



JEB BUSH
GOVERNOR

TERRY F. WHITE
SECRETARY

4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

October 8, 2003

Dear Colleague:

Once again, it's time for us to come together and share the best of our *ideas, experiences, and practices* at the **2003 Best Practice ExChange: The ExChange For A Positive Change**. This year's conference will be held December 3-4, 2003, at the Crowne Plaza Hotel Sabal Park in Tampa, Florida.

The ExChange provides a forum to showcase and share Florida's Best Practices in aging services and programs. It also serves as a catalyst in fostering greater program innovation and collaboration among service providers. A best practice may include any number of innovative applications that substantially improve the lives of elders. Six topical themes have been identified as areas of interest for this year's conference. These six include –

- Intergenerational Initiatives
- Triad/Crime Prevention and Substance Abuse
- Administration and Technology
- Transportation and Non-Driver Alternatives
- Caregiver Support and Guardianship
- Wellness and Disease Prevention

We are please to extend this Call for Proposals and encourage you to respond by providing a summary of your best practice. The submission deadline for all Proposals is October 20, 2003. You may submit a proposal sharing your best practice under any one of these six areas. We intend to highlight the top tier of proposals submitted, by extending invitations to those selected to present at the conference. The remaining proposals will be featured in the Best Practice Exchange conference notebook.

I want to take this opportunity to acknowledge our aging service network for the important work it continues to do on behalf of Florida's elders. For many of us the past year has been wrought with challenges, where more had to be done with less. Through sheer commitment, determination, and innovation, we have still made a difference. The Best Practice Exchange is a celebration of our innovation and creativity in servicing some of our most vulnerable members of society.

Please join me in Tampa on December 3rd and 4th as we continue to explore creative ways of making a difference in the lives of our elders, their families, and caregivers.

Sincerely,

Terry White
Secretary

<http://elderaffairs.state.fl.us>

Open Call for Proposals for The 2nd Annual Best Practices ExChange Conference

Issued by: The Florida Department of Elder Affairs

Submission Deadline: October 20, 2003

Program Purpose: This ExChange was developed to showcase and share Florida's Best Practices in aging services and programs as well as foster collaboration and program innovation among Florida's service providers.

Best Practices Defined

A Florida Best Practice Program is defined as (but not limited to): A program, service, or delivery method that:

- a. Is an innovative concept or application of a "traditional" approach in aging service
- b. Demonstrates the effectiveness of collaborative efforts
- c. Results in increased consumer satisfaction
- d. Uses non-traditional funds, partners, or other innovative resources
- e. Results in a more efficient and effective delivery of services



Program Description

The ExChange For
A Positive Change

On December 3-4, 2003 in Tampa, Florida, The Florida Department of Elder Affairs will host The 2nd Annual Best Practices ExChange Conference to showcase and share Florida's best practices in aging services and programs.

If you have a program, service, method, or practice that meets the outlined definition above, we welcome your response to this open call for proposals. Approximately 16-20 proposals will be selected for presentation at the 2003 Best Practices ExChange Conference and those that are not selected for presentation will have a choice of being shared with the conference attendees through print and electronic means, to ensure that everyone benefits from the exchange.

The proposals selected for presentation at the 2003 Best Practices ExChange in December will be notified by October 24, 2003 and will be given the opportunity to make a 30 minute presentation. This presentation shall convey your idea(s) of a Best Practice. (BE SURE TO BUILD IN A QUESTION AND ANSWER PERIOD WITHIN THE 30 MINUTE TIME CONSTRAINT). As a presenter, you will be responsible for paying all costs associated with your attendance and presentation (i.e.: travel, registration, pamphlets, and any necessary miscellaneous supplies).

Please submit your proposal, in Microsoft Word: single spaced, 12 point font, 1 inch margins, using the prescribed format (see next page) NO LATER THAN Monday, October 20, 2003. The proposals should be e-mailed to Genelle L. Frazier at: DOEABestPractices@elderaffairs.org. Subject Line should read: Best Practices ExChange Proposal. If you have any questions or concerns, please contact Genelle at (850) 414-2047 or contact Don Holmes at (850) 414-2134.

Please provide the following information in the order outlined and number your responses to correspond with each item in your response.

- | | | | |
|----------------------------|----------------|-------------------------|---------------------------|
| 1) Proposal Title | 2) Agency | 3) Contact Person | 4) Best Practice Category |
| 5) Best Practice Sub-Topic | 6) Description | 7) Dissemination Choice | 8) Budget |

Release: By submitting a response to this Call for Proposals, you are thereby authorizing the DOEA to disseminate and use the information contained in your submission in any format or venue, including electronic formats, for any purpose. Please include your agreement or disagreement to this statement in your proposal.

PROPOSAL INFORMATION

Proposal Format

- 1) Proposal Title: Title of the Best Practice ex: Health Mentor's Project
- 2) Agency: The agency where the Best Practice was implemented OR lead organization implementing Best Practice
- 3) Contact Person: Contact Person's Name, Address, Phone Number, Fax Number, and E-mail Address
- 4) Best Practice Category: Pre-selected category from Request for Proposal; (See List Below)
- 5) Best Practice Sub-topic: Pre-selected sub-topic from Request for Proposals; (See List Below)
- 6) Description: A 500 word (or less) description of the Best Practice. (See Attached Sample) In the description you MUST answer the following questions:
- What is the innovative and/or existing approach used to convey your Best Practice?
 - How has your program impacted the quality of life of elders, their caregivers, and/or families?
- 7) Dissemination Choice: Indicate all that apply on your proposal:
- I wish to be considered for a 30 minute presentation at the 2003 Best Practice ExChange on December 3-4, in Tampa, Florida.
 - I give permission for the submitted information to be disseminated in electronic and/or print format regardless if selected for presentation.
 - I do NOT give permission for my information to be disseminated in electronic and/or print format if not selected for presentation at the 2003 Best Practice ExChange.
- 8) Budget: Annual budget for your Best Practice and the number of staff or volunteers utilized in the Best Practice implementation.

**** IMPORTANT: If your Best Practice does NOT have a budget or staff, please indicate on the proposal response.****

Best Practice Pre-Selected Categories

Please make selections from these pre-selected categories that your Best Practice relates to. The sub-topics should be used as guides. If you have a sub-topic that fits into a preselected category but is not provided, please list your specific sub-topic on the proposal response.

Intergenerational Initiatives

- > Challenges and rewards of grandparents raising grandchildren
- > Promoting aging awareness and establishing Intergenerational linkages
- > Promotion of intergenerational awareness and community cooperation
- > Services: School & Community Based Programs

Triad/Crime Prevention & Substance Abuse

- > Crime Prevention Programs & Financial Exploitation Issues
- > Elder Domestic Violence
- > Elder Abuse
- > How to build an effective triad

Administration/Technology

- > Using GIS* for improved targeting of (senior) services
- > Useful technology to improve services for elders and caregivers
- > Using technology to extend case management and assist caregivers
- > Mobile primary care alternatives

* Global Information Systems

Transportation & Non-Driver Alternatives

- > Driving capabilities of different age groups
- > Enhancement of driving skills for mature drivers
- > New laws governing mature drivers
- > Car pooling and other transportation options

Caregiver Support & Guardianship

- > Caregiver Resources and Support Networks
- > Healthy caregiving
- > Training/Education of Guardians
- > Recruitment of Guardians

Wellness/Disease Prevention

- > Alzheimer's and Dementia issues
- > Nutrition and Adult Health Care Issues
- > Medicare/Medicaid Programs
- > Health Screening, Injury Prevention, and Physical Fitness

Special Instructions: All selected proposals are subject to editing due to space constraints. Please be as clear and concise as possible when completing your proposal response. Responses received that do NOT adhere to the prescribed format, may not receive full consideration.

SAMPLE PROPOSAL RESPONSE

- 1) Title:** FAU-Well Program
- 2) Agency:** Florida Atlantic University, College of Education,
Department of Exercise Science and Health Promotion, Dr.
Don Torok, Dept. Head
- 3) Contact Person:** Anita D'Angelo-Herold
Department of Exercise Science and Health Promotion
Florida Atlantic University-Gym 152
777 Glades Road
Boca Raton, Florida 33431
Phone: (561) 297-3752, Fax: (561) 297-2421
E-mail: aherold@fau.edu

B. Sue Graves, Ed.D
Department of Exercise Science and Health Promotion
Florida Atlantic University
2912 College Avenue, ES 279
Davie, Florida 33314
Phone: (954) 236-1263, Fax: (954) 236-1259
E-mail: sgraves@fau.edu

- 4) Best Practice Category:** Wellness/ Disease Prevention
- 5) Best Practice Sub-Topic:** Health Screening, Injury Prevention, and Physical Fitness

6) Description: The FAU Well Program is an innovative exercise program open to qualified older adults from the university and surrounding community. Participants vary in age from 50-85 years. The overall enrollment has average 40 participants each year for over ten years. This program is under the supervision of a FAU faculty member from the Department of Exercise and Health Promotion. The program serves as a practical experience for FAU undergraduate students in Exercise Science and Health Promotion during their senior year. Being that the program serves as a required class for the students, staffing is guaranteed. The students must prove proficiency in exercise leadership skills such as heart rate and blood pressure monitoring. The knowledge base of the students provides the participants with a safe and effective program. All of the program personnel are certified in CPR and First Aid.

The exercise program meets three mornings a week from 7:00 a.m. to 8:30 a.m. in the Teaching Gymnasium at FAU in Boca Raton. The program has been running consistently for twelve years. Acceptance into the program is based on physician's approval following an extensive health history review. The exercise program is based upon the participant's medical history, fitness evaluation, and personal goals, following the American College of Sports Medicine Guidelines for safe and effective exercise participation.

Daily activities of the program include walking in the gymnasium, stationary biking, strength training, and flexibility exercises. Blood pressures and heart rates are monitored throughout the sessions. The last half hour of the morning consists of an organized cool down section which can include flexibility and resistance band exercises.

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In addition to the exercise participation, weekly “well spot” lectures are included at the end of the stretching period. These are quick, informative health-fitness mini lectures prepared by the students and faculty on topics of interest to the participants.

Both participants and students seem to benefit from this collaborative exercise program. Many of our participants have been regulars for at least five years or more. The participants enjoy the program because they feel it affords them appropriate exercise in a safe environment. With the student staff changing every semester, it gives them a fresh prospective each time. The students gain experience in dealing with the older adult and a chance to practice their learned skills. The program does help bridge the generation gap from both sides.

7) Dissemination Choice: I wish to be considered for a 30 minute presentation at the 2003 Best Practices ExChange on December 3-4, in Tampa, Florida.
I give permission for the submitted information to be disseminated in electronic and/or print format if not selected for presentation.

8) Budget: The FAU-Well Program does not have a separate budget as it is run through the Department of Exercise Science and Health Promotion.

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