**Dementia Friendly Orcas (DFO) Work Plan**

**04/11/2024**

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| **PHASE #1: Convene** | | | | | |
| **Time Period: August – December 2023** | | | | | |
| **Goal #1.1 Build Action Team (DFO Work Group)** | | | | | |
| ***Objective #*** | ***Objective Described*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure of Completion*** |
| 1.1.1 | Start DFO. Recruit DFO WG members | ID 10 Sectors & members. Convene 1st mtg | Tom & Lynnette | 20 AUG 23 | Core WG members in place. **DONE** |
| 1.1.2 | Fill Identified gaps on DFO WG | Recruit: MH **Done** (Sally Blumenthal) &  Law Enforcement (pending)  *(Add to WG)* | Heidi  Tom | 12 OCT 23 | People added to WG |
| 1.1.3 | Learn local resources | * NWRC Dementia Support Program Specialists * DFA WA Conference * Birchview Memory care & Others? | Heidi | 14 Sept 23 | Presentation completed  **DONE** |
| 1.1.4 | Establish a 12 mo. Timeline | Draft & confirm a plan with objectives, dates & measures for completion | Tom, Heidi, Tam + DFO | 14 Sept 23 | Plan is accepted by DFO WG  **DONE** |
| 1.1.5 |  |  |  |  |  |
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| **Goal #1.2 Determine Community Readiness** | | | | | |
| ***Objective #*** | ***Objective Described*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure of Completion*** |
| 1.2.1 | Understand “Readiness” | WG members complete DFA “Awareness Questionnaire” | DFO WG | 12 OCT 23 | Questionnaires Completed & Discussed  **DONE** |
| 1.2.2 | Learn what’s available | Develop Resource List | Heidi + DFO WG |  | Updated Resource List  **DONE** |
| 1.2.3 | Survey the Community | Conduct online community awareness survey |  | 31 Dec 23 | **Survey posted on OIPL website** |
| 1.2.4 |  |  |  |  |  |
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| **Goal #1.3 Engage Community More Broadly** | | | | | |
| ***Objective #*** | ***Objective Described*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure of Completion*** |
| 1.3.1 | Increase WG skill & capacity | Engage people with special skills who can do special tasks (vs join WG.- e.g. Pwr. of Attorney training) | All  DFO WG | 31 DEC 23 | Specialists committed to serve ongoing |
| 1.3.2 | Identify “*Champions*” or allies in the Community | Publicize DFO WG (web & news media). **Make list of inquirers** **& others** from FAQ site on OIPL web | Tom & Ingrid + DFO WG | 15 Nov & ongoing | Websites + List in place. Done Periodic Media releases |
| 1.3.3 | Survey Community | See 2.3 - Conduct online community awareness survey | DFO WG?  Survey posted on OIPL Website | 31 Dec 23 | Results included in media release about DFO Pending Surveys & Community Needs assessment |
| 1.3.4 | Increase Dementia Awareness | Sponsor Dementia 101 Training for community (Birchview Memory Care) | Tom& Heidi + DFO WG | 31 Dec 23 | Training Completed  **DONE 10/19/23** |
| 1.3.5 | Increase community knowledge | 1. Establish web pages on OSC & OIPL sites including FAQs & Resources | Ingrid & Tom | 31 OCT 23 | Web pages established & current **DONE** |
| 1. Deliver Power of Atty Training (Tom Fiscus) | Heidi & Tom | 30 NOV 23 | Seminar/talk delivered **Done** |
| 1.3.6 |  |  |  |  |  |
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| **PHASE #2: ENGAGE** | | | | | |
| Time Period: November – December 2023 and January – February 2024 | | | | | |
| **Goal #2.1: Engage Through Targeted Outreach** | | | | | |
| ***Objective #*** | ***Objective Described*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure of Completion*** |
| 2.1.1 | Engage community leaders & groups | Identify & Prepare facilitators/speakers- Acquire & Learn Training Materials from Dementia Friends and DFA | Tom, Heidi & DFO WG |  |  |
| 2.1.2 | Increase **COMMUNICATION** among stakeholder organizations | Establish listserv; push out info regularly | OSC & OIPL |  |  |
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| **Goal #2.2: Engage Through Community Wide Outreach** | | | | | |
| 2.2.1 | **COMMUNICATION** Train & engage community Groups | Provide informational sessions (w Q&A) at meetings of established service and community organizations. Also Ask for perceived gaps in resources & services | Tom, Heidi & DFO WG |  | \_\_X\_\_# completed by April 30 |
| 2.2.2 | Track speaking engagements | Develop & Maintain a list of speakers and scheduled events. | ? Bev? |  | Ongoing |
| 2.2.3 | Increase info to the community | Regular news releases, post info on websites, establish links from websites to OSC & Library Pages |  |  |  |
| 2.2.4 |  |  |  |  |  |
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| **Goal #2.3: Engage Through Assessment Participation** | | | | | |
| 2.3.1 | Assess/Evaluate Community | Conduct Community Assessment perhaps including focus groups | **MELISSA** + others | ~~Feb 2024~~  By 6/1/24 | Assm’t done & results published |
| 2.3.2 | Same | Specifically include: **Communication, Caregiving & Assisted Living** resources in assm’t | Same as above |  |  |
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| **PHASE #3: Analyze Data** | | | | | |
| Time Period: March – April 2024 – June 2024 (Extended) | | | | | |
| **Goal #3.1: Assess Data Collected** | | | | | |
| ***Objective #*** | ***Objective Described*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure for Completion*** |
| 3.1.1 | Analyze Evaluation | Review, verify and clarify data form evaluation | MELISSA & Eval Team | JUNE 2024 | Report of data complete |
| 3.1.1.a | Same | Address: **Communication, caregiving & assisted living** | Same |  |  |
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| **Goal #3.2: Prioritize and Assessment Publish Results to inform community & generate support** | | | | | |
| 3.2.1 | Identify Priorities | DFO Work Session to prioritize goals & actions | DFO WG | June 2024 | List of priorities established |
| 3.2.2 | Create Summary Report | Summarize eval data and recommendations | MELISSA & Eval Team | June 2024 | Summary & Recommendation Written |
| 3.2.3 | Publish Report | Media releases directing readers to the report on our websites. | Tom &/or WG | July 2024 | MR published & Report posted |
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| **PHASE 4: ACT** | | | | | |
| Time Period: May - June 2024 Through October 2024 (Extended) | | | | | |
| **Goal #4.1: Obtain Informed community input and support** | | | | | |
| ***Objective #*** | ***Objective*** | ***Specific Task or Activity*** | ***By Whom*** | ***By When*** | ***Measure for Completion*** |
| 4.1.1 | Inform Community | Publicize results of Evaluation   * Media * Meeting of the minds * Speak at meetings of local organizations |  |  |  |
| 4.1.2 | Get Community input for plan | Focus Groups  Online questionnaires  Etc. |  |  |  |
| 4.1.3 |  |  |  |  |  |
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| **Goal #4.2: Finalize and Implement Action Plan** | | | | | |
| 4.2.1 | Assess & adjust Plan | Incorporate community input into draft plan |  |  |  |
| 4.2.2 | Finalize action plan | Determine what steps to take to make Orcas Dementia Friendly. ***As supported by assessment, recommend re: communication, caregiving & assisted living*** |  |  |  |
| 4.2.3 | Implement Plan | Assign Leader for each element of plan and begin.  Secure funding as needed. |  |  |  |
| 4.2.4 |  |  |  |  |  |
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