-3a	Respite Coordinator, SWNPHD staff, businesses, Respite Advisory Board	At all 4 Lunch and Learns businesses will be asked to join Respite Advisory Board.	A minimum of 2 new business members will join the Respite Advisory Board for a more diverse board.	Ongoing Q1 See above Q2 Q3 Q4
Engage a minimum of one business in a respite volunteer event or REST provider training. 3-4	Conduct a Resource Fair within southwest service area and invite local businesses to join/visit. 3-4a	Respite Coordinator, SWNPHD staff, businesses	Conduct a minimum of 1 Resource Fair in FY17.	Offering a resource fair will be able to invite multiple businesses to participate and learn local resources with a survey to conduct during the fair.	Q2

- **Goal** Identify access to existing funding sources.
- **Major Outcome(s)** By increasing funding sources other than tobacco settlement.

Objective (what you want to achieve – brief & specific)	Strategy or Activity (how)	Collaborative Involvement (who & how)	Outcome Measurement (volume, numbers produced)	Evaluation Criteria (how to tell if work is actually making a difference)	Date Occur
Identify and analyze unmet family caregiver access to existing respite funding sources by reason and source, as	Track caregivers who are not utilizing respite funding sources. 4-1a	Respite Coordinator, SWNPHD staff, Caregivers, Family members	A report will show the unmet family caregivers who have access to existing funding sources and	A report will be uploaded into eLR by June 30, 2017 showing the number of family caregivers who have unmet funding	Ongoing Q1 Contacted families by phone Updated in house spreadsheet.

available. 4-1			not utilizing them for FY17.	needs.	Q2 Sent email to Sharon and Linda on 10-17 Q3 Q4
	Track families who call and are not able to receive respite funding and reasons. 4 -1b	Respite Coordinator, SWNPHD staff, Caregivers, Family members	A report will show the unmet family caregivers who have access to existing funding sources and not utilizing them for FY17.	A report will be uploaded into eLR by June 30, 2017 showing the numbers of family caregivers who don't get referred to subsidy and reason why.	Q2
Identify potential public or private sources of sustainable local Network funding for lifespan respite activities other than DHHS Tobacco Cash Settlement contracted funds. 4-2	Minimum of 2 grants will be researched. 4-2a	Respite Coordinator, SWNPHD staff	To increase a minimum of \$1,000 from grants and/or foundation funding and/or In Kind.	By applying for additional funding this will generate an increase of funding.	Q2, Q4
Combine or leverage funds or other resources such as administrative support, space, goods or services, volunteers, marketing, pro-bono professional or legal support from community members, employer support, organizational support for targeted activities, etc. 4-3	Southwest Nebraska Public Health Department will continue to partner with community members and/or programs on utilizing their space, utilities, personnel, etc. 4-3a	Respite Coordinator, SWNPHD staff, DDHS programs staff, Business's	Minimum of \$2,500 will be utilized in In-Kind amount for respite.	By partnering with community members and programs this will aid in an increase of In Kind funding.	Ongoing Q1 See Spreadsheet Q2 Q3 Q4
Apply independently or collaboratively for local, state or national grant(s), Senior Corps National & Community Program,	Identify at least three resources described in objective 4-4 which will aid in an increase of respite services in	Respite Coordinator, SWNPHD staff	To increase a minimum of \$1,500 from grants.	Funds generated will be entered as in-kind funds on the budget.	Q1 McCook Grant applied for on 9-30.

AmeriCorps, Foster Grandparents, College Work Study or service learning experience, High School community service volunteer, or other sources of volunteer support for respite activities. 4-4	southwest service area. 4-4a				
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