



TakeFIVE

FUNDING • TRAINING • SUPPORT

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A PROJECT OF



AGENDA

- **Background and Purpose of Program**
 - *History, funding*
- **Foundation**
 - *Evidence based program and practices*
 - *Two prong approach*
 - *Model Fidelity*
- **Training and Technical Assistance**
 - *Training approach, technical assistance approach*
 - *Tools and resources*
- **Outcome Accountability: Data collection and utilization**
- **Questions and Wrap Up**





Pennsylvania Program

For Faith based & Community organizations

To develop or expand a volunteer respite program

Serving families of children with special needs.



TakeFIVE



Increasing Respite Resources with Volunteer Caregivers



**CREATING SUCCESSFUL
COLLABORATIONS AND
RELATIONSHIPS WITH FAITH
AND COMMUNITY BASED
ORGANIZATIONS**





Recruit & train Faith and Community Based Organizations to provide volunteer respite for families of children with special health care needs



TakeFIVE is

- Designed to help increase access to **respite** services for family caregivers of children and youth with special health care needs through trained volunteers in faith and community organizations.
- Training, support and funding to develop or expand a volunteer respite program through immediate and ongoing Training and Technical Assistance (T/TA)



Background & Funding

➤ 2010 Needs Assessment

- Identified Respite Care as a priority in Pennsylvania



➤ US Department of Health and Human Services

- Maternal and Child Health Services Title V Block Grant



Who is involved in TakeFIVE?

1. Faith and Community organizations

- Want to create or expand a volunteer respite program
- Apply to the University for TakeFIVE grant resources

2. Families of children between 0 – 21 years of age

- Diagnosed with developmental disabilities or chronic health issues living in Pennsylvania

3. Volunteers

- minimum of 18 years of age
- trained by funded organizations to provide the respite care based on TakeFIVE standards





Volunteering can...

- have health advantages
- prolong your life
- offer the opportunity to develop freely given relationships

Volunteers...

- experience feelings of satisfaction and well-being
- have more social support as a result of the friends they make through volunteering
- are less likely to experience stress or depression



Why Volunteers?





Improves family caregiver physical and emotional health

Improves overall family well-being and stability

Improves marriages, sibling and other family relationships

Reduces hospital costs and provides caregivers with the opportunity to regroup and make better long term care decisions.

Gives care recipient a break, too!



What's the Benefit to the Family & Community?



Who are the families?



Families of children and youth with developmental disabilities or special health care needs between 0 and 21 years of age.



Who can TakeFIVE organizations recruit as respite volunteers?



- Individuals who are a minimum of 18 years of age
- Members of their organization
- Specific committee or mission members
- Local college students
- Families
- Citizens from the community





Evidence based / Evidence Informed

All materials, activities and curriculum used for both

- ❑ **Part I: Implementation ***
- ❑ **Part II: Training of Trainers***

Are evidence based and evidence informed

*Developed from the evidence based program and practices and 16 years of data collection from the CareBreak Volunteer Respite Program.



Two Prong Approach

Part I: Implementation

- **A full day training of program implementation**
 - Program operation and management
 - Marketing / Recruitment
 - TakeFIVE activities and requirements
 - Customizable content

Part II: Training of Trainers

- **A full day training of TOT Volunteer Prep**
 - Preparing to care
 - Core competencies
 - Volunteer rights and responsibilities
 - Skill building
 - Customizable content

Ongoing Training and technical assistance

Part I:



IMPLEMENTATION:

BUILDING OR EXPANDING THE VOLUNTEER RESPITE PROGRAM

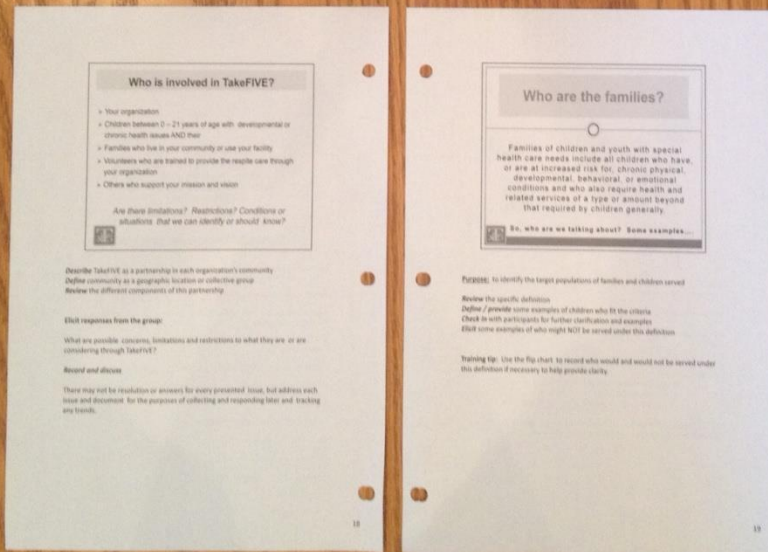


Day I: Implementation Agenda

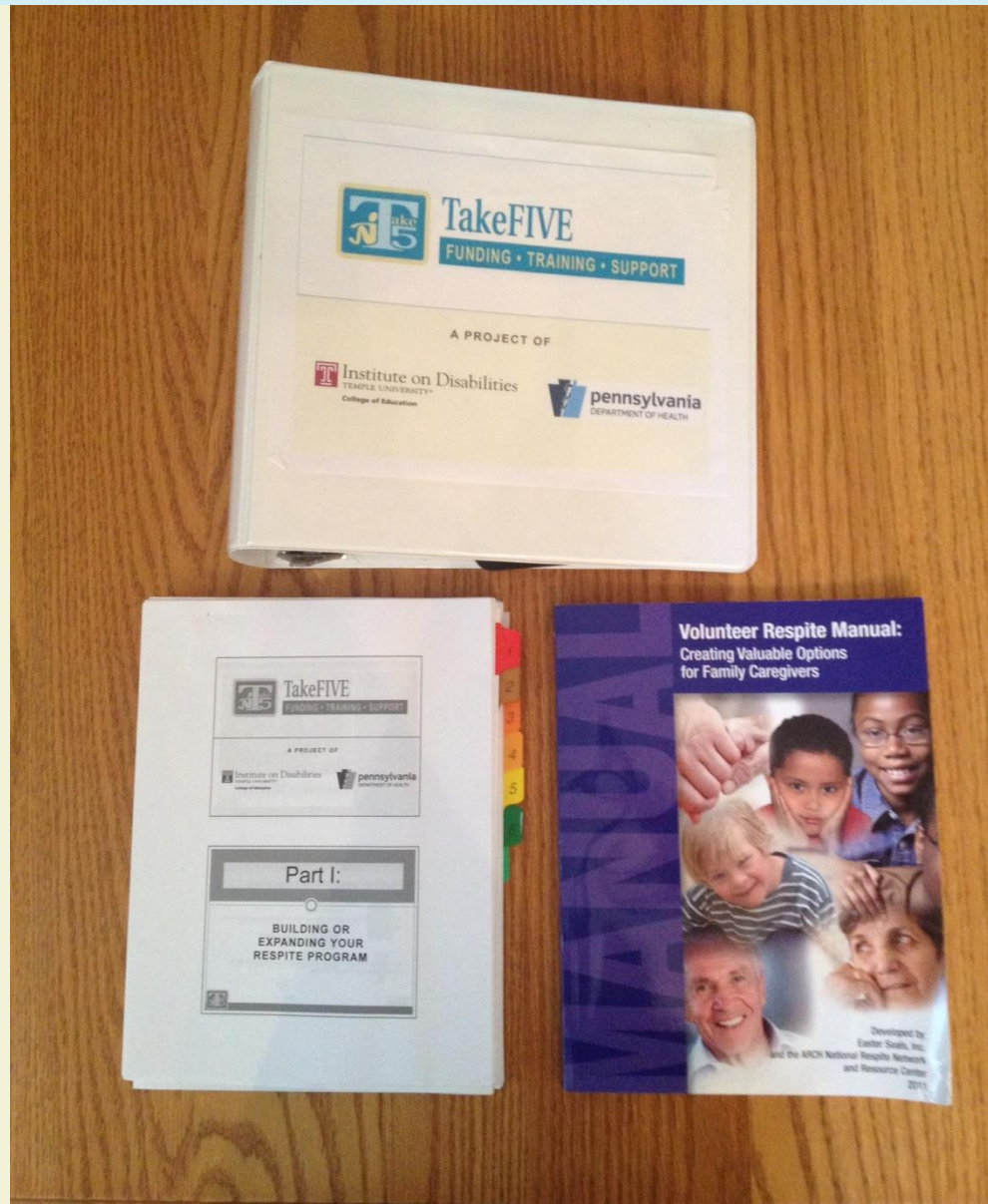
- Preparing for TakeFIVE
- Planning for the respite program
- TakeFIVE core components
- Operating the respite program
- Marketing the program to the community: Families & Volunteers
- Sustainability and Fidelity
- Ongoing technical assistance and support
- Wrap up and evaluation



Part I Training Resources: Master Trainer



Part I Training Toolkit: Participants



What Are Some Different Kinds of TakeFIVE Volunteer Respite Models?

Center Based

**Home Based
in the family's
home**

**Community
Based**

**Scheduled
Activity
Respite**

**Special Event
Respite**

**Regular
Ongoing
Breaks**



TakeFIVE Has Core Components!

These standards must be in place in order to be a part of this effort

These components help define the volunteer respite programming that is funded through this effort

These elements can be observed, measured or demonstrated

All TakeFIVE funded programs will receive ongoing training and technical assistance to promote their success towards implementing these standards





**TakeFIVE
Core Components**

**Standard 1:
Volunteer
Recruitment**

Benchmarks

- Recruitment strategies & materials that realistically portray the benefits, practices and challenges of volunteering in the program.
- Strategies & materials that employ person first language

Enhancements





TakeFIVE Core Components

Standard 2: Volunteer Screening

Benchmarks

- **Volunteer**
 - Completes application
 - Agrees to minimum commitment for volunteering
- **Program**
 - Conducts an interview
 - Checks references
 - Completes a comprehensive background check & verification
 - ✦ Police reports / child abuse history

Enhancements





**TakeFIVE
Core Components**

**Standard 3:
Volunteer
Training**

Benchmarks

- **Program** provides a minimum of 2 hours of in person training and covers specifically designated topics
- **Training** includes evidence based materials and topics provided in the TakeFIVE Curriculum

Enhancements





**TakeFIVE
Core
Components**

**Standard 4:
Family
Outreach
and
Enrollment**

Benchmarks

- Program has an organizational and community outreach & enrollment plan
 - The plan reflects person first language
 - The plan is sensitive to culture and community

Enhancements





**TakeFIVE
Core
Components**

**Standard 5:
Monitoring
&
Support**



Benchmarks:

- **Program**

- Documents information about services provided and collects data to measure impact
- Provides volunteers in servicing, resources and support
- Provides volunteer networking and recognition
- Monitors fidelity

Enhancements



TakeFIVE Core Components

Standard 6: Closure

Benchmarks:

- **Program has**

- Procedures to manage anticipated closures
- Procedures to manage unanticipated match closures
- Measures the impact of the volunteer care giving on the family and volunteer

Enhancements



Putting it all together.....



Part II:



TRAINING OF TRAINER (TOT):

**PREPARING ORGANIZATIONS
TO SCREEN AND TRAIN THE
VOLUNTEER CAREGIVER**



Day II AGENDA focuses on:

Train the Trainer to use volunteer training materials

- Training Simulation
- Train back / Feedback
- Next steps: customizable content



Day II Toolkit Resources: Train the Trainer

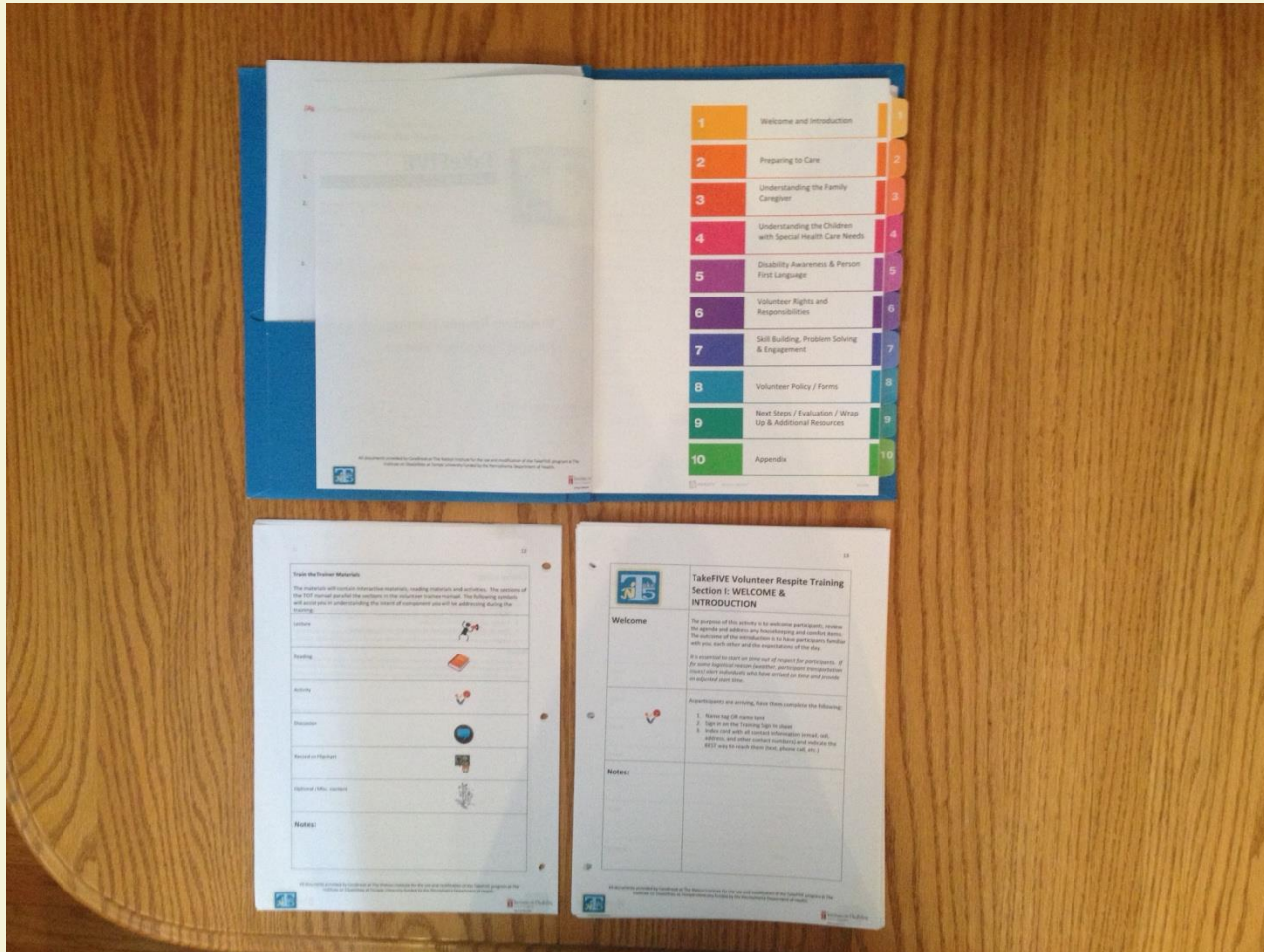


Volunteer Training & Preparation Covers:

- ❑ Welcome and Introduction
- ❑ Preparing to Provide Respite
- ❑ Understanding the Family Caregiver
- ❑ Understanding the Children with Special Health Care Needs
- ❑ Disability Awareness & Person First Language
- ❑ Volunteer Rights, Responsibilities and Policies
- ❑ Skill Building, Problem Solving & Engagement
- ❑ Next Steps / Evaluation & Additional Resources



Step by Step Companion Guides



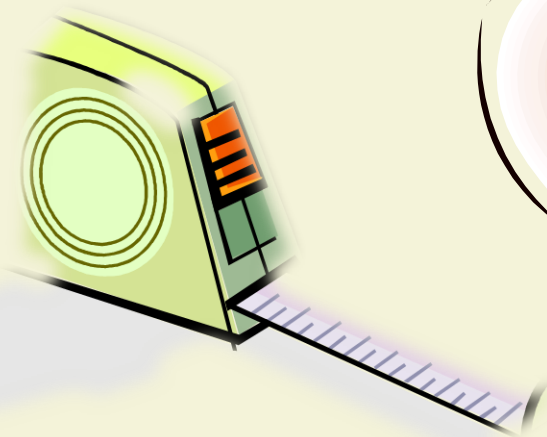


Disability Awareness





THE KEY to Building a Program and Preparing to Train Volunteers



Customizable Content!



Beyond “TRAINING”

- Applying the TakeFIVE basics
- Implementing a program
- Preparing volunteers
- Providing relief to family caregivers
- Gathering data
- Documenting success!





Fidelity Checklist

Standard	Benchmarks/ Requirements	Measures
<p><u>Volunteer Recruitment</u></p>	<p>a. Program engages in recruitment strategies that realistically portray the benefits, practices and challenges of volunteering in the program.</p> <p>b. Program engages in strategies that employ person first language</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program outreach & recruitment materials <input type="checkbox"/> Elevator Pitch <input type="checkbox"/> Volunteer Job Description <input type="checkbox"/> Completed interest / recruitment tracking indicating potential volunteers are: <ul style="list-style-type: none"> • a minimum of 18 years of age • demonstrate an interest / ability in fulfilling volunteer respite tasks as defined by the program
<p><u>Volunteer Screening</u></p>	<p>a. Volunteer completes an application.</p> <p>b. Volunteer agrees to minimum commitment for the volunteering relationship.</p> <p>c. Program conducts at least one face-to-face or telephone interview with volunteer.</p> <p>d. Program conducts reference checks (personal and/or professional) on volunteer.</p> <p>e. Program conducts a comprehensive child abuse and criminal background check on volunteer</p>	<p>Volunteer file for each volunteer indicating the volunteer meets the minimum of 18 years of age and containing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed volunteer application <input type="checkbox"/> Completed volunteer policy <input type="checkbox"/> Completed volunteer interview form <input type="checkbox"/> Completed / verified reference checks <input type="checkbox"/> Comprehensive background check that includes at minimum: <ul style="list-style-type: none"> • Child Abuse Clearance • State Police Criminal Background check





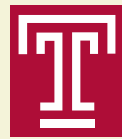
Ongoing Support

Implementing Volunteer
Training & Core
Components

Data
Collection &
Evaluation

Program
Technical
Assistance





Institute on Disabilities

TEMPLE UNIVERSITY®

College of Education

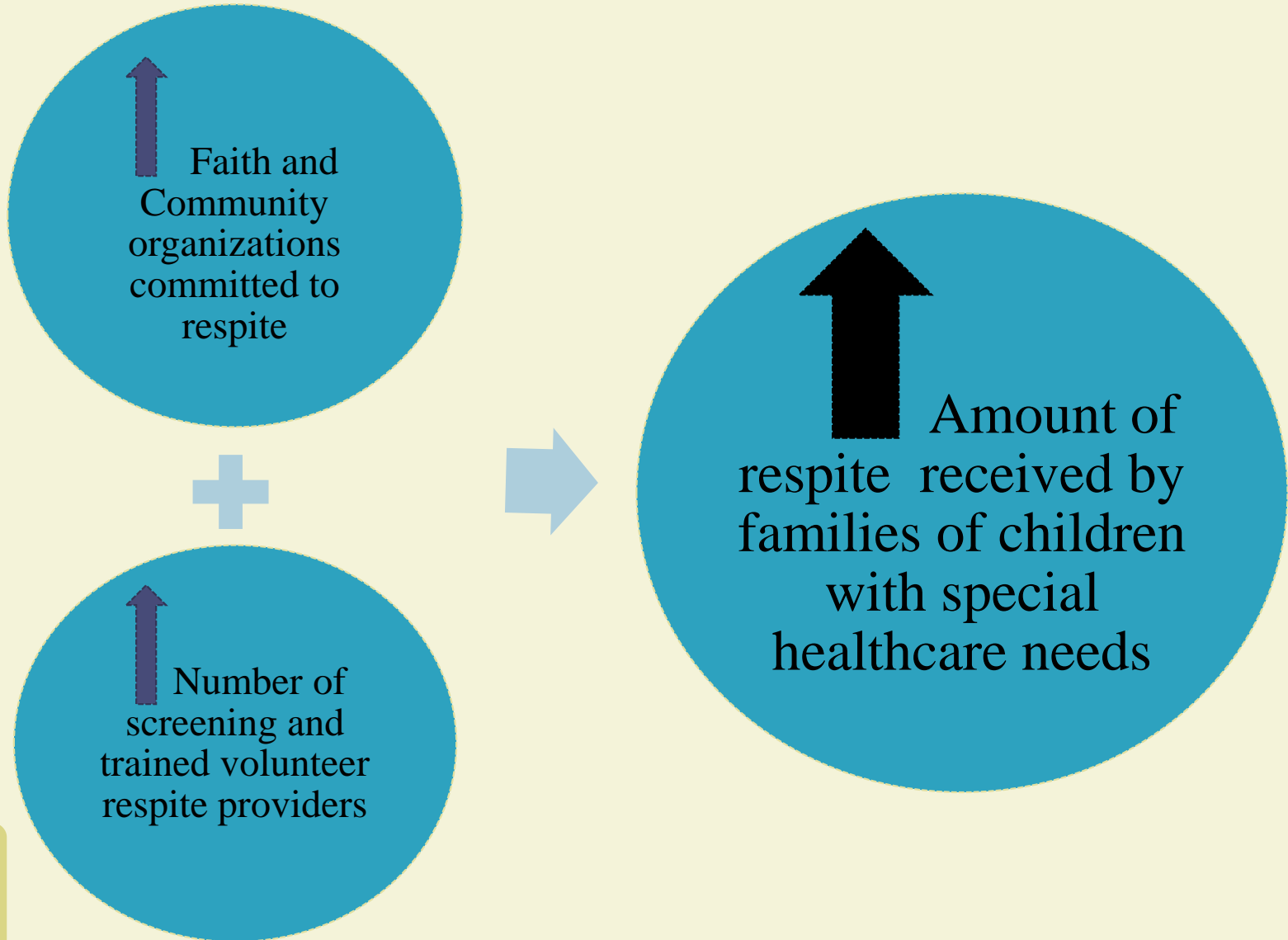
Training and Technical Assistance:

Here's just a few ways:

- Recruitment Strategies
- Customizing training content
- Trouble shooting
- Disability specific resources
- Peer to Peer sharing
- Data Collection and Evaluation
- Other areas defined by programs



Evaluating Effectiveness



Questions



Want to know more?

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