TakeFIVE
FUNDING • TRAINING • SUPPORT

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A PROJECT OF

Institute on Disabilities
TEMPLE UNIVERSITY®
College of Education

Watson INSTITUTE

pennsylvania
DEPARTMENT OF HEALTH
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
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
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
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.....

TakeFIVE

- Volunteer Recruitment
- Volunteer Screening
- Volunteer Training
- Family Outreach & Enrollment
- Monitoring and Support
- Closure

Take5
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
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

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<th>Standard</th>
<th>Benchmarks/ Requirements</th>
<th>Measures</th>
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| Volunteer Recruitment        | a. Program engages in recruitment strategies that realistically portray the benefits, practices and challenges of volunteering in the program.  
b. Program engages in strategies that employ person first language | - Program outreach & recruitment materials  
- Elevator Pitch  
- Volunteer Job Description  
- Completed interest / recruitment tracking indicating potential volunteers are:  
  - a minimum of 18 years of age  
  - demonstrate an interest / ability in fulfilling volunteer respite tasks as defined by the program |
| Volunteer Screening          | a. Volunteer completes an application.  
b. Volunteer agrees to minimum commitment for the volunteering relationship.  
c. Program conducts at least one face-to-face or telephone interview with volunteer.  
d. Program conducts reference checks (personal and/or professional) on volunteer.  
e. Program conducts a comprehensive child abuse and criminal background check on volunteer | Volunteer file for each volunteer indicating the volunteer meets the minimum of 18 years of age and containing:  
- Completed volunteer application  
- Completed volunteer policy  
- Completed volunteer interview form  
- Completed / verified reference checks  
- Comprehensive background check that includes at minimum:  
  - Child Abuse Clearance  
  - State Police Criminal Background check |
Ongoing Support

Implementing Volunteer Training & Core Components

Data Collection & Evaluation

Program Technical Assistance
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

Faith and Community organizations committed to respite

Number of screening and trained volunteer respite providers

Amount of respite received by families of children with special healthcare needs
Questions
Want to know more?

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