

Delaware ADRC Planning Project Progress Report

**Governor's Advisory Council on
Services for Aging & Adults with
Physical Disabilities**

November 3, 2009

10am-Noon

Smyrna Rest Stop

November 2009

ADRC Update

DE ADRC Project

October 2009 Activities

- Announce AOA grant award; posted on DSAAPD website.
- Initiate DE ADRC Project planning & development.
- Establish DE ADRC Project management.
- Confirm Project Officer & ADRC-TAE consultant. Participate in grantee webinars, teleconferences. Confirm reporting requirements.
- Meet with Gov.'s Advisory Council, Lead Partners, DSAAPD staff.
- Review DE ADRC work plan, budget, deliverables & timelines.
- Develop detailed work plans per major objective/task.
- Establish workgroups/Ad Hoc committees & Lead Contact(s).
- Initiate DE ADRC infrastructure development at DSAAPD:
 - Call Center & Telephone System Procurement & Installation
 - Computer Assessment & Performance Report
 - ADRC-TAE webinars & Technical Support

DE ADRC Project

November 2009 Activities

- Establish project management & timeline (continue).
- Confirm detailed work plans, responsibilities & timelines.
- Confirm & mobilize Project Leads & workgroups/Ad Hoc Committees; confirm & post meeting schedules.
- Initiate DE ADRC Training/Cross-training.
- Participate in ADRC-TAE webinars (Nov.5;Dec.3) & teleconferences.
- Initiate MOUs with State Agencies (DMMA, ELDERinfo).
- Develop RFPs for specified DE ADRC services.
- Initiate plans for DE ADRC Partnership/Stakeholder Kick-off Forum.
- Implement next phase of DE ADRC infrastructure development.
- Report progress.

Governor's Advisory Council

Initial Action Items (November 2009)

November 2009

- Review *Grant, Budget, Work Plan, Timeline*.
- Confirm DE ADRC Project Lead Contacts or designees.
- Participate in DE ADRC Project Planning meetings (TBD).
- Sign-up on ADRC-TAE website: www.ADRC-TAE.org
- Participate in national ADRC webinars, teleconferences & trainings for new grantees (Nov.5; Dec.3, 2009).
- Participate in DE ADRC Planning Workgroups/Ad Hoc Committees (*Training, Outreach, Partnership Forum*).

DE ADRC Planning Project

Next Steps

Top Priorities (Nov/Dec 2009)

- *Initiate DE Project Planning with all Project Leads (DSAAPD, Lead Partners, GAC)*
- *Designate E-mail Address (DSAAPD)*
- *Designate Telephone Number (DSAAPD)*
- *Plan Open Forum for all stakeholders & consumers (w/national ADRC project lead)*

Division of Services for Aging & Adults with Physical Disabilities

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