Attachment A.

Community Respite Project Timeline

Planning and Development Phase

The project timeline is divided into phases, so organizations have time to refine program plans and obtain assistance, the planning and development phase, to test the model, testing phase, and to implement and develop plans for sustaining the model, implementation and sustainability phase. Organizations may move through the phases more quickly than the timeline identifies, if they choose.

Planning and development phase first two months:
During this period the organizations will complete a refined program plan. Organizations will have access to technical assistance from a Respite Project Technical Assistance Workgroup throughout all phases of the project. The Workgroup can assist with the planning and development phase as well as testing, implementation and sustainability phases. The Lifespan Respite Workgroup Coordinator is Lifespan Respite Project Technical Assistance Workgroup Coordinator Jenny Moorman, who can be reached at jennym@caring411.com

The refined plan is due to ICOA on or before the end of the first two-month interval and will be reviewed by employees of the ICOA, members of the Idaho Caregiver Alliance, and the Respite Project Technical Assistance Workgroup. At this point the review team may require more information or make recommendations for changes. Organizations will be notified within two weeks of plan approval or if more information is needed. Once the plan is approved the organization can move forward to the next phase of the project.

Major Objectives for first two months	Key Tasks	Lead Person	Time Frame
1. Lead non-profit organization to serve as the program's fiscal agent.	Monitor budget, track expenses and provide invoices to Idaho Commission on Aging (ICOA).	Organization director	January – February 2019
2. Lead person to serve as the point of contact for the program.	Attend project Kick-off teleconference September 2018 (TBA).	Organization director and Program lead	January – February 2019
3. Identify advisory group to assist with planning, implementation, evaluation and sustainability.	1. Recruit members and include a caregiver(s) and other stakeholders. 2. Conduct meetings to accomplish program development.	Program lead	January – February 2019
4. Identify caregiver population who will experience respite from your program.	Assess local needs and determine what population/s of caregivers and care receivers you want to relieve with your program.	Program lead and advisory group	January – February 2019

5. Identify a program model and create a business plan.	1. Identify the strengths and resources in your community that pertain to this program.	Program lead and advisory group	January – February 2019
	2. Contact the Respite Workgroup to provide you with information and alternatives.		
	3. Select or create a model that fits the strengths and needs of your community.		
	4. Document a business plan for the program. Determine the outcome you want and prepare a step by step plan to accomplish the task.		
6. Submit business plan to ICOA.		Program Lead	February 28, 2019
8. Track match and submit invoices.	Report match on monthly invoices.	Organization Director and Program Lead	January – February 2019

Testing Phase: three months

Major Objectives	Key Tasks	Lead Person	Time Frame
1. Implement approved business plan for the program	Prepare location, train staff and/or volunteers, conduct public awareness, follow policies and procedures, test respite model, conduct evaluation and make program improvements, etc. Consult with Lifespan Respite Project Technical Assistance Workgroup if desired.	Program Lead and advisory group	March -May 2019
2. Participate in a community respite program conference call to share challenges, successes and lessons learned.	This is an opportunity to learn from and share with peers.	Program Lead	March 2019
3. Maintain records.	1. Maintain record of attendance at respite program.	Program Lead	March – May 2019
	2. Maintain staff and volunteer time sheets.		
	3. Track resources used to provide respite program.		
	4. Maintain lessons learned document, which includes successes and challenges		

	and how you resolved challenges.		
4. Track match and submit invoices.	Match will be tracked on monthly invoices.		March – May 2019

Implementation and Sustainability Phase within 5 months of project initiation

Major Objectives	Key Tasks	Lead Person	Time Frame
1. Continue implementation and improvement of the program	Prepare location, train staff and/or volunteers, conduct public awareness, follow policies and procedures, conduct evaluation and make program improvements, etc. Consult with Lifespan Respite Project Technical Assistance Workgroup if desired.	Program Lead and advisory group	June through project end
2. Participate in a community respite program conference call to share challenges, successes and lessons learned.	This is an opportunity to learn from and share with peers.	Program Lead	March 2019; October 2019; March 2020; and August 2020
3. Create a sustainability plan and submit to ICOA.	Use lessons learned to establish a plan for sustainability. What community resources can you enlist to sustain your efforts? Will you charge a fee for service to cover some costs? If depending on volunteers do you have a plan to continue to recruit and train volunteers, etc. Consult with Lifespan Respite Project Technical Assistance Workgroup if desired.	Program lead and advisory group	September, 2019
3. Implement sustainability plan.	Implement and evaluate the success of your plan.	Program lead and advisory group	October 2019
4. Maintain records and submit 6 month reports to ICOA.	1. Maintain record of attendance at respite program.	Program Lead	Reports due March 10, 2019; September 10, 2019; March 10, 2020; and September 10, 2020
	2. Maintain staff and volunteer time sheets.		
	3. Track resources used to provide respite program.		
	4. Maintain lessons learned document, which includes successes and challenges and how you resolved challenges.		

5. Track match and submit invoices.	Match will be tracked on monthly invoices.		January 1, 2019 to project end.