Action Community Workplan

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| **Action Phase 1: Convene**  **Time Needed: Up to 4 months** | | | |
| **Date** | **Initial Team Meeting** | **Participants Needed** | **Resources Needed** |
|  | Welcome/Meeting Overview   * Introductions: Name, organization, reason for attending   Dementia-Friendly Community Discussion   * Handouts: Dementia-Friendly Community Overview * Video (optional): Toolkit Overview   Complete the Community Readiness Questionnaire   * What do YOU think?   Who are the community members that could help us?   * Handout: Building Your Action Team   Next Steps   * Set a meeting date/time/location for a full team meeting * Create the meeting agenda * Extend personal invitations to key community leaders (Handout: Invitation to Join Action Team) | Community Coordinator, key community leaders, community members/ volunteers representing community sectors, people with dementia and their care partners, including diverse and underserved populations, as available | Meeting space  Refreshments  Handouts:   * Initial Meeting agenda * Dementia-Friendly Community Overview * Community Readiness Questionnaire * Building Your Action Team * Invitation to Join Action Team   Video (optional):   * Toolkit Overview |
| **Informational Meetings: Between the Initial Team Meeting and Action Team Meeting #1,** hold one or several informational meetings to discuss dementia and its impacts, to share information about being dementia friendly, and to ask people to become involved. Have a sign-up sheet for people interested in participating on the Action Team.  **Community Meeting:** **Between the Initial Team Meeting and Action Team Meeting #1,** You may choose to host a community meeting to publicly announce your work underway to become a dementia-friendly community. Share information about Alzheimer’s disease and dementia, explain the action/process steps, and announce your team members. Have a sign-up sheet for people interested in participating on the Action Team.  If you don’t hold a community meeting, be sure to choose other ways to inform the public about the work underway. | | | |
| **Date** | **Action Team Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Welcome/Meeting Overview   * Introductions: Name, organization, reason for attending   Review the toolkit process for becoming dementia-friendly and demographics of dementia in your community  Provide an overview of the community workplan and timeline  Ask team members to think about how they would most like to be involved:  -Community Coordinator  -Action Team Members  -Community Assessment Team Members/Lead  -Community Event Members/Lead  -Others (i.e. Area Agency on Aging, Alzheimer’s Association)  Identify projected expenses (e.g. community coordinator, photocopies, refreshments, community event), determine how the project will be funded, potential funding opportunities  Determine method(s) for ongoing team communication.  Determine awareness building and communication that needs to get out to organizations/community about the dementia friendly community effort and decide who will coordinate it | Community Coordinator, Action Team members | Meeting space  Refreshments  Handouts:   * First Action Team Meeting Agenda * Is Your Community Prepared flyer? * Demographics of Dementia in Your Community * Workplan (this document)   Video (optional):   * Toolkit Overview |
| **Date** | **Action Team Meeting #2** | **Team Members Needed** | **Resources Needed** |
|  | Welcome new members  Revisit the concept of what a dementia friendly community is and what your team hopes to accomplish  Prepare to assess (Phase 2)   * Review the Phase 2 website steps to learn about the Assess phase * Identify a Community Assessment Team lead and members   Prepare to hold a Community Event\*   * Review the Phase 4 website steps to learn about the ACT Together phase * Identify a Community Event Team lead and members   *\* The community event team is a sub-group of the Action Team. Its purpose is to plan, prepare and host a meeting attended by community members to share the results of the community assessment and to provide input on setting the priority goals.* | Community Coordinator, Action Team members, Community Assessment members, volunteers representing community sectors including diverse and underserved populations | Meeting space  Refreshments  Handouts:   * Meeting agenda * Is Your Community Prepared flyer? |

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| **Action Phase 2: Assess**  **Time needed: Up to 3 months** | | | |
| **Date** | **Community Assessment Team Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Review the Phase 2 website steps to learn about the Assess phase  Review the sector questionnaires and full Community Needs Assessment  Determine whether all 11 sectors are reasonable or appropriate for your team to interview.  Identify interviewees  Develop timeline for questionnaire completion  Plan process for interviews and how to submit completed questionnaires  Develop list of materials for “resource packet” to distribute while doing interviews. Include Know the 10 Signs, sector guides, and list of community resources | Community Coordinator, Community Assessment team members (people who are detailed oriented, comfortable interviewing) | Meeting space  Refreshments  Handouts:   * Meeting agenda * Copies of sector-based questionnaires * Community Needs Assessment * Know the 10 Signs * Sector guides * List of community resources |

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| **Date** | **Community Assessment Team Meeting #2** | **Team Members Needed** | **Resources Needed** |
|  | Hold an interview training session  Conduct interview training with volunteers  Assign volunteers to interviewees  Review pre-interview email, call script and materials for interviewees  Assemble resource packets to distribute while doing interviews | Community Assessment Team | Meeting space  Refreshments  Handouts:   * Meeting agenda * Copies of sector-based questionnaires * Pre-interview email * Call script * Materials for resource packet |
|  | Community Assessment Team conducts interviews *(team will meet as needed)*  *Community Coordinator serves as a resource to Community Assessment Team; shares early learnings and best practices and ensures resource packets are created, etc.* | Community Assessment Team members |  |
| **Date** | **Action Team Meeting #3** | **Team Members Needed** | **Resources Needed** |
|  | Community Assessment Team update  Celebrate progress to date, share success stories  Identify sectors that still need to be interviewed and determine if action teams wants to pursue. If yes, determine methodology and assign responsibilities.  Identify team member to compile survey findings, if not done already  Identify 2-3 team members who can assist in the initial analysis of Phase 2 results (Analysis Team) | Community Coordinator, Action Team, Community Assessment Team, Community Event Team | Meeting space  Refreshments  Handouts:   * Meeting agenda |

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| **Action Phase 3: Analyze**  **Time Needed: Up to 2 months** | | | |
| **Date** | **Community Assessment Team Meeting #3** | **Team Members Needed** | **Resources Needed** |
|  | Compile questionnaire findings and disseminate for Community Assessment Team to review  In consultation with Analysis Team, identify priorities  Prepare a high- level summary of data collected and indicate the top five priorities | Community Coordinator, Community Assessment Team members, Analysis Team | Meeting space  Refreshments  Handouts:   * Meeting agenda * List of priorities |
| **Date** | **Community Event Team\*  Planning Meeting #1** | **Team Members Needed** | **Resources Needed** |
|  | Plan the community kickoff event to announce the Dementia Friendly Community efforts and set stage for further engagement  Identify resources needed  *\*Community event team will meet to plan, prepare and host a community meeting after the results have been analyzed and top priorities identified.* | Community Coordinator, Community Event team members (people with community connections and event organizing skills) | Meeting space  Refreshments  Handouts:   * Meeting agenda |
| **Date** | **Action Team Meeting #4** | **Team Members Needed** | **Resources Needed** |
|  | Community Assessment report findings  Review high-level summary of data collected  Identify strengths, gaps and opportunities  Discuss top priorities and identify possible actions, determine top priorities/actions to share with community  Discuss process for prioritizing community goals and determine who will facilitate | Community Coordinator, Action Team, Community Assessment Team, Community Event Team, Analysis Team | Meeting space  Refreshments  Handouts:   * Meeting agenda * Prioritizing goals process |

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| **Action Phase 4: Act Together**  **Time Needed: Up to 2 months to complete activities below; work on action items is ongoing** | | | |
| **Date** | **Hold Community Event** | **Team Members Needed** | **Resources Needed** |
|  | Full Action Team hosts a community event  Explain dementia friendly communities  Introduce Action Team and volunteers  Explain the community needs assessment process and findings  Discuss priorities and actions  Obtain community input to determine action plan | Community Coordinator, Action Team, Community Assessment Team, Community Event Team | Meeting space  Refreshments  Handouts:   * Meeting agenda * Assessment results/priorities |
| **Date** | **Action Team Meeting #5** | **Team Members Needed** | **Resources Needed** |
|  | Full Action Team convenes to debrief community meeting, determine priority items to take action on, and set a timeline  Team determines plan for communicating results of the community meeting and action plan | Community Coordinator, Action Team, Community Assessment Team, Community Event Team | Meeting space  Refreshments  Handouts:   * Meeting agenda * Workplan and budget template * Communications template |