

Project Work Plan: 2009-2012

Goal #1: Establish ADRC Organizational Structure

Measureable Outcome: Fully Operational ADRC Project Office, with Working Committees, Evaluation Plan, and Management Information System

Major Objectives	Key Tasks	Lead Person	2009			2010									2011									2012														
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Hire and train program office staff and contract with evaluation consultant	Hire AA	MH	x																																			
	Create job description, role expectations and responsibilities for Project Coordinator and AA	MH	x																																			
	Provide orientation and training for Project Coordinator and AA	MH	x																																			
	Enter into contract for services with Judith Holt	MH	x																																			
Create/convene ADRC Steering Committee	Identify members who are not designated in proposal	MH/SC	x																																			
	Provide notice of and plan for initial meeting	LT	x																																			
	Establish roles and expectations	SC	x																																			
	Establish meeting dates	SC	x																																			
	SC members will contribute info to feed into map/analysis of current system	SC	x																																			
	Hold monthly meetings for Q1 to establish Y1 RFPs, then hold meetings bimonthly	SC	x	x	x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x	
Create/convene Community Partner Advisory Board	Identify list of potential members for review by SC and SC approve list	MH/SC	x																																			
	Create invitation/cover letter for first advisory meeting	LT		x																																		
	Develop advisory board structure, roles and expectations	MH/LT		x																																		
	Convene first meeting of advisory board	LT		x																																		
	Obtain buy-in to recommended structure, roles and expectations; amend if desired by members	CPAB		x																																		
	Hold community partner meetings quarterly	CPAB		x			x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x	

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Develop the Evaluation Plan	Determine the composition of the Evaluation Subcommittee (ES) of the Steering Committee	MH/JH	x	x																																		
	Review the evaluation, reporting, and quality assurance requirements from the funder (US Administration on Aging) and review models at www.adrc-	MH/JH/ES	x	x																																		
	Review the ARDC proposal and any subsequent comments from the reviewers and/or the funding agency	MH/JH/ES	x	x	x																																	
	Review the Basic ADRC Data Elements	MH/JH/ES	x	x	x																																	
	Design the Evaluation Plan with the following minimum requirements: evaluation tasks for each objective and activity (as applicable); data to be collected; timelines; person(s) responsible; instruments to be used	JH	x	x	x																																	
Approve the Evaluation Plan	The Steering Committee will review and comment on the draft EP	MH/JH/SC			x																																	
	Annually, the EP will be revised to ensure a viable evaluation, quality improvement, and reporting approach	MH/JH/ES				x							x																								x	
Implement the Evaluation Plan	Design and pilot the instruments needed for data collection.	JH/ES				x	x																															
	Provide an in-depth orientation to the Steering Committee, staff, contractors, and partners regarding the EP and their roles and responsibilities in data collection	MH/JH				x																																
	Begin full implementation of the EP	MH/JH/ES				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Report the findings from the Evaluation Plan	Collect data quarterly for review and sampling purposes	JH					x			x			x			x				x					x													
	Draft quarterly and annual reports with the process and outcome data related to the ADRC's goals, objectives, and activities	JH					x			x			x			x				x					x													
Use the findings for Continuous Quality Improvement	Based on the results of the evaluation reports, modify goals, objectives, and activities as needed	MH/JH/ES													x																						x	

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Develop plan to implement an MIS to complement the Evaluation Plan	Define the types of data to be collected, sources of the data, frequency of reporting, and method for reporting for all aspects of the ARDC	MH/JH/ES		x																																		
	Review lessons learned from other ARDC grantees and other technology tools available.	MH/JH/ES		x																																		
	Design the MIS for the ADRC with reference to www.adrc-tae.org	MH/JH/ES			x																																	
	Review the MIS	MH/JH/ES				x																																
	Pilot and refine	MH/JH/ES				x	x	x																														
	Implement the MIS	MH/JH/ES							x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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Goal #2: Establish and maintain a central state-wide database of long term support options for private and public pay individuals

Measureable Outcome: Comprehensive, operational, state-wide database of long term support options

Major Objective	Key Tasks	Lead Person	2009			2010									2011									2012																
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
Assess strengths and gaps of electronic I & R systems	Form Information & Referral Subcommittee (IRSC); meet regularly	SC			x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x	
	Obtain update on status of 2-1-1 launch of IRIS system and updates including long term support options state-wide and report to Steering Committee	MH/IRSC				x	x																																	
	Obtain status of Access Utah Network services and long term plan and report to Steering Committee	MH/IRSC				x	x																																	
	Obtain status of Utah Cares and report to Steering Committee	MH/IRSC				x	x																																	
Develop plan to assure central database of long term support options	Develop and recommend plan to Steering Committee that addresses: <ul style="list-style-type: none"> Necessary financial support and contractual relationships Quality improvement and evaluation Long term sustainability 	MH/IRSC				x	x																																	
Implement plan	Implement plan and assure evaluation and continuous quality improvement	MH/IRSC						x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x		x

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Goal #3: Create a statewide awareness, information, and individualized counseling system

Measureable Outcome: Establish at least one local or regional pilot ADRC providing information and assistance to older adults and adults with physical disabilities

Major Objectives	Key Tasks	Lead Person	2009			2010									2011									2012															
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	
Determine selection criteria for pilot ADRCs, draft, distribute and publicize RFP, and select pilot site	Assemble model ADRCs from www.adrc-tae.org for consideration by Steering Committee	LT		x																																			
	Assemble data gathered from focus groups and internet survey	LT		x																																			
	Establish and have regular meetings of Pilot Site Subcommittee (PSS)	LT/PSS		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Consider models and specific needs of Utah communities	LT/PSS			x	x																																	
	Specific factors to be addressed: <ul style="list-style-type: none"> • Information needs of older adults and disabled adults • Training/cross-training needs of staff • Eligibility determination/collaboration with DWS, DAAS, DSPD • Available resources • Models that need to be developed/piloted 	PSWG/SC			x	x	x																																
	Design detailed model for Utah pilot ADRC	PSWG/SC			x	x	x																																
	Present findings to Steering Committee for discussion and vote	PSWG/SC					x																																
	Draft RFP based on criteria established; distribute to community partner network to possible pilot sites	MH/LT/JH					x	x	x																														
	Review proposals and initial select site[s]	SC							x																														
Assess impact on state programs	Collaborate with state agencies to assess the impact of pilot sites on enrollment in community-based and facility-based programs and after the fact satisfaction with choices	JH/MH/EC																																					

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Goal #4 Create a seamless single point of entry to publicly funded long-term support programs

Measureable Outcome(s): A single application for Medicaid program by 10/1/2010, and a plan for a single point of entry by 04/1/2011

Major Objectives	Key Tasks	Lead Person	2009			2010									2011									2012															
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	
Assess complexity/ease of access of current system	Create Single Point of Entry Subcommittee (SPES); hold regular meetings	LT/SC								X	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X
	Monitor launch of DWS single entry point application system for Medicaid long-term care programs	LT/SPES									X	X		X		X		X		X		X		X		X		X		X		X		X		X		X	
Develop a plan to create a seamless single point of entry	Identify tools, activities, procedures, and processes that will enable ADRCs to serve as a single point of entry to all publicly funded long-term support programs	LT/SPES								X	X		X		X																								
	Develop a plan, in collaboration with state agencies, to work toward a seamless point of entry to publicly funded long term support programs	LT/SPES														X	X		X		X		X		X		X		X		X		X		X		X		

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Goal #5 Create a care transition system that maintains or decreases Utah’s low hospital readmission rate and that provides individuals and caregivers with timely and accurate information about long term support options
Measureable Outcome(s): A care transition pilot program

Major Objectives	Key Tasks	Lead Person	2009 2010 2011 2012																																				
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	
Assess current status of care transition efforts in the state and consider models from other states	Create Care Transition Subcommittee (CT); hold regular meetings	MH/CT								X	X		X		X		X		X		X		X		X		X		X		X		X		X		X		X
	Obtain an overview of current activities from HealthInsight, the Utah Hospital Association, the Utah Healthcare Association, and other community partners	MH/HI								X																													
	Assemble care transition models from www.adrc-tae.org , HealthInsight, VA Rural Health Resource Center, and other partners to present to subcommittee	MH/CT									X																												
	Recommend specific plan to Steering Committee for adoption	CT																																					
Implement plan	With data generated from objectives 5.1-5.2 generate five-year plan to implement a care transition system, including a plan for financial sustainability	MH/CT											X		X		X		X		X		X		X		X		X		X		X		X		X		X