

# ARIZONA CAREGIVER COALITION QUARTERLY SUMMARY REPORT

REPORT PREPARED BY: \_\_\_\_\_ REPORT PERIOD: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 1. Major activities and accomplishments during this period

## 2. Problems/Barriers and how it was addressed

### **3. Dissemination of activities (outreach)**

### **4. Best practices or program innovations**

## **5. Technical Assistance or support needed from the Division of Aging and Adult Services**

## **6. Vignettes**

## **7. Volunteer Activities and Recruitment**

## **8. Fundraising Activities and/or Grants Activities**

## 9. Sustainability Plan Development and Implementation

**FORMAT**

Quarterly progress reports should give ADES DAAS sufficient information of implementation of the Title III-E funded programs and performance.

**REPORT CONTENTS – Please follow this format****1. Major activities and accomplishments during this period**

Summarize the Arizona Family Caregiver Reimbursement Program and Lifespan Respite Grant Program activities and accomplishments that occurred during the reporting period. Reference should be made to each of the services provided by the ACC's designated FCRP/LRGP staff and activities.

**2. Problems/barriers and how it was addressed**

Describe the identified issues or problems, alternatives considered to resolve the problem, and the impact of the problem on achieving program goals and objectives.

**3. Dissemination activities (outreach)**

Describe dissemination activities that occurred in the three-month period. Dissemination materials should be included as an attachment to the report (i.e. copies of flyers, newsletters/newspaper articles, new locally produced brochures, etc.).

**4. Best practices and/or program Innovations**

Describe best practices or innovations that have been identified and successfully implemented.

**5. Technical assistance or support needed from Division of Aging and Adult Services**

Describe the type of technical assistance needed. Indicate whether on- site technical assistance is needed and a timeline to complete the assistance request.

**6. Vignettes**

Include anecdotal information or descriptions of situations where services provided through the FCRP/LRGP positively affected the lives of the person served.

**7. Volunteer Activities and Recruitment**

Describe activities related to the development of the Volunteer Program including activities such as Volunteer Coordinator activities and recruitment. Include data related to outreach efforts, engagements, applications, and onboarding.

**8. Fundraising Activities and/or Grant Activities**

Describe fundraising activities such as planning, outreach, and engagement activities to the public and stakeholders. Include current grants identified and applications submitted to receive other funding to support ongoing ACC activities.

**9. Sustainability Plan Development and implementation**

Describe efforts to develop and implement a Sustainability Plan including Board of Directors roles and responsibilities to increase funding streams and Coalition visibility.