



ARCH Respite Network and Resource Center Training and TA “Lifespan Respite Summit” Specifications and Agreement to Hold State Lifespan Respite Summit

Background

The ARCH Lifespan Respite Technical Assistance Center, funded by the U.S. Administration for Community Living, assists a limited number of states each year with on-site training events or “Lifespan Respite Summits”. The purpose of the Summit is to strengthen collaborative efforts of state respite coalitions or organizations, Aging and Disability Resource Centers/No Wrong Door Systems, and state agencies to work with each other and with private and public state and community-based agencies, respite providers, and family caregivers to assure start-up or continued implementation of State Lifespan Respite activities. For additional background, see [ARCH Lifespan Respite Technical Assistance Center](http://www.archrespite.org/ta-center-for-respite/ta-center-for-lifespan-respite) (<http://www.archrespite.org/ta-center-for-respite/ta-center-for-lifespan-respite>).

ARCH provides training and technical assistance to the state through this one-day on-site training event with follow-up phone or email consultation.

Summit Funding Eligibility

It is preferred that the hosts of the summit be a “Collaborative” composed of 1) a state respite coalition (or for new states, charter members intending to build a coalition); 2) an Aging and Disability Resource Center (ADRC); and 3) at least one state governmental agency, preferably the current or former Lifespan Respite grantee or for new states, a state agency intending to submit an application for a federal Lifespan Respite grant. The hosts are required to plan, develop, and hold a one-day statewide stakeholders meeting with plans for follow through. Only one “collaborative” group from each state will be considered.

The Goals of the Lifespan Respite Summit

Representatives from a broad list of agencies, programs, and caregivers representing all ages and disabilities should be invited and co-hosts should do their utmost to encourage attendance from across the state to ensure geographic representation. To ensure that all summit participants have a common understanding of the Lifespan Respite program, possible meeting content might include education about the federal Lifespan Respite Program intent and requirements, existing sources of federal respite funding, and Lifespan Respite best practices.

The remainder of the agenda would be determined by the specific needs of the state Lifespan Respite grantee and its collaborators or for new states, the summit planning team. ARCH would be available to assist with planning the event and subsequently via phone or email for ongoing technical assistance.

The purpose of the Summit would be to strengthen state and community partnerships to sustain Lifespan Respite activities; develop strategies to maximize use of existing respite resources and identify and leverage new respite funds; engage in sustainability planning; and/or generate innovative activities for future development. For new states, a primary goal would be to prepare the state to apply for a first-time federal Lifespan Respite grant from the Administration for Community Living.

ARCH Responsibilities and Support

- ***Training Content and Materials:*** ARCH will be responsible for providing training content to help meet the state's needs, which can include information on building, strengthening and sustaining a state respite coalition (if necessary), background on the Lifespan Respite Care Program, and possible respite funding streams and resources. It is suggested that participants be broken up into working groups to address questions developed with assistance from ARCH. ARCH will provide copies of Lifespan Respite resources and training folders.
- ***Registration:*** ARCH can host on-line registration on its website. ARCH also will help develop a list of suggested participants if needed.
- ***Reimbursement:*** ARCH can reimburse some expenses up to but not exceeding a **maximum of \$1400. ARCH is not permitted to reimburse for any food or drink expenses.** You will be responsible for morning coffee and lunch for all attendees. It is preferable to provide lunch to avoid losing participants and as an incentive to attend this working meeting. **Invoices and receipts will be required for all reimbursements, except for family caregiver honorariums.** Suggested uses of funds include rental of audiovisual equipment if necessary (e.g. microphones, screens, cables, LCD projector), site rental if necessary, small honorariums or respite reimbursements to enable family caregivers' participation, and any other specified incidentals that do not exceed the agreed to maximum. If you choose to use the funds for family caregiver honorariums, we require use of a form for each family caregiver designated by the collaborative to receive an honorarium. Again, no receipts are necessary for family caregivers if you choose to offer them an honorarium. ARCH will reimburse family caregivers directly.
- ***Additional ARCH Expenses:*** Travel and hotel expenses for the ARCH trainer, and the cost of ARCH instructional materials, including copying and shipping costs, are covered by ARCH.

State Summit hosts must agree to the following:

- **Hold the event between January 10, 2019 and July 31, 2019.** The date may be subject to approval by the federal project officer at ACL.
- **Ensure collaborative event hosts.** A state respite coalition or charter members, at least one representative from an Aging and Disability Resource Center/No Wrong Door System, and at least one state governmental agency must be involved in planning and hosting the event. If this is not possible, another arrangement must be approved by ARCH.
- **Secure commitments from additional state agencies** to attend and participate actively in the event, including representatives from other public governmental state agencies that support or could potentially support respite for the aging, adult and children's populations (e.g. Medicaid, mental health, aging services, developmental disabilities, maternal and child health, substance abuse, early intervention, child welfare and children's services, public health).
- **Establish goals and objectives for the Summit.**
- **Identify potential participants and send invitations** in a timely way. Sample flyers and invitations can be provided.
- To **ensure diverse representation** at the meeting, target for participation the following individuals or groups:
 - representatives from private state or regional organizations representing individuals with disabilities, cancer, chronic or mental health conditions, the aging population, children, and family and kinship caregivers.
 - representatives from local private health, mental health, and social service and family support community or faith-based provider programs or agencies;
 - respite providers; and
 - family caregivers representing all ages and disability groups.
- **Select and secure an accessible meeting site** that can accommodate 75-125 people, preferably in or close to the State Capitol to encourage state agency employee participation.
- Be **responsible for arranging for all additional meeting logistics**, including AV equipment, PPT screen and cable setup.
- **Develop the agenda for a working meeting in collaboration with ARCH or secure ARCH approval of any agenda already developed. The suggested summit agenda items that the planning group would be responsible for include:**
 - A brief overview presentation of the current status of respite in your state across agencies, disability groups and ages;
 - Summary of current Lifespan Respite activities and future plans (if applicable);

- Personal respite/caregiving stories from family caregivers (up to 3);
 - Four or five morning and afternoon discussion work groups with facilitators and recorders for each group; and
 - Facilitation of Report Back of work group discussions to the larger group.
 - Next steps.
- **Publicize** the event as widely as possible, including through the media.
 - **Maintain an email list** or list serve of meeting participants and agree to disseminate future information from ARCH.
 - Provide ARCH a **summary of breakout session discussions** and next steps and a **list of attendees**, who they represent and where they are from in the state.
 - **Provide and pay for lunch and/or coffee breaks.**
 - **Pay for any other expenses** not reimbursable by ARCH (see above).
 - **Use appropriate ARCH and ACL acknowledgements and logos** on all written materials as instructed.
 - **Provide a minimum 25% nonfederal in-kind or cash match.** This match can be met by documenting volunteer hours by coalition members or others in planning, facilitating and holding the event, donations of supplies for the meeting, donated room space and AV equipment and any other nonfederal sources. Donations of food, drink or promotional materials (bags, conf swag, etc.) may not be used as match.

Agreement

If you are authorized to sign this agreement and your state has been selected by ARCH, your signature will commit your team to holding a Lifespan Respite Summit with ARCH during the designated time period and that you understand and agree to all stipulated terms. Return this agreement electronically to ARCH at jkagan@archrespite.org or by fax at 703-256-0541.

Summit Representative

Date

Updated October 2018