



## Initial Meeting Agenda

<b>Meeting Objective:</b>	
Date:	Time: Location:
Invitees (list for agenda):	
<b>Time</b>	<b>Agenda</b>
	Welcome/Meeting Overview <ul style="list-style-type: none"> <li>• Introductions: Name, organization, reason for attending</li> </ul>
	Dementia-Friendly Community Discussion <ul style="list-style-type: none"> <li>• Handout: Dementia-Friendly Community Overview</li> <li>• Toolkit Overview video (optional)</li> </ul> Complete the Community Readiness Questionnaire <ul style="list-style-type: none"> <li>• What do YOU think?</li> </ul>
	Who are the community members that could help us? <ul style="list-style-type: none"> <li>• Handout: Building Your Action Team</li> </ul>
	Next Steps <ul style="list-style-type: none"> <li>• Set a meeting date/time/location for a full team meeting</li> <li>• Create the meeting agenda</li> <li>• Extend personal invitations to key community leaders (Handout: Invitation to Join Action Team)</li> </ul>
	Adjourn



# dementia friendly communities toolkit

## Dementia Friendly Community Overview

### Communities CAN Make a Difference with Alzheimer's

- Alzheimer's impacts and realities are moving communities to take action to support people living with the disease and everyone touched by it. Approximately 94,000 Minnesotans age 65+ are living with Alzheimer's disease.
- One in ten people age 65 and older has Alzheimer's disease.
- About one-third of people age 85 and older have Alzheimer's disease.
- Almost two-thirds of people with Alzheimer's disease are women.
- While 5.7 million Americans currently live with Alzheimer's, the projection is for nearly 14 million by 2050. Every 65 seconds, someone in the U.S. develops the disease.
- Young onset Alzheimer's, occurring in people under age 65, is also on the rise.
- Older African-Americans and Hispanics are more likely, on a per capita basis, than older whites to have Alzheimer's disease and other dementias.

As more and more Minnesotans live with Alzheimer's disease and other dementias, the costs and challenges can be overwhelming for them, their families, their communities and the state.

- The cost of caring for people with Alzheimer's and other dementias nationwide is estimated at \$277 billion for 2018, increasing to as high as \$1.1 trillion by 2050.
- 254,000 Minnesotans care for family members with Alzheimer's disease and other dementias. These caregivers provide 289 million hours of unpaid care, valued at \$3.6 billion yearly.

Note: All facts and figures presented are from *2018 Alzheimer's Disease Facts and Figures* (Alzheimer's Association). For up-to-date information, visit <https://www.alz.org/facts/overview.asp>

Dementia is a community crisis that must be addressed at a community level. To foster livability for all, communities must be equipped to support people with dementia and their family and friend caregivers by being "dementia friendly."

### What is a Dementia Friendly Community?

A dementia friendly community is informed, safe, inclusive and respectful of people living with dementia and their families, has supportive features across all community sectors, and fosters quality of life for everyone.

## How Does a Community Prepare?

The ACT on Alzheimer's® Dementia Friendly Communities Toolkit guides communities through a research-informed process that fosters adoption of dementia-friendly practices in all parts of a community. The toolkit is designed to be flexible and adaptable to a community's needs.

It has four phases and processes aimed at community readiness:

1. Action Phase 1: Convene key community leaders and members to understand dementia and its implications for your community. Then, form an Action Team.
2. Action Phase 2: Assess dementia-related strengths and gaps in your community using questionnaires in the toolkit.
3. Action Phase 3: Analyze the community assessment findings and determine action priorities for your community.
4. Action Phase 4: ACT Together to pursue priority goals and take action community-wide to become dementia friendly.

## How Do You Determine Community Readiness?

Convene a small number of key community leaders and community members, including people with dementia and their family and friend care partners, who recognize the impact of dementia in your community. As a group, complete the Community Readiness Questionnaire to determine whether you are ready to become an action community and form an action team.

## What Does Being an Action Community Require?

An action community will ideally meet these criteria:

- Has a champion or group of motivated community members who are willing to endorse and kick off action team development and will help the broader community commit to using the Dementia Friendly Communities Toolkit.
- Has a strong interest in Alzheimer's awareness initiatives and, ideally, has engaged in some awareness-building activities, including local or regional efforts.
- Has an existing coalition or an organization that could serve as a sponsor or convener for building an action team.
- Has an action team made up of people living with dementia, family and friend caregivers, and individuals from the health care, long-term care, community-based services, business, government and faith communities; the team is willing to commit to a dementia-readiness effort.

## How Do You Form an Action Team in Your Community?

To form your action team, identify a community champion or group of motivated community members to convene the action team. Champions expressly sponsor/endorse the action team and work with their local Area Agency on Aging and the Alzheimer's Association to invite and convene interested stakeholders and/or existing coalitions of community residents. Champions also assist in identifying an organization and person to assume a coordination role for the action team.



# dementia friendly communities toolkit



## Community Readiness Questionnaire

When considering whether to form an action team and use the ACT on Alzheimer's® Dementia Friendly Communities Toolkit, first determine whether your community is ready for such a broad undertaking by answering the following questions. Ideally, to move forward, your community will meet all or most of the following criteria.

**1) Can you identify several organizations and individuals who are willing to be involved in a community process to collectively address how to become dementia friendly?**

Yes  No  Maybe, with these conditions/exceptions:

**2) Does your community have an influencer/champion\* who is inspired and invested in being involved in a community process to collectively address how to become dementia friendly?**

Yes  No  Maybe, with these conditions/exceptions:

*\* An influencer or champion is one or more people who are committed to starting a conversation with key community leaders about preparing for dementia and forming an action team. The champion will bring a community call to action to various stakeholders and will review the toolkit with them to determine whether the community is ready to use the toolkit and process.*

*The champion could come from one of these sectors: 1) Local business; 2) Caregiver services and supports; 3) Health care; 4) Local government; 5) Senior Service/Social Service organizations. Key capabilities of a champion include organizational, group facilitation, analytical, and communication skills, as well as leadership and an inclusive nature in working with diverse groups.*

**3) Has your community shown an interest in Alzheimer's and related dementia-awareness initiatives in the past, specifically through involvement in local or regional awareness efforts or related initiatives?**

Yes  No  Maybe, with these conditions/exceptions:

4) Does your community have an existing coalition or group of committed individuals organized around a public health or social issue? (This coalition could serve as a sponsor or convener for building an action team. Review the toolkit’s Convene phase resources for guidance on building your action team <http://www.actonalz.org/convene>.)

\_\_\_ Yes \_\_\_ No \_\_\_ Maybe, with these conditions/exceptions:

5) The process for becoming dementia friendly takes approximately 12 months and is ongoing. After the Convene phase, the process then engages the community through a community assessment, followed by analyzing assessment data, and then developing and implementing an action plan that addresses the community’s top dementia-friendly priorities. Do you believe your group can follow and accomplish this process?

\_\_\_ Yes \_\_\_ No \_\_\_ Maybe, with these conditions/exceptions:

6) You need the following resources and support to form an action team or to complete the current dementia readiness effort underway. Which do you have in place and which do you need to find?

Have    Need

- |     |     |  |
|-----|-----|--|
| ___ | ___ | Funding to help the community undertake initial convening and coordination efforts   |
| ___ | ___ | Help identifying key leaders and influencers in the community  |
| ___ | ___ | Help hosting a community meeting to kick off your dementia-friendly effort   |
| ___ | ___ | Technical assistance (e.g., convene a team, develop a work plan, complete the community assessment, goal setting, and implementation planning) |
| ___ | ___ | Administrative assistance (e.g., managing email lists, meeting support)  |
| ___ | ___ | Help with data input and management (e.g., questionnaires)   |
| ___ | ___ | Support for supplies (e.g., paper, ink, printing, postage, envelopes, meeting supplies, food)  |
| ___ | ___ | Meeting space  |
| ___ | ___ | Help holding a community event to share findings from the community assessment and to engage the community in setting priority goals           |
| ___ | ___ | Other: _____   |
|     |     | _____  |
|     |     | _____  |



## Building Your Action Team

To form your action team, convene a small number of key community leaders and community members, including people with dementia and family and friend care partners, who recognize the impact of dementia in your community. Use this group to begin recruiting action team members.

### Action Team Members

To develop a dementia-supportive community, every part of the community needs to be represented. Use the Action Team wheel to identify a wide range of stakeholders, local leaders, and technical experts who can help champion a vision, engage the community, set priorities, and take action together.

The most important team members are those who have had personal experience with dementia, including people living with dementia and their family and friend caregivers. These individuals will have a good understanding of where community supports exist and where they are lacking or missing all together.

Reach these people through:

- Alzheimer’s Association
- Alzheimer’s, dementia, or caregiver support groups



## Other Action Team Member Areas

**Business:** Banks, retail, restaurants, hair salons, dentists, vision and hearing professionals, chiropractors, pharmacies, insurance agents, grocery stores, medical supplies and equipment, etc.

**Caregiver Services and Supports:** Adult day, support groups, respite care providers

**Community Services and Supports:** Alzheimer's Association, Area Agency on Aging, wellness programs (e.g., fitness centers, YMCA/YWCA), meaningful engagement programs/activities (e.g., creative arts, music, group programs), services that support independence at home (e.g., chore, home safety, meal delivery), senior centers, community health workers

**Community Member:** Educational institutions (e.g., K-12 schools, colleges, universities), service clubs (e.g., Kiwanis; Knights of Columbus; Lions; Rotary International; Fraternal Order of Eagles; Optimist Club; Elk Club; veteran service organizations), volunteer service organizations, museums, libraries, youth groups, food shelf

**\*Diverse and Underserved Populations:** Members of communities that are marginalized and that experience inequities because of race, ethnicity, culture, language, sexual orientation, gender identity, mental illness, intellectual or physical abilities, hearing or other sensory differences, or economic status.

**Faith Community:** Ministerial associations, churches, synagogues, mosques, parish nurses, congregational groups, etc.

**Health Care:** Clinics, home care agencies, hospitals

**Legal and Financial:** Financial, legal, and advanced care planning professionals

**Local Government:** Adult protection, city council members, city inspectors, city planners, emergency responders, human services staff, police/sheriff, library staff, and public health staff

**Residential Setting:** Independent living communities, assisted living residences, long-term care facilities

## Recommended Partners

**Minnesota Area Agencies on Aging staff:**

<http://mn4a.org/aaas/>

**Alzheimer's Association Minnesota North Dakota staff:**

[www.alz.org/mnnd/in\\_my\\_community\\_contact.asp](http://www.alz.org/mnnd/in_my_community_contact.asp)



# dementia friendly communities toolkit

## Recruit Action Team: Email/Letter Template

### Invitation to Join [Community Name] Action Team

[Community Name] is bringing together members from all parts of our community to understand how well we are serving people with dementia and their family and friend caregivers and to explore what actions we could take together to become a dementia-supportive community.

Please join us for a meeting to share your ideas on how we can create a prepared and inclusive environment for people living with dementia.

Meeting on [Community Name] Becoming Dementia Friendly

Date, time

Location

As of 2018, some 94,000 Minnesotans age 65+ are living with Alzheimer's and the number is growing. One in ten people age 65 and older has Alzheimer's disease and about one-third of people age 85 and older have the disease. It's projected that new cases of Alzheimer's will more than double by 2050. Younger onset Alzheimer's, occurring in people under age 65, is also on the rise. (Find more Alzheimer's facts and figures at <https://www.alz.org/facts/overview.asp>)

Recognizing that [Community Name] has a growing older population, we need to prepare all sectors in our community to address the changing issues and needs faced by people with dementia, their families and their employers, and the community as a whole.

Because you are a community leader in [insert role/responsibility/experience], your perspectives are invaluable to understanding dementia-related strengths and gaps in our community.

Please join me in addressing this pressing community issue and be part of a growing movement for creating dementia-friendly communities in Minnesota. Learn more by visiting [www.ACTonALZ.org](http://www.ACTonALZ.org).

Thank you,  
Signature

*Enclosure: Is Your Community Prepared flyer*





# dementia friendly communities toolkit

## Minnesota Communities are ACTing on Alzheimer's

ACT on Alzheimer's is a statewide, multi-dimensional collaboration seeking large-scale social change and building community capacity to help drive Minnesota's response to Alzheimer's disease. Some 94,000 Minnesotans age 65 and older live with the disease; 70 percent live in the community (of these, 26 percent live alone) with the support of 254,000 family and friend caregivers. Without quality dementia care and services, community-wide support, and meaningful inclusion in community life, people living with Alzheimer's and their caregivers experience isolation, higher health care costs, and poorer quality of life.

### Dementia Friendly Communities

ACT on Alzheimer's promotes dementia friendly communities, which are informed, safe, inclusive and respectful of people living with dementia and their families, have supportive features across all community sectors, and foster quality of life for everyone. Through a research-informed process, ACT on Alzheimer's has developed substantive resources and a community engagement toolkit that guides communities in moving towards dementia readiness.

More than 40 communities are working in all regions of Minnesota to become dementia friendly, including geographic-based and faith communities and communities with shared ethnic and cultural interests. These communities are:

- Training businesses and faith communities on dementia-supportive practices
- Training law enforcement and first responders on understanding and recognizing dementia
- Providing ACT-developed dementia trainings to health care and community-based service providers
- Increasing dementia awareness through educational events for community members and offering Dementia Friends Information Sessions
- Offering dementia-supportive meaningful engagement activities
- Supporting family caregivers through education, support groups, and caregiver-related forums and activities
- Working with local schools to educate youth about Alzheimer's disease

ACT on Alzheimer's, in partnership with Minnesota's Area Agencies on Aging and the Alzheimer's Association Minnesota North Dakota, provides community engagement support, technical assistance, and shared learning opportunities for communities. Learn more at [www.ACTonALZ.org](http://www.ACTonALZ.org).

ACT on Alzheimer's is part of the Dementia Friendly America initiative; visit [www.dfamerica.org](http://www.dfamerica.org).



[insert community name] sign up



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Check all that apply:**

- Send me updates on [insert community name] work toward becoming dementia friendly.
- I am interested in being part of the Action Team.
- I want to donate resources (e.g., meeting space, advertising, funds for basic operating needs, etc.)
- Other: \_\_\_\_\_



[insert community name] sign up



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Check all that apply:**

- Send me updates on [insert community name] work toward becoming dementia friendly.
- I am interested in being part of the Action Team.
- I want to donate resources (e.g., meeting space, advertising, funds for basic operating needs, etc.)
- Other: \_\_\_\_\_



[insert community name] sign up



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Check all that apply:**

- Send me updates on [insert community name] work toward becoming dementia friendly.
- I am interested in being part of the Action Team.
- I want to donate resources (e.g., meeting space, advertising, funds for basic operating needs, etc.)
- Other: \_\_\_\_\_



[insert community name] sign up



Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Check all that apply:**

- Send me updates on [insert community name] work toward becoming dementia friendly.
- I am interested in being part of the Action Team.
- I want to donate resources (e.g., meeting space, advertising, funds for basic operating needs, etc.)
- Other: \_\_\_\_\_




## dementia friendly communities toolkit

### INSTRUCTIONS FOR THE MASTER CONTACT LIST WORKSHEET

You will use this worksheet throughout the four phase process to keep track of those individuals that express interest in the dementia-friendly community work.

#### **DROPDOWN MENUS**

The **Sector** column contains a dropdown menu. When you click in a cell in one of these columns, you will see a . Click on this to access the dropdown menu with the available choices. You will use this column in Phase 3 when documenting responses to the Project Involvement Questions from the sector questionnaires.

#### **ENTERING DATA AND PRINTING**

The **Contact List** worksheet can be scaled to fit one page wide by one page tall on a sheet of paper by checking the "Fit to:" box on the Formatting Palette.

It may be easier to enter data with this option checked, so you can see all of the columns without having to scroll to the right. You can also leave this option checked when printing, however, the type will become much smaller and may be difficult to read.

The **Phone Number** cells will automatically format to (xxx) xxx-xxxx. **You don't need to enter parentheses or dashes.**



Community Sector	First Name	Last Name	Organization	Team Contact Person/ Interviewee Referring	Approx. Contact Date	How like to help?	Receive Updates and/or Stay in Touch	Notes
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<b>Email</b>	<b>Phone</b>
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# SAMPLE

Community Sector	First Name	Last Name	Organization	Team Contact Person/ Interviewee Referring	Approx. Contact Date	How like to help?	Stay in touch	Notes
Community Member	Jane	Doe		John S.	03/01/13	Will answer survey, no time for committee	Yes	
Diverse and Underserved Population	Vang	Pao	Hmong Cultural Center	John S.	03/02/13		Yes	
Diverse and Underserved Population	Joe	Douglas					No	
Local Government	Barack	Obama	White House	Michelle O.		Willing to do whatever I ask	Yes	
Local Government	Kathleen	Sebelius	HHS	Michelle O.		Will be on an action team	Yes	

# SAMPLE

Phone	Email
#####	jane@xxxx.com



Sector  
Business  
Caregiver Services and Supports  
Clinic  
Community Member  
Community Services and Supports  
Diverse and Underserved Population  
Faith  
Home Care  
Hospital  
Legal & Financial  
Local Government  
Residential Setting

Stay in Touch  
Yes  
No



# dementia friendly communities toolkit

## Announcement of Community Meeting: Template

### Upcoming Meeting: How [Community Name] Is Working to Become Dementia Friendly

[Community name] is one of more than 40 communities in Minnesota preparing our state for the growth and impact of Alzheimer's disease and related dementias. Every part of [community name] can take steps to create a dementia-supportive culture, such as:

- Businesses that train employees on interacting with customers who have dementia
- Clinics that promote timely diagnosis of Alzheimer's and provide care and support options
- Faith communities that welcome and engage people living with dementia and their families

For 2018, the Alzheimer's Association estimates there are 94,000 Minnesotans age 65 and older with the disease and thousands more with other dementias. The disease also touches 254,000 family members and friends in our state who are caregivers. (Find more Alzheimer's facts and figures at <https://www.alz.org/facts/overview.asp>)

In [Community Name], an estimated [insert number] have Alzheimer's. [Include a quote from a community leader about what it means to be part of your community's commitment to preparing for dementia, such as: "Alzheimer's can have a devastating emotional and financial impact on real people and families. We need to make sure our community has services and resources in place to support people with dementia and their caregivers," said [name and title]. "If everyone—neighbors, businesses, faith communities, local government services—is more aware, we can be supportive and provide resources that truly help people affected by the disease."]

[Community name] is using a comprehensive, dementia friendly community toolkit to assess current dementia-related strengths and gaps in our community, so we can identify community goals and determine how we can take action to achieve the goals.

Several key organizations are leading [community name]'s action team, including [name key organizations that are part of the action team]. Everyone is invited to join us in this community-wide effort.

To learn more about this important work and how you can become involved, please attend the community meeting [provide date, time location]. For questions, contact [person, phone, email]. Learn more about the work statewide by visiting [www.ACTonALZ.org](http://www.ACTonALZ.org)



# dementia friendly communities toolkit

## Demographics of Dementia In Your Community

**Define your community** by specifying the population or geographic area that shares the common goal of creating a dementia-friendly community.

Community \_\_\_\_\_

**Gather the following demographic information about your community.** Add your findings to A, B, and C below. You will also add your findings to the Community Needs Assessment in Phase 2. Access the following resources to obtain numbers:

*American Fact Finder*

<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

A. Estimate your population over the age of 65 years. Divide by 10 to estimate the number of people over 65 with Alzheimer's and related dementias.

\_\_\_\_\_ ÷ 10 = \_\_\_\_\_ people over 65 with dementia

B. Estimate your population over the age of 85 years. Divide by 3 to estimate the number of people over 85 with Alzheimer's and related dementias.

\_\_\_\_\_ ÷ 3 = \_\_\_\_\_ people over 85 with dementia

C. 7 of 10 people with Alzheimer's lives in the community and of that 7 people, 2 live alone. Estimate your population with dementia that lives alone. Multiply your estimate of the number of people over age 65 with dementia (from question A) by .70 (70 percent) and then multiply that number by .26 (26 percent) to estimate the number of people with dementia living alone.

\_\_\_\_\_ X .70 = \_\_\_\_\_ X .26 = \_\_\_\_\_ people with dementia living alone

**Determine diverse and underserved populations** that would benefit from having dementia resources tailored for them. First check all of the populations who are part of your community. Access the following resource:

*Culture Care Connection*

<http://www.culturecareconnection.org/navigating/mncountyprofiles.html>

- |   |   |
|---|---|
| <input type="checkbox"/> African American         | <input type="checkbox"/> Iraqi  |
| <input type="checkbox"/> American Indian          | <input type="checkbox"/> Karen  |
| <input type="checkbox"/> Asian Indian             | <input type="checkbox"/> LGBTQ (lesbian, gay, bisexual,<br>transgender and questioning) |
| <input type="checkbox"/> Bhutanese                | <input type="checkbox"/> Liberian   |
| <input type="checkbox"/> Cambodian                | <input type="checkbox"/> Russian  |
| <input type="checkbox"/> Deaf and Hard-of-Hearing | <input type="checkbox"/> Somali   |
| <input type="checkbox"/> Ethiopian                | <input type="checkbox"/> Vietnamese   |
| <input type="checkbox"/> Hispanic/Latino          | <input type="checkbox"/> Other (please specify)   |
| <input type="checkbox"/> Hmong                    |   |



# dementia friendly communities toolkit

## News Release Informing Community of Dementia Friendly Work Underway: Template

FOR IMMEDIATE RELEASE  
DATE: [Insert date]

FROM: [name]  
CONTACT: [Name & phone number/email]

### **[Community Name] Is Working to Become Dementia Friendly**

Families in every city, town, and rural area in Minnesota are feeling the effects of Alzheimer's and related dementias. Many relatives, friends, colleagues, and neighbors want to help.

[Community name] is one of more than 40 communities throughout the state taking steps to create a dementia friendly culture, which is informed, safe, inclusive and respectful of people living with dementia and their families, has dementia-supportive resources, and fosters quality of life for everyone. Every part of [community name] can take steps to create a dementia friendly community, such as:

- Businesses that train employees on interacting with customers who have dementia
- Clinics that promote timely diagnosis of Alzheimer's and provide care and support options
- Faith communities that welcome and engage people living with dementia and their families
- Inclusive and meaningful participation in community life for all

For 2018, the Alzheimer's Association estimates there are 94,000 Minnesotans age 65 and older with the disease and thousands more with other dementias. The disease also touches 254,000 family members and friends in our state who are caregivers. (Find more Alzheimer's facts and figures at <https://www.alz.org/facts/overview.asp>)

In [community name], an estimated [insert number] have Alzheimer's. As a response to this reality, [community name] is using an evidence-based community toolkit to assess dementia-related strengths and gaps in [community name], to identify community goals and ways to respond, and to determine action steps to achieve the goals

To learn more about this important work and how to get involved, please contact [person, phone, email].



# dementia friendly communities toolkit



## First Action Team Meeting Agenda

<b>Meeting Objective:</b>	
Date:	Time: Location:
Invitees (list for agenda):	
Time	Agenda
	Welcome/Meeting Overview <ul style="list-style-type: none"> <li>• Introductions: Name, organization, reason for attending</li> </ul>
	Dementia-Friendly Community Discussion <ul style="list-style-type: none"> <li>• Review the toolkit process and demographics of dementia in your community</li> </ul> Handouts: Is Your Community Prepared? flyer Demographics of Dementia in Your Community (results of worksheet) Toolkit Overview video (optional)
	Review the community workplan and projected timeline
	How would team members like to be involved? <ul style="list-style-type: none"> <li>• Community Coordinator, Action Team Members, Community Assessment Team Members/Lead, Community Event Members/Lead</li> <li>• Others (i.e. Area Agency on Aging, Alzheimer’s Association)</li> </ul>
	Identify projected expenses, 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 be shared with the community and decide who will coordinate it
	Next Meeting <ul style="list-style-type: none"> <li>• Date/time/location (consider setting standing monthly meeting)</li> </ul>
	Adjourn



# dementia friendly communities toolkit



## Action Community Workplan

Action Phase 1: Convene Time Needed: Up to 4 months			
Date	Initial Team Meeting	Participants Needed	Resources Needed
	<p>Welcome/Meeting Overview</p> <ul style="list-style-type: none"> <li>• Introductions: Name, organization, reason for attending</li> </ul> <p>Dementia-Friendly Community Discussion</p> <ul style="list-style-type: none"> <li>• Handouts: Dementia-Friendly Community Overview</li> <li>• Video (optional): Toolkit Overview</li> </ul> <p>Complete the Community Readiness Questionnaire</p> <ul style="list-style-type: none"> <li>• What do YOU think?</li> </ul> <p>Who are the community members that could help us?</p> <ul style="list-style-type: none"> <li>• Handout: Building Your Action Team</li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• Set a meeting date/time/location for a full team meeting</li> <li>• Create the meeting agenda</li> <li>• Extend personal invitations to key community leaders (Handout: Invitation to Join Action Team)</li> </ul>	<p>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</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Initial Meeting agenda</li> <li>• Dementia-Friendly Community Overview</li> <li>• Community Readiness Questionnaire</li> <li>• Building Your Action Team</li> <li>• Invitation to Join Action Team</li> </ul> <p>Video (optional):</p> <ul style="list-style-type: none"> <li>• Toolkit Overview</li> </ul>

**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
	<p>Welcome/Meeting Overview</p> <ul style="list-style-type: none"> <li>• Introductions: Name, organization, reason for attending</li> </ul> <p>Review the toolkit process for becoming dementia-friendly and demographics of dementia in your community</p> <p>Provide an overview of the community workplan and timeline</p> <p>Ask team members to think about how they would most like to be involved:</p> <ul style="list-style-type: none"> <li>-Community Coordinator</li> <li>-Action Team Members</li> <li>-Community Assessment Team Members/Lead</li> <li>-Community Event Members/Lead</li> <li>-Others (i.e. Area Agency on Aging, Alzheimer’s Association)</li> </ul> <p>Identify projected expenses (e.g. community coordinator,</p>	<p>Community Coordinator, Action Team members</p>	<p>Meeting space</p> <p>Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• First Action Team Meeting Agenda</li> <li>• Is Your Community Prepared flyer?</li> <li>• Demographics of Dementia in Your Community</li> <li>• Workplan (this document)</li> </ul> <p>Video (optional):</p> <ul style="list-style-type: none"> <li>• Toolkit Overview</li> </ul>



	<p>photocopies, refreshments, community event), determine how the project will be funded, potential funding opportunities</p> <p>Determine method(s) for ongoing team communication.</p> <p>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</p>		
Date	Action Team Meeting #2	Team Members Needed	Resources Needed
	<p>Welcome new members</p> <p>Revisit the concept of what a dementia friendly community is and what your team hopes to accomplish</p> <p>Prepare to assess (Phase 2)</p> <ul style="list-style-type: none"> <li>Review the Phase 2 website steps to learn about the Assess phase</li> <li>Identify a Community Assessment Team lead and members</li> </ul> <p>Prepare to hold a Community Event*</p> <ul style="list-style-type: none"> <li>Review the Phase 4 website steps to learn about the ACT Together phase</li> <li>Identify a Community Event Team lead and members</li> </ul> <p><i>* 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</i></p>	<p>Community Coordinator, Action Team members, Community Assessment members, volunteers representing community sectors including diverse and underserved populations</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>Meeting agenda</li> <li>Is Your Community Prepared flyer?</li> </ul>

	<i>community assessment and to provide input on setting the priority goals.</i>		
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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
	<p>Review the Phase 2 website steps to learn about the Assess phase</p> <p>Review the sector questionnaires and full Community Needs Assessment</p> <p>Determine whether all 11 sectors are reasonable or appropriate for your team to interview.</p> <p>Identify interviewees</p> <p>Develop timeline for questionnaire completion</p> <p>Plan process for interviews and how to submit completed questionnaires</p> <p>Develop list of materials for “resource packet” to distribute while doing interviews. Include Know the 10 Signs, sector guides, and list of community resources</p>	<p>Community Coordinator, Community Assessment team members (people who are detailed oriented, comfortable interviewing)</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• Copies of sector-based questionnaires</li> <li>• Community Needs Assessment</li> <li>• Know the 10 Signs</li> <li>• Sector guides</li> <li>• List of community resources</li> </ul>

Date	Community Assessment Team Meeting #2	Team Members Needed	Resources Needed
	<p>Hold an interview training session</p> <p>Conduct interview training with volunteers</p> <p>Assign volunteers to interviewees</p> <p>Review pre-interview email, call script and materials for interviewees</p> <p>Assemble resource packets to distribute while doing interviews</p>	Community Assessment Team	<p>Meeting space</p> <p>Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• Copies of sector-based questionnaires</li> <li>• Pre-interview email</li> <li>• Call script</li> <li>• Materials for resource packet</li> </ul>
	<p>Community Assessment Team conducts interviews (<i>team will meet as needed</i>)</p> <p><i>Community Coordinator serves as a resource to Community Assessment Team; shares early learnings and best practices and ensures resource packets are created, etc.</i></p>	Community Assessment Team members	
Date	Action Team Meeting #3	Team Members Needed	Resources Needed
	<p>Community Assessment Team update</p> <p>Celebrate progress to date, share success stories</p> <p>Identify sectors that still need to be interviewed and determine if action teams wants to pursue. If yes, determine methodology and assign responsibilities.</p>	Community Coordinator, Action Team, Community Assessment Team, Community Event Team	<p>Meeting space</p> <p>Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> </ul>

	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)		
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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
	<p>Compile questionnaire findings and disseminate for Community Assessment Team to review</p> <p>In consultation with Analysis Team, identify priorities</p> <p>Prepare a high-level summary of data collected and indicate the top five priorities</p>	<p>Community Coordinator, Community Assessment Team members, Analysis Team</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• List of priorities</li> </ul>
Date	Community Event Team* Planning Meeting #1	Team Members Needed	Resources Needed
	<p>Plan the community kickoff event to announce the Dementia Friendly Community efforts and set stage for further engagement</p> <p>Identify resources needed</p> <p><i>*Community event team will meet to plan, prepare and host a community meeting after the results have been analyzed and top priorities identified.</i></p>	<p>Community Coordinator, Community Event team members (people with community connections and event organizing skills)</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> </ul>
Date	Action Team Meeting #4	Team Members Needed	Resources Needed
	<p>Community Assessment report findings</p> <p>Review high-level summary of data collected</p> <p>Identify strengths, gaps and opportunities</p>	<p>Community Coordinator, Action Team, Community Assessment Team, Community Event</p>	<p>Meeting space Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> </ul>

	<p>Discuss top priorities and identify possible actions, determine top priorities/actions to share with community</p> <p>Discuss process for prioritizing community goals and determine who will facilitate</p>	Team, Analysis Team	<ul style="list-style-type: none"> <li>• Prioritizing goals process</li> </ul>
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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
	<p>Full Action Team hosts a community event</p> <p>Explain dementia friendly communities</p> <p>Introduce Action Team and volunteers</p> <p>Explain the community needs assessment process and findings</p> <p>Discuss priorities and actions</p> <p>Obtain community input to determine action plan</p>	<p>Community Coordinator, Action Team, Community Assessment Team, Community Event Team</p>	<p>Meeting space</p> <p>Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• Assessment results/priorities</li> </ul>
Date	Action Team Meeting #5	Team Members Needed	Resources Needed
	<p>Full Action Team convenes to debrief community meeting, determine priority items to take action on, and set a timeline</p> <p>Team determines plan for communicating results of the community meeting and action plan</p>	<p>Community Coordinator, Action Team, Community Assessment Team, Community Event Team</p>	<p>Meeting space</p> <p>Refreshments</p> <p>Handouts:</p> <ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• Workplan and budget template</li> <li>• Communications template</li> </ul>



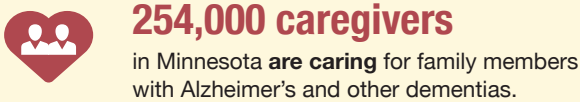


# Is Your Community Prepared?

A community that is dementia-informed, safe, inclusive, and respectful across all community sectors is a community prepared to support people living with Alzheimer's and their family and friend caregivers. It's a dementia friendly community.

## 94,000 Minnesotans age 65+ live with Alzheimer's disease and the number is growing.

Our communities must ACT to be ready. Here's why:

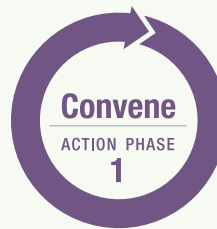


**An estimated 70% of people** with Alzheimer's or other dementias live in the community and **need support** from families and community members.

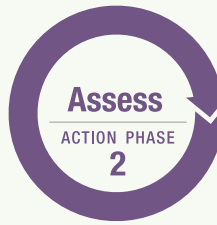
### Older African Americans and Hispanics

are **more likely** than older whites, on a per-capita basis, to have Alzheimer's or other dementias.

## The ACT on Alzheimer's® Dementia Friendly Communities Toolkit brings people together to make a difference.



Convene key community leaders and members to form an Action Team.



Assess dementia-related strengths and gaps within your community.



Analyze community needs and develop a plan to take action.



ACT Together to pursue priority goals and take action community-wide to become dementia friendly.

The toolkit has resources that assist communities through each action phase. Learn more at: [www.actonalz.org/dementia-friendly-toolkit](http://www.actonalz.org/dementia-friendly-toolkit)



# Dementia Friendly Community



## Creating a dementia friendly community includes:

- Raising awareness about dementia, changing the way people think, act and talk about dementia, and moving people to action as Dementia Friends
- Supporting family and friend caregivers by providing accessible information, resources, and in-person support
- Promoting meaningful participation in community life for everyone
- Including communities that experience inequities because of race, ethnicity, culture, language, sexual orientation, gender identity, mental illness, hearing/sensory differences, intellectual or physical abilities, and economic status

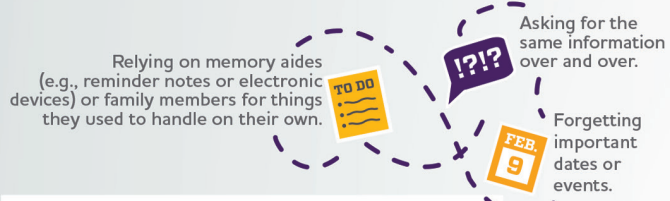
Visit [www.ACTonALZ.org](http://www.ACTonALZ.org) to learn about Minnesota communities ACTing on Alzheimer's, to download community-wide dementia friendly tools and resources, and to learn how to become a Dementia Friend and Dementia Friends Champion.



If you notice any of the 10 Warning Signs of Alzheimer's in yourself or someone you know, don't ignore them. Please consult your physician.

## #1 Memory changes that disrupt daily life

One of the most common signs of Alzheimer's, especially in the early stages, is forgetting recently learned information. For example:



**Typical age-related changes:** Sometimes forgetting names or appointments, but remembering them later.

## #2 Challenges in planning or solving problems

Some people may have difficulty concentrating and take much longer to do things than they did before.



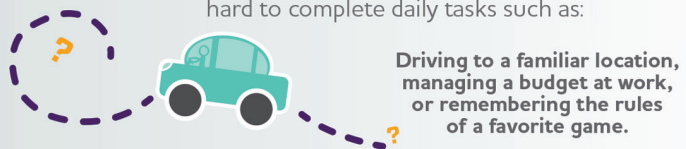
Some people may experience changes in their ability to develop and follow a plan or work with numbers.

**They may have trouble following a familiar recipe or keeping track of monthly bills.**

**Typical age-related changes:** Making occasional errors when balancing a checkbook.

## #3 Difficulty completing familiar tasks

People with Alzheimer's often find it hard to complete daily tasks such as:



**Typical age-related changes:** Occasionally needing help to use the settings on a microwave or record a television show.

## #4 Confusion with time or place

People with Alzheimer's can lose track of dates, seasons and the passage of time.

They may have trouble understanding something if it is not happening immediately. Sometimes they may forget where they are or how they got there.



**Typical age-related changes:** Getting confused about the day of the week but figuring it out later.

## #5 Trouble understanding visual images and spatial relationships



Some people may have difficulty reading, judging distance and determining color or contrast. In terms of perception, they may pass a mirror and think someone else is in the room. They may not realize they are the person in the mirror.

**Typical age-related changes:** Vision changes related to cataracts.

## #6 New problems with words in speaking or writing

People with Alzheimer's may have trouble following or joining a conversation. They may stop in the middle of a conversation and have no idea how to continue or they may repeat themselves. They may struggle with vocabulary, have problems finding the right word or call things by the wrong name.

**Typical age-related changes:** Sometimes having trouble finding the right word.



## #7 Misplacing things and losing the ability to retrace steps

A person with Alzheimer's disease may put things in unusual places.

They may lose things and be unable to go back over their steps to find them again. Sometimes, they may accuse others of stealing. This may occur more frequently over time.



**Typical age-related changes:** Misplacing things from time to time.

## #8 Decreased or poor judgment

People with Alzheimer's may demonstrate unusual changes in judgment or decision making.



For example, they may use poor judgment when dealing with money, giving large amounts to telemarketers.

They may pay less attention to grooming or keeping themselves clean.

**Typical age-related changes:** Making a bad decision once in a while.

## #9 Withdrawal from work or social activities

A person with Alzheimer's may start to remove themselves from hobbies, social activities, work projects or sports. They may also avoid being social because of the changes they have experienced.



**Typical age-related changes:** Sometimes feeling weary of work, family and social obligations.

## #10 Changes in mood and personality

The mood and personalities of people with Alzheimer's can change.

They may be easily upset in places where they are out of their comfort zone.

They can become confused, suspicious, depressed, fearful or anxious.



**Typical age-related changes:** Developing very specific ways of doing things and becoming irritable when a routine is disrupted.