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**Aging Services Collaborative Workplans – BEST PRACTICES (PAGE 1)**

Goal	Objective	Strategy or Activity	Deliverables	Partners Involved (Lead in Bold)	Time Begin	Time End	Activity Progress (Not started, On track, Delayed, Complete, Terminated)	
<b>BEST PRACTICES:</b>  Research, recommend and promote best practices in creating aging friendly services	<b>1. Develop a workplan for the Best Practices Team</b>	DRAFT, edit, finalize and adopt a Best Practices Team workplan.	Comprehensive workplan for the Best Practices Team covering next 1 to 3 years.	<b>Best Practices Team</b> Executive Committee	Apr 8, 2009	<b>Late May, 2009</b>	On track	
	<b>2. Summarize level of existing resources for older adults in SCC.</b>	<i>Form Task Force</i> and identify other staffing resources such as interns to plan and gather data and service information to <b>summarize existing programs and services for older adults in SCC</b> including unmet service needs.	Task Force formed of at least 3-5 members and intern recruitment	<b>Best Practices Team</b>				
			Plan for data collection of existing service levels, waiting lists and top unmet service needs	<b>Best Practices Team</b>				
			DRAFT a survey ( <i>to be distributed by Survey Monkey</i> ) and share with Executive Committee and Best Practices Team.	<b>Teddy Best Practices Team</b> Executive Committee Staff	Apr 8, 2009	Apr 29, 2009	On track	
			Administer the survey, aim for no less than 50% response rate from active ASC Members.	<b>Teddy Best Practices Team</b> Executive Committee Staff	May 6, 2009	May 20, 2009	Not started	
			Analyze the results and report on the survey.	<b>Teddy Best Practices Team</b> Executive Committee	May 21, 2009	Jun 1, 2009		
			<b>Identify existing mental health resources</b> and locations within the county.	<b>Best Practices Team</b> Executive Committee			Not started	
			<b>Summarize information on existing services</b> and share with members of the ASC.	Research and compile services identified and post to ASC website.	<b>Teddy Best Practices Team</b> Executive Committee			Not started
				Present on services identified.	<b>Best Practices Team</b>			Not started
				Update member roster and services on an as-needed basis.	<b>Teddy Best Practices Team</b>	Jun 15, 2009	<i>Ongoing</i>	Not started

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**Aging Services Collaborative Workplans – BEST PRACTICES (PAGE 2)**

Goal	Objective	Strategy or Activity	Deliverables	Partners Involved (Lead in Bold)	Time Begin	Time End	Activity Progress (Not started, On track, Delayed, Complete, Terminated)
<b>BEST PRACTICES:</b>  Research, recommend and promote best practices in creating aging friendly services	<b>3. Research and share information about local senior population and identify unmet needs</b>	Task Force develops plan for <b>compiling existing data on service gaps in SCC</b> and conducting additional targeted assessment activities to supplement data and <b>identify top 5 unmet needs</b> for older adults.	Plan for gathering and compiling information on top unmet service needs for older adults in SCC .	<b>Best Practices Team Task Force</b>  Executive Committee	Late May, 2009	Aug, 2009	Not started
			Look at examples of other counties' need assessments	<b>Best Practices Team Task Force</b>  Executive Committee	Late May, 2009	Aug, 2009	Not started
		<b>Gather existing reports and data on unmet need in SCC</b> for older adults ( <i>COA, housing data, VTA, county and city data, foundations, etc.</i> )	Grid summarizing data and sources that identifies top unmet needs for older adults in SCC from existing reports	<b>Best Practices Team</b> Executive Committee			Not started
		<b>Conduct Focus Groups</b> to gather more detailed information about identified service gaps	Organize focus groups starting with top needs likely to include: 1) Transportation, 2) Housing, 3) Access and Cultural Barriers, 4) Information, (5) Mental health and (6) Case management	<b>Best Practices Team</b> <b>Mary Anne / Nancy Hikoyeda</b>			Not started
		Define "underserved"	ASC Statement defining underserved populations of older adults in SCC.	<b>Best Practices Team</b>			Not started
		<b>Identify unmet needs</b> of older adults.	"Gaps Analysis Grid" that compares size and needs of senior population with existing resource capacity.	<b>Best Practices Team</b>		Sep, 2009	Not started
		<b>Publish a "Report Card" on status of health and well-being of older adults</b> in the county.	An ASC "Report Card" is published drawing attention to health and well-being of older adults in the county.	<b>Best Practices Team</b>		FY 2011	Not started

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Goal	Objective	Strategy or Activity	Deliverables	Partners Involved (Lead in Bold)	Time Begin	Time End	Activity Progress (Not started, On track, Delayed, Complete, Terminated)
<b>BEST PRACTICES:</b>  Research, recommend and promote best practices in creating aging friendly services	4. Research and share best practices for addressing needs and improving the delivery of support services for older adults in SCC	<b>Create plan for gathering information on best practice programs</b> relevant to SCC and ASC needs	Plan outlining focus for gathering and format for sharing information on best practice programs for older adults that match with needs in SCC	<b>Best Practices Team</b>			Not started
		<b>Collect and share best practices</b>  (1) among ASC members & SCC  (2) outside of SCC – state and national	Research and prioritize <b>local</b> best practices among ASC members and non-members including: - VA home-based care - Housing Solutions - Hospital to Home - Access and Information - Falls prevention - Villages - Volunteer and civic engagement	<b>MSW INTERN / CSA Best Practices Team</b>	Late May, 2009 ???		Not started
			Research and prioritize national best practices including: - Increasing access for older adults - Green House - Falls prevention programs - NORC models - Programs addressing chronic conditions	<b>MSW INTERN / CSA Best Practices Team</b>			Not started
		<b>Share recommended best practices</b> for SCC with ASC members	Organize, prioritize and schedule presentations of best practices at ASC meetings	Best Practices Team Communications & Networking Team <b>Mary Anne (?)</b>			Not started
		<b>ASC shares best practices for older adult services with broader community</b> including older adults, elected officials and providers.	Plan for events or trainings to share information on gaps analysis and best practice solutions for older adults. Include Consulting Council briefing.	<b>Best Practices Team</b>	2010		Not started
			Hold 1 or more events to share best practices and foster partnerships around development of new and improved services to close gaps in SCC	<b>Best Practices Team</b>	2010		Not started

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Goal	Objective	Strategy or Activity	Deliverables	Partners Involved (Lead in Bold)	Time Begin	Time End	Activity Progress (Not started, On track, Delayed, Complete, Terminated)
<b>BEST PRACTICES:</b> Research, recommend and promote best practices in creating aging friendly services	<b>5. Foster development of new or improved services that close gaps.</b>  <b>Are these ideas that should be reconsidered after completing #s 1-4 objectives above?</b>	Identify and prioritize opportunities for expansion of new or improved services and match with relevant best practice models	Opportunities Identified and prioritized for expansion of new or improved services	<b>Best Practices Team</b> Consulting Council	<b>2010</b>		Not started
		Create strategic alliances to explore replication of best practice models to close service gaps, expand or enhance services and strengthen the aging network.	Partnerships proposed for discussing opportunities to implement best practice models in SCC	<b>Best Practices Team</b> Consulting Council	<b>2010</b>		Not started
			Convening of strategic alliances to plan for closing service gaps or enhancing service system.	<b>Best Practices Team</b> Consulting Council	<b>2010</b>		Not started
		Explore the creation of a Falls Prevention Task Force.	Research impact of other falls prevention task forces (San Mateo County & others)	<b>Best Practices Team</b> The Health Trust	<b>2010</b>		Not started
			Make recommendation to ASC for creation of Falls Prevention Task Force	<b>Best Practices Team</b> The Health Trust	<b>2010</b>		Not started
		Review results of Alviso Center exercise program collaboration with local university and share with the collaborative.	Results from the exercise program are shared with the ASC.	<b>Best Practices Team</b>	<b>2010</b>		Not started
		Increase mental health services and reduce stigmas associated with mental health.	An increase in mental health services.	<b>Best Practices Team</b> Consulting Council Santa Clara County	<b>2010</b>		Not started
		Increase case management services.	An increase in case management services for underserved populations.	<b>Best Practices Team</b> Consulting Council Santa Clara County	<b>2010</b>		Not started
		Increase service access.	An increase in service access for underserved populations.	<b>Best Practices Team</b> Consulting Council Santa Clara County	<b>2010</b>		Not started