

Proposed Narrative Workplan
2023 Contract Year

1. Agency History – a) Briefly describe the applicant's capacity to serve caregivers. Highlight past experience and/or innovations and the type of caregiving population(s) served. b) State organizational qualifications to carry out this work specific Caregiver Support Services to support family caregivers of person with Amyotrophic Lateral Sclerosis (ALS) who are living in the community. – (15pts)
2. Summary of Proposed Project - In one paragraph, provide a brief overview of the proposed project and services to be provided. This may include a succinct list of program goals. Identify your target population and the proposed service area. (5pts)
3. Service(s) / Service Design and Service Implementation – Describe in greater detail the service(s) you will provide and how you will deliver the service. (5 pts)
4. Marketing/Outreach Plan- Explain marketing and outreach efforts that will be conducted to inform caregivers of the proposed service(s)/program(s). Include public information activities to be carried out by the project through means such as radio, television, newspapers, internet, social media, etc. Describe specific marketing and outreach efforts that will be made to inform target populations. (5pts)
5. Outline Training Materials and Training Plan – Explain how and what types of education, awareness and training for Minnesotans with ALS and their caregivers will be provided. How will you identify caregivers and eligible people? (5pts)
6. Program Management and Staffing Plan – Provide an organizational chart showing how this proposed program would fit into the overall organizational structure. Briefly describe the board or advisory committee providing oversight for this project. Describe your staffing plan and briefly identify staff qualifications. (5pts)
7. Sustainability: Briefly provide any examples of how you plan to work toward a sustainable model of service delivery. (10 pts)
8. Partners: Include any information about partnerships that you would like to build in relation to this work. Include existing and new and how the development of these partnerships will strengthen caregiving in the future. (5pts)
9. Evaluation/Monitoring - Describe an ongoing plan for monitoring, evaluating, and improving the quality of service(s) provided by the project. At a minimum, include

(1) staff, and if applicable, volunteer performance appraisal protocols; (2) client satisfaction protocols; and (3) advisory council review, if applicable. Include how perspectives of caregivers (and care receivers receiving any Respite service) will be gathered and utilized in monitoring, evaluating and improving service quality. 4) Evaluation and monitoring of subcontracted entity performance. 5) Confidentiality and Data Privacy practices policy review 6) Finally, address how the project will determine (measure) whether there has been an improvement in the quality of service as a result of the projects quality assurance and evaluation protocols. (25 pts)

10). Budget and program plan meets all required expectations and compliance measures. (20 pts)