WA ADSA Enhanced ADRC Options Counseling
<u>Attachment</u>: Workplan

Goal:	Achieve statewide implementation of a Options Counseling Training and Certification program to facilitate statewide ADRC expansion.
Measurable Outcomes:	(1) Individuals who contact the ADRC are able to make informed decisions about their LTSS options. (2) Individuals and family caregivers are able to effectively navigate the LTSS system and access the options they have identified as meeting their needs. (3) Individuals who contact ADRCs have increased community tenure in their homes and communities. (4) Public resources are used effectively to help individuals learn about and access LTSS (5) Trends in costs of LTSS and health care are slower compared to current projected growth.

Time Frame (Start and End Date by Month): September 20, 2012 - September 29, 2015

Major Objectives	Key Tasks	Lead Person and Agency	Pre Grant	1	2	3	4	5	6	7	8	9	10	11	12	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Post Grant
Develop and implement a standards-based curriculum and training process to increase capacity of ADRCs and partners to deliver a quality Options Counseling program statewide.	Hire a curriculum developer/trainer.	DSHS-ADSA HCS State Unit on Aging		X	X																			
	Participate in finalizing the national options counseling standards.	ADSA in concert with ADRC Stakeholders		X	X	X	X	C																
	Finalize state ADRC program standards to align with National ADRC Options Counseling standards.	ADRC Project Director		X	X	X	X	X	X	C														
	Develop curriculum and collateral materials for delivery of Options Counseling training	ADRC Curriculum Developer/Trainer						X	X	X	C													
	Revision and additional materials development through plan-do-study process and assessment of curriculum and training.	ADRC Curriculum Developer/Trainer										X	X	X	X	X	X	X	X	X	X	X	X	
	Procure statewide and community-based Options Counseling Organizations in addition to AAAs' ADRCs	ADRC Project Director							X	X	C													
	Deliver Options Counseling Training in an on-site, face-to-face format statewide.	ADRC Curriculum Developer/Trainer										X	X	X	X	X	X	X	X	X	X			
	Engage ADRC partners and Access Points in delivering online and/or televised/recorded training about their services, supports and referral protocols to Options Counselors statewide.	ADSA, ADRC Partner agencies														X	X	X	X	X	X	X	X	
	Develop and implement a Train-the-Trainer program to increase dissemination of Options Counseling training statewide.	ADRC Curriculum Developer/Trainer														X	X	X	X	X	X	X	X	
	Achieve statewide ADRC Options Counseling service delivery.	ADSA, ADRC Partner agencies																	X	C				
	Employ statewide ADRC social marketing plan to promote the Options Counseling Program.	ADSA, ADRC Partner agencies																	X	X				X
Develop and implement a standards-based Options Counseling Certification program.	Participate in finalizing the national Options Counseling Certification program.	ADSA in concert with ADRC Stakeholders				X	X	X	X	X	X	X	X	X										
	Promote national Options Counseling Certification to ADRCs and their partners and encourage their participation in staff becoming certified.	ADSA in concert with ADRC Stakeholders					X	X	X	X	X	X	X	X	X									
	Develop Certification preparatory training for staff of ADRCs and their partners.	ADRC Curriculum Developer/Trainer										X	X	X										
	Disseminate training for Certification both in-person and online.	ADRC Curriculum Developer/Trainer													X	x	x	x	x	x	x	x	x	
	Publish and congratulate each individual who successfully achieves the ADRC Options Counseling Certification credential	ADSA, ADRC Partner agencies														x	x	x	x	x	x	x	x	x
	Build on existing VDHCBS Program with the VA Puget Sound Health Care System to increase enrollment of veterans and provide ADRC Options Counseling.	ADSA, VAMC/NW VISN, VHA, and State Department of Veterans Affairs (VDA)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Major Objectives	Key Tasks	Lead Person and Agency	Pre Grant	1	2	3	4	5	6	7	8	9	10	11	12	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Post Grant
											Year 1						Year 2				Year 3			
Expand the Washington State Veterans Directed Home Services Program	Expand the Puget Sound VDHS catchment area to include additional counties in the VA Puget Sound catchment area.	ADSA, VAMC/NW VISN							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Work with the Spokane VA Medical Center to explore initiatiation of VDHCBS and the Options Counseling Program in the Spokane catchment area.	ADSA, VAMC/NW VISN										X	X	X	X	X	X	X	X	X	X	X	X	
	Work with the Veterans' Administration to examine opportunities for simplification of billing processes in order to support cost efficiency.	ADSA, VAMC/NW VISN, VHA													X	X	X	X	X	X	X	X	
Continue to support the delivery of the Care Transition Program developed by Dr. Eric Coleman throughout the state.	Engage the local Quality Improvement Organization in providing post-training support for 80+ trained coaches statewide.	Qualis Health (QIO)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Continue providing statewide technical assistance and training for Care Transitions coaches.	Qualis Health (QIO)		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Continue to update, as needed, WA State's Care Transition toolkit in support of coaches trained in this evidence-based model.	Qualis Health (QIO)			X			X			X			X			X		X			X		X	
	Continue to support local activities for securing care transitions funding.	ADSA, ADRC Partners		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Develop and apply Continuous Quality Improvement principles and Evaluation Plan	RDA will continue analysis of outcomes from areas with designated ADRCs and those not yet designated.	RDA, ADSA, ADRCs		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Active participation to develop, and implement a statewide evaluation plan consistent with the national standards and evaluation framework.	Qualis Health, ADSA (RDA TA)		X	X	X	X	X	X															
	Finalized evaluation plan identifying specific data collection, methods and reporting submitted to ACL.	ADSA, Qualis Health							C															
	Ensure client management information system can accommodate data collection requirements, make adjustments and configure as needed.	ADSA Project Director and IS System Administrator							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Share the evaluation plan and high level outcome data with statewide ADRC Planning and Policy Committee	ADSA, Qualis Health							C								C				C			
	Share the evaluation plan and any subsequent updates with ADRCs and ADRC partners.	ADSA, Qualis Health, ADRCs and ADRC Partners as appropriate								C							C				C			
	Provide training and technical assistance to ADRCs and ADRC partners on their participation in data collection and reporting.	ADSA, ADRCs and ADRC Partners as appropriate								X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Implementation of the evaluation process according to required grant deliverables.	ADSA, Qualis Health								X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Bi-monthly conference calls for evaluation plan-do-study process and data review/analysis.	ADSA, Qualis Health								X		X		X		X	X	X	X	X	X	X	X	
	Training for ADRCs on Root Cause Analysis for Options Counseling programs.	ADSA, Qualis Health & ADRCs								X	X							X				X		
	National Meeting (dates estimated)	ADRC Project Director; Curriculum Developer/Trainer; ADRC Partners as able				C									C			C					C	
	ADRC Semi Annual Reporting: subgrantees submit local reports 10th of month following reporting period; ADSA submit by 30th of same month	ADSA, ADRCs							C						C			C					C	

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	Conduct year end and final analyses of all data from evaluation and CQI processes	ADSA, RDA, and ADRCs (Qualis Health technical assistance)																X					X	C
	Write and submit final project report	ADSA ADRC Project Director																						C
Develop a financially sustainable ADRC model that includes revenue from multiple public programs.	Continue Statewide ADRC Plannning and Policy Committee Meetings, both in-person and online					X				X				X	X	X	X	X	X	X	X	X	X	
	Continue following the Cooperating Agreement between WA Health Care Authority and WA DSHS to highlight role of ADRC's in DSHS' access to LTCC.	ADSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Continue, and improve as needed, current methodology for accessing federal financial participation for ADRC Medicaid administrative activities, including Options Counseling and Assistance.	ADSA Project Director, HCA, and ADRC partners								X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Assess current levels and sources of funding.	BERK, Inc, ADSA	X																					
	Estimate level of need.	BERK, Inc, ADSA, PPC/ADRC partners	X																					
	Conduct gap analysis.	BERK, Inc, ADSA, PPC/ADRC partners	X	X	C																			
	Develop funding policies and evaluation criteria.	BERK, Inc, ADSA	X	X	C																			
	Develop a unified funding strategy reflecting federal, state, local and private funding sources.	BERK, Inc, ADSA		X	X	X	X	X	C															
	Build the case for state funding of ADRCs	BERK, Inc, ADSA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Secure additional public and/or private funding for sustained support of a statewide ADRC Options Counseling and Assistance Program.	ADSA, ADRC Partners			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Develop a strategic plan and business model for long-term sustainability for the ADRC Options Counseling Program	BERK, Inc, ADSA, PPC/ADRC partners		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	C					
Achieve Statewide Coverage of an ADRC System	Schedule and conduct ADRC Readiness Assessments and Consultations with AAAs and their ADRC partners non currently part of the ADRC network	ADSA ADRC Project Director			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
	Submit AAA ADRC Plan Narrative with Timelines for ADRC Development and Implementation within each PSA	AAAs and Local Partners					X	X	X	X	X	X	X	X	X	X	X	X	X	X				
	AAA ADRC Plan Review, Consultations and Technical Assistance	ADSA ADRC Project Director						X	X	X	X	X	X	X	X	X	X	X	X	X				
	AAA Plan Approval	ADSA ADRC Project Director							X	X	X	X	X	X	X	X	X	X	X	X				
	Upon Plan Approval - New ADRC Development	AAAs and Local Partners							X	X	X	X	X	X	X	X	X	X	X	X	X			
	New ADRC Implementations Per AAAs' Plan Timelines	AAAs and Local Partners								X	X	X	X	X	X	X	X	X	X	X	X	X		
	Monitor, Review, Consult and provide Technical Assistance	ADSA ADRC Project Director							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Achieve Statewide ADRC System Coverage	ADSA ADRC Project Director, AAAs, and State/Local Partners																					C	
	Share final approved evaluation plan with subgrantees and stakeholders	ADSA ADRC Project Director									X	X	X	X	X	X	X	X	X	X	X	X	X	
	Disseminate ADRC Counseling Program curriculum and training collateral materials to Option Counseling organizations, other trainees, and stakeholders	ADSA ADRC Project Director									X	X	X	X	X	X	X	X	X	X	X	X	X	X

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				1	2	3	4	5	6	7	8	9	10	11	12	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Product Dissemination	Disseminate ADRC Counseling Program Train-the-Trainer curriculum and materials to Option Counseling organizations, other trainees and stakeholders	ADSA ADRC Project Director														X	X	X	X	X	X	X	X	X
	Disseminate ADRC Counseling Program certification preparatory training curriculum and materials to Option Counseling organizations, other trainees and stakeholders	ADSA ADRC Project Director													X	X	X	X	X	X	X	X	X	X
	Disseminate ADRC Counseling Program sustainability plan to ADRCs, their partners, and to the ADRC Planning and Policy Committee	ADSA ADRC Project Director																		X	X	X	X	
	Share grant products with the ADRC Technical Assistance Exchange for national dissemination	ADSA ADRC Project Director										X	X	X	X	X	X	X	X	X	X	X	X	
	Pursue opportunities for national presentations on progress and lessons learned.	ADSA ADRC Project Director								X	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Submit Final Report to ACL and other federal partners via ADRC-TAE.	ADSA ADRC Project Director																						C
	Disseminate Final Report to all AAAs and ADRC stakeholders	ADSA ADRC Project Director																						C