



Regional Respite Coalitions

Toolkit for New & Existing Coalitions
August 2020



A program of Easterseals Colorado, the Colorado Respite Coalition (CRC) is a vital statewide resource for caregivers of individuals of all ages with extensive care needs. Working with a coordinated coalition of community partners, we promote awareness of and access to respite care services and resources that help improve the quality of life for caregivers and the individuals they care for.

Mission: To strengthen Colorado’s statewide lifespan respite care resource network for family caregivers and professionals.

Vision: All Colorado family caregivers have access to quality respite care resources through a sustainable network that promotes collaboration and innovation across the lifespan, disability and health spectrums.

Colorado Respite Coalition Focus Areas

Resources	Collaboration	Awareness	Leadership
Provide information, resources and referrals to caregivers, including tools to navigate respite funding sources and services Distribute respite vouchers to caregivers with limited access to respite Administer grants to increase access to respite care services statewide Collaborate with organizations providing training on respite and caregiver supports Facilitate training and educational opportunities for respite providers, caregivers, and employers across Colorado	Coordinate regional coalitions across the state to establish a united respite network in Colorado Invest in increased access to respite services statewide to agencies and family caregivers through community partnerships Connect with other state networks through participation in the National ARCH Lifespan Respite Network	Promote awareness about caregiving and the challenges caregivers face Educate caregivers and the public about the benefits of respite care and the programs available Create tools and resources for community partners, providers and other stakeholders to communicate about caregiving and respite care	Provide expertise on respite and caregiving so Colorado can lead the way in advocating for caregivers and their families Address systemic challenges surrounding respite care and caregiving across Colorado Provide access to data and information on caregiving and respite to stakeholders to help them better understanding the Colorado caregiving environment

Role of Regional Respite Coalitions

The Colorado Respite Coalition (CRC) began its work supporting the development of regional respite coalitions in 2013. Since then, several regional coalitions have been formed. Like many coalitions, these groups, and regions, have continued to evolve and in some areas, the coalitions have been reimagined. The CRC is a statewide program that values collaboration on a local and regional level to best determine gaps and successes in respite and caregiving through Colorado. The CRC supports regional efforts and can provide lessons learned from other areas, but truly encourages each region to create its own culture and goals. Some regional respite coalitions have focused on holding events to build community awareness and share resources, while others have held networking sessions and needs assessment discussions. The CRC encourages the formation of new regional respite coalitions. There are many opportunities to collaborate throughout the state to help address the many needs related to respite care and caregiving. To learn more about the regional respite coalitions, please visit <https://www.coloradospitecoalition.org/our-programs/respice-coalitions>. If you are interested in continuing to support an existing regional respite coalition or form a new one, we hope this toolkit will be helpful for you.



Building a Regional Respite Coalition

Whether you are forming a new regional coalition or building upon an existing foundation, it is helpful to consider who may be missing from the table. The CRC supports caregivers caring for individuals of all ages and encourages a lifespan approach. However, each region should determine the most appropriate focus area for them. When approaching individuals and organizations about participating in the regional efforts, you may consider including:

- Family caregivers
- Individuals/organizations that support older adults, youth, individuals with disabilities, chronic health conditions and behavioral health challenges, adoptive, kinship and foster families
- Government entities
- Faith communities
- Local policymakers and community leaders
- Individuals/organizations from the private sector
- Local school districts
- Local recreation groups, such as parks and recreation departments

This list is not fully comprehensive but provides a framework for determining who else should be included in the conversation.

Determining Focus Areas for Your Regional Respite Coalition

Whether you are part of an existing coalition or are looking to form one, it is important to periodically invest time in setting goals. You may set goals for a quarter, a year, or even longer. There are many gap areas and opportunities to improve respite and caregiving supports, and it can be challenging to narrow down where to start.

Possible ideas for your regional respite coalition:

- Increase community buy-in and build regional coalition membership
- Increase attendance and participation of members at local meetings
- Determine caregiving and respite needs in the region
- Develop a coordinated respite and caregiving supports system
- Utilize the Online Resource Finder to increase number of known respite services

- Develop local programs for respite care
- Provide professional support and development opportunities for respite care workers and other professionals (i.e. networking hours, trainings)
- Create a set time for resource sharing and networking
- Increase and promote resources for family caregivers
- Connect potential respite providers to agencies seeking to hire with the community (host a job fair, create a local job/volunteer board)
- Build awareness of caregiving and respite issues in the community (host a community night, invite local leaders to meetings)
- Promote inclusion and integration of people in the community
- Serve as a hub of trainings and events for professionals and family caregivers in your region
- Host resource fairs or workshops open to the community related to respite and caregiving
- Focus on marketing and community outreach by creating coalition branding, email subscription lists, etc.

Steps to Determining Focus Areas:

1. First and foremost, what role does your coalition hope to play in the region? What is your key purpose? It may be building awareness, increasing resources, supporting networking efforts, etc. Determine your mission and consider how all activities you discuss do or not align with it.
2. As a group have an open discussion about possible focus areas for the coming quarter or year
 - a. Ensure all participants who would like to are able to share ideas, during the meeting and/or electronically
 - b. Encourage “big picture” ideas as well as more tangible efforts such as leveraging existing community resources
3. Compile the list of possible activities and survey coalition members either in person and/or electronically
4. Once you have determined the key focus area, work collaboratively to determine timelines, action items and who will be responsible for each action item. Be specific and ensure individuals and organizations have capacity to take on these roles.
5. Provide updates on progress to members and encourage participation throughout. Consider who may have contacts or resources that will help move your efforts forward. For example, does an agency have space they could donate for an event, or a strong social media presence for community outreach?
6. Implement your plan and see how it goes! Take notes about what worked well, what was challenging and what you would change in the future.
7. As a group, discuss your evaluation of the activities and determine next steps.

Repeat this cycle as often as you need to. Part of a coalition life cycle is change and evolution. You may see changes in your membership, in needs in the region and in resources available.

Continually think about what role you want your coalition to serve in the community and find ways to adapt to meet those goals.

Evaluating Your Coalition:

Taking time to evaluate coalition efforts should be done at least annually. An evaluation does not have to be formal, but should include the following questions:

- Specifically, what did the coalition do well over the time period?
- What were the biggest challenges the coalition faced?
- Looking back, what would the group have done differently?
- Did the coalition serve its purpose in the community? If so, how? If not, what could be improved?
- Are outside community members aware of the group? If so, how would they evaluate the coalition's efforts?
- How does the group want to use this information moving forward?

Sustaining Your Coalition:

Sustainability is not easy. It requires effort and planning, which can be challenging with a volunteer group. Many coalitions ebb and flow, and it can be difficult to maintain momentum, even with the best intentions. It is important to continually discuss sustainability, both short-term and long-term with your group. Consider how the Colorado Respite Coalition can be a support. Key areas for sustainability include:

- **Coalition leadership** – who is ensuring communication with the group? Who is facilitating meetings? Do they have the capacity or interest in continuing with this role? If they are with an organization, is the organization supportive of their role?
- **Coalition membership** – Do members view the coalition as a valuable use of their time? If not, what would help improve their interest level and attendance?
- **Resources needed** – maintaining a regional coalition does not require a great deal of resources, but you may want to consider meeting space, access to a video meeting platform or conference line, social media, an e-newsletter or way to communicate electronically with members
- **Community need and interest** – Regularly assess and discuss the purpose of the coalition, your action-oriented goal and what the needs in the community are. If you aren't sure, consider how to engage community members and families to learn more.

We recommend coalitions set time aside during a meeting at least once a year to discuss any concerns regarding the momentum of the coalition and sustainability and create a plan to address them.

Building Coalition Membership

As you increase membership or strengthen current membership, you may consider asking for a letter of commitment. As you draft a letter of commitment or Memorandum of Understanding for members to sign, consider including the following:

- Any appropriate logos
- Name and contact information for individual(s) serving as members
- Benefits of joining the coalition
- Any expectations of coalition member
- If desired, length of time you expect member to serve in role
- Contact information for coalition leadership/representative

This sample language from the Colorado Respite Coalition can be used as a framework for drafting a letter of commitment.

Colorado Respite Coalition (CRC) Priority Areas

1. Promoting access to respite care services for all ages and health care needs.
2. Increasing community awareness of available resources and support for caregivers.
3. Building a coordinated network of community partners to support caregivers statewide.
4. Providing leadership in addressing systemic challenges surrounding respite care and caregiving across Colorado.

Benefits of Becoming a Colorado Respite Coalition Member

- Learn about new and existing resources for caregivers in your community
- Stay up to date with CRC supports and activities
- Enjoy opportunities to apply for respite care financial assistance for your organization and the families you serve
- Build partnerships and connections with other organizations in the field
- Be recognized as a member on www.ColoradoRespiteCoalition.org and our Online Resource Finder
- Embrace the opportunity to share about your organization with other members
- Promote your organization with opportunities to be featured in the monthly CRC e-newsletter

Expectations of Colorado Respite Coalition Members

Members may be either organizations (nonprofit, for profit, governmental entity, etc.) or individuals.

- Support CRC priority areas by ensuring the priority areas align with your values and goals

- Sign up for CRC e-newsletter
- Attend at least one statewide and/or regional coalition meeting per year
- Register applicable resources and services on the CRC Online Resource Finder (including respite providers, events, trainings and more).
- Collaborate with other community partners who represent a variety of ages and health care needs, even if they vary from your target population
- Promote CRC resources within your networks, as appropriate

Sample Letter of Commitment:

Logo (if appropriate)

Date

Name

To Whom It May Concern:

We are pleased to have you (agency/individual) become a member of XYZ coalition. We look forward to collaborating with you to advance respite care and caregiving issues in the region. As a member, we have the following expectations:

- List expectations here. This may include meeting attendance, sharing of information, providing updates, etc.

We hope that you will find membership in XYZ coalition to be beneficial. Some of the opportunities membership provides you are:

- List benefits here. This may include opportunities to present about agency, networking and resource sharing and listing of logos on website, materials, etc.

If you have any questions regarding your membership, please contact _____. We value your partnership and welcome you to our coalition.

Sincerely,

XYZ coalition representative



Regional Respite Coalition Meeting Schedule

Region: _____

1st Quarter

Date:

Location:

Attendees:

Agenda Items & Goals:

Action Items:

2nd Quarter

Date:

Location:

Attendees:

Agenda Items & Goals:

Action Items:



Regional Respite Coalition Meeting Schedule

Region: _____

3rd Quarter

Date:

Location:

Attendees:

Agenda Items & Goals:

Action Items:

4th Quarter

Date:

Location:

Attendees:

Agenda Items & Goals:

Action Items:

Topics:

Actions:



Colorado Respite Coalition Regional Respite Coalition Meeting Summary

Regional Coalition: _____

Meeting Date: _____ Time: _____ Location: _____

Meeting Leaders: _____ Number of Attendees: _____

Meeting Theme: _____

Notes:

Action Items:

Questions for Colorado Respite Coalition:

Groups Represented:

Faith communities
Non-profit organizations
Private sector businesses
Volunteer organizations and clubs
Health care sector
Children's groups
Aging groups
ADRC/CCB

Disability groups
Education community
Local and State government
Charitable foundations
Philanthropic individuals
Legislators and policy makers
Veterans and military families
Kinship, foster, adoptive groups

What Went Well:

Opportunities for Growth:

Next Meeting: _____

Attachments: Attendee List Agenda Minutes Flyers



Regional Respite Coalition SWOT Analysis

A SWOT analysis can be a helpful framework for future planning. Before you begin the SWOT analysis with your group, consider these questions:

1. What is the primary purpose of the coalition?
2. What are your biggest goals?
3. How does your group define success?
4. What time period are you considering for the SWOT analysis? Is it for the next 12 month, 2 years, etc.?

<p><u>Strengths:</u></p>	<p><u>Weaknesses:</u></p>
<p><u>Opportunities:</u></p>	<p><u>Threats to Success:</u></p>