



# National Respite Care Provider Training

This document contains a set of worksheets that are designed to help with the Accessing Readiness section of the National Respite Care Provider Training (NRCPT) Replication Toolkit.

There is a 2-page High Overview Worksheet/Tab that can serve as a stand-alone worksheet.

There are also 4 additional comprehensive worksheets that can help you capture detailed information when you are Assessing Readiness.

- Organizational Buy-In
- Capacity Readiness
- Connecting Providers & Family Caregivers or a Registry
- Sustainability

Each Section/Tab identifies at the top of the page the size and orientation to print out your worksheets.

After you download, you are free to add your own worksheets to the document as it is meant for you to develop your own NRCPT.



**RCAW**  
Respite Care Association  
of Wisconsin



NATIONAL ACADEMY  
FOR STATE HEALTH POLICY



**ARCH**  
National Respite Network  
AND RESOURCE CENTER

This project (2021–2023) was made possible by support from the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS), and The John A. Hartford Foundation as part of a financial assistance award totaling \$942,520 with 75 percentage funded by ACL/HHS and \$312,845 amount and 25 percentage funded by non-government source(s). The contents are those of the authors and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.



# National Respite Care Provider Training

## ASSESSING READINESS WORKSHEETS/WORKBOOK

Attendees participating in assessing readiness checklist review:

### Organizational Buy-In

Partner Organization & Lead Person's Name

Type and Role

### Recruitment Strategies and Outreach

Recruitment Tools / Methodology

Target Audience

Key Messages To Promote

Costs / Funding Needed

### Data

Data to Collect

Data Source(s)



## Partner Engagement (Letter Size, Landscape Orientation)

*Identify partners that align with your project's vision, mission, objectives, and target audience.*

*Define criteria to evaluate potential partners such as relevance, reputation, resources, and reciprocity. A lot of organizations want to be a part of an impactful project, but it is important they understand there will be expectations of time, commitment, and resources.*

*Define partner roles and expectations, especially regarding help with recruitment of potential learners.*

*Host an informational meeting on the NRCPT with potential partners and to assess genuine interest and willingness to commit.*

|    | Partner | Role/Expectations | Notes: |
|----|---------|-------------------|--------|
| 1  |         |                   |        |
| 2  |         |                   |        |
| 3  |         |                   |        |
| 4  |         |                   |        |
| 5  |         |                   |        |
| 6  |         |                   |        |
| 7  |         |                   |        |
| 8  |         |                   |        |
| 9  |         |                   |        |
| 10 |         |                   |        |



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## Capacity (Legal Size, Landscape Orientation)

## Staffing Time and Resources

## How will staff time be funded?

Do you have enough staff to recruit respite providers and manage the NRCPT?

Who is going to field calls and emails? Learners will have questions no matter how much instruction is available to them.

Who will become the expert on and become knowledgeable about the contents of the training? Will multiple staff be needed?

Which staff will research and develop state-specific training slides if the determination is made that these will be needed?

What data will you collect, how will it be collected? Who will manage that?

Will state-specific slides be researched, developed, and added to the training curriculum?

Who will be responsible for developing strategies for recruitment of potential learners? Who will help promote the NRCPT and recruit learners, and how will they do it? Presentations? Social Media? Webinars?

[illegible]

## Technology

How will training platform costs be funded initially and over time?

What technology do you have and what technology do you need? Do you have a learning platform in place, or will you partner with RCAW to use their training platform?

Who is going to learn how to use and monitor the online learning platform?

Will staff who are managing other components of the NRCPT also be responsible for the learning platform technology?

Will staff have tech support for software needs, training content, data collection or platform issues?

[illegible]

## Promotion / Marketing

Are resources available to develop print materials and social media graphics?

How you will promote the NRCPT and recruit learners.

[illegible]

Data

What data will be collected and how? How much will it cost and/or be funded?

| <i>Data to collect</i> | <i>Collector/Source</i> | <i>Partner Organization</i> | <i>How Often to Collect</i> | <b>Funding Needed?<br/>Identify potential<br/>source</b> | <b>How Much Funding<br/>is Needed Annually</b> |
|------------------------|-------------------------|-----------------------------|-----------------------------|--|--|
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## Connecting Trained Providers to Families *(Letter Size, Landscape Orientation)*

What mechanism will be used to store/list trained respite care workers? ( e.g., Excel Spreadsheet that is managed by staff? A searchable platform where family caregivers can conduct specific searches?)

What data to you want to be included for each respite care provider's profile?

How will people access this information? Fill out a form? Register and have an account? Just call and ask staff?

How much will your approach cost?

| What tool(s) do you plan to use to connect trained workers with family caregivers? | What data to you want to be included in respite care provider's profile? | How will people access this information? | Funding Needed? Identify potential source | How Much Funding is Needed Annually |
|--|--|--|---|-------------------------------------|
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**What is your plan to continue the NRCPT sustainably?** (*Letter size, Landscape Orientation*)

## Recruitment Partners/Collaborators

Identify key potential recruitment/referral/feeder sources to help build your talent pipeline?

[illegible]

## Timeline

To build momentum, it's important to stay on task and establish some milestones and timelines

[illegible]

Forecasting Budget Needs Based on Assessing Readiness *(Collecting Funding Information From Prior Tabs)*

| Line Item           | Est. Amount \$\$ | Source(s) | Funding Needed? Identify potential source | How Much Funding is Needed Annually |
|---------------------|------------------|-----------|---|-------------------------------------|
| Technology          |                  |           |   |                                     |
| Promotion/Marketing |                  |           |   |                                     |
| Data Collection     |                  |           |   |                                     |
| Registry            |                  |           |   |                                     |
| Other               |                  |           |   |                                     |
| Total               |                  |           |   |                                     |

Notes:



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