# Phase 4: Sample Community Workplan

St. Paul Neighborhoods, an ACT on Alzheimer’s Action Community, determined the following priority goals for being a dementia friendly community. A detailed community engagement process identified current resources, needs, and opportunities within the community. Implementing this plan will help St. Paul Neighborhoods develop and sustain a dementia friendly community.

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| **Goal** | **Process Steps** | **Lead Person** | **Timeline** |
| 1: Create specific to our community, culturally appropriate resource package and distribute to targeted audiences. | 1. Develop team leads and workgroup. 2. Identify local resources and determine content of packets, including culturally appropriate materials. 3. Include disease-specific information (difference between normal aging and dementia). 4. Include “human” contacts when possible (list phone numbers, names, hours). 5. Consider including tips for communication with people with dementia. 6. Determine target markets (faith communities, cultural communities, district councils, leadership groups, schools, businesses, City employees, pharmacies). 7. Pilot package with cultural communities and other audiences as needed. 8. Call Senior Linkage Line to test utility of resource packet. Include recommended questions for caregivers or FAQs. 9. Create a resource packet dissemination plan to streamline the outreach process. 10. Identify and partner with host organizations willing to post materials on their websites free of charge. 11. Distribute packages to target audiences. 12. Quarterly review of contents and modify content as needed. | TBD | Dec 2013 – March 2014 (Steps 1-7)  April-Dec 2014 (Steps 8-9) |
| 2: Create an informal network of “dementia friends,” which is a volunteer network of individuals who agree to receive training on interacting with, and if possible, befriending someone with dementia. | 1. Develop team leads and workgroup. 2. Familiarize with UK “Dementia Friends” program structure and training materials. 3. Review local volunteer training programs (long term care providers, Alzheimer’s Association), 4. Modify and customize training materials and resources as needed. 5. Define “Dementia Friend” and “Dementia Champion” (similar to a volunteer speaker’s bureau). 6. Identify experts who can conduct the Champions training (train the trainer). 7. Establish target numbers of dementia friends to be trained. 8. Determine target audiences (faith communities, cultural communities, district councils, leadership groups, schools, businesses, City employees, pharmacies). 9. Establish training schedule. 10. Advertise trainings to target audiences and broader community. 11. Conduct trainings and track progress. 12. Quarterly review of contents, obtain feedback from Dementia Friends. Modify as needed. | TBD | Dec 2013 – Feb 2014 (Steps 1-6)  March-Apr 2014 (Steps 7-10)  April-Dec 2014 (Steps 11-12) |