

Rapid Assessment of the Local ADRC/NWD System: Companion Guide

Introduction

Local partners have diligently responded to the COVID-19 crisis with flexibility, creativity, and strength. In response to the pandemic, local partners have created leadership teams, identified populations most in need, responded to workforce capacity and safety issues, and continued providing essential services, to the degree possible.

This tool, adopted from the federal Administration for Community Living (ACL), serves as a **checklist** to help ADRC/NWD Systems assess their current operations and adapt to meet new needs arising from the COVID-19 pandemic or similar emergency situations. The overarching goal is to align the workforce to provide services most helpful for people in need. This assessment can help ADRC/NWD systems identify organizational steps needed to **respond** to COVID-19, as well as to **recover** from COVID-19, to **mitigate** barriers, and to **prepare** for future outbreaks.

This assessment includes four sections, each focusing on a different aspect of NWD System crisis response:

1. Establishing a **rapid response team and response plan**, and assessing IT and communications (Items 1-10),
2. **Assessing** people in need of NWD System supports, available services, and workforce (Items 11-13),
3. Modifying the **services** available to address identified needs (Items 14-20), and
4. Appropriately adjusting the **workforce** to provide the services people need (Items 21-24).

Who should complete the rapid assessments, and when?

ADRCs, as the local NWD System, shall complete the rapid assessment by **providing responses to all four sections of the rapid assessment tool**. For the ADRC/NWD System funding opportunity, each ADRC must **submit its original assessment, along with its budget, to CDA by August 31, 2020 and an updated assessment at the end of the grant term by October 31, 2021**. These submissions will help CDA gather promising practices, better understand your ADRC's response to COVID-19, and offer appropriate technical assistance.

What information is needed to complete the rapid assessment?

Gather Information	<p>When starting the assessment, it will be useful to have the following available:</p> <ul style="list-style-type: none"> ✓ Emergency Preparedness Plan ✓ Any local or state specific declarations and guidance ✓ Pre- and post-COVID-19 data from information, referral, and assistance (IR&A) and person-centered counseling (PCC) calls, such as: <ul style="list-style-type: none"> ○ Individuals receiving NWD System services ○ Individuals calling the NWD System toll-free number for the first time who may remain on NWD System caseloads ✓ High-level descriptions of the pre-COVID-19 services provided by your local ADRC/NWD System.
Talk with Partners	<p>As you complete the assessment, it may help to talk with the following people and organizations. It may be helpful to collaborate with many of these groups when developing your strategy and responding to COVID-19.</p> <ul style="list-style-type: none"> ✓ Partner organizations providing direct services to individuals or providing pre-COVID 19 services in congregate settings ✓ COVID Response Leadership Team, including local health agencies, Medicaid providers, aging services providers, the local agencies that serve or represent the interests of older adults, individuals with physical disabilities, intellectual and developmental disabilities, and the local authorities administering mental health services. ✓ Hospitals ✓ Nursing facilities ✓ LTSS community-based service providers <p>As you gather information, it will also be helpful to talk with individuals in the target population and their caregivers.</p>

Review your assessment findings

Each assessment includes a series of items; check “yes”, “no”, or “in progress”, or “not applicable” to indicate whether your ADRC has accomplished that item.

- Yes: The ADRC has fully completed the item
- In Progress: The ADRC has partially completed the item
- No: The ADRC has not begun completing the item
- Not Applicable: The ADRC does not plan to address the item, or the item does not apply to the local ADRC operations or structure

For each question, there is no “right” or “wrong” answer; CDA does not expect that ADRCs will have completed all items. Instead, this assessment is meant to foster local reflection and lead to positive action, when appropriate. There are **links and promising practices** provided by ACL

throughout the assessments to help you address certain items. You may also reach out to CDA for further assistance. Because ADRCs have limited resources and capacity, it may not be feasible for ADRCs to fully complete all items on the checklists. However, the items are suggestions and starting points for dialogue around effective COVID-19 response.

ADvancing States has also compiled a [list of COVID-19 resources and guidance](#) from state health departments and agencies. This repository could be helpful to identify practices from other states for consideration to emulate.

What's next?

Responding to a pandemic requires a strategy which includes four phases of emergency management: **response, recovery, mitigation and preparedness**. The majority of this rapid assessment includes considerations for the *response* phase as most of the country grapples with the impact of active disease and social distancing measures. ADRCs will also need to consider how they will mobilize for recovery, mitigation, and preparedness. Section 1 of this assessment addresses considerations for the recovery and mitigation phases.



You may also find the [Capacity-Building Toolkit for Aging and Disability Networks in Emergency Planning](#) helpful as you consider the four stages of emergency management. This toolkit was developed through a collaboration across The National Association of County and City Health Officials (NACCHO), the Association of State and Territorial Health Officials, the Assistant Secretary for Preparedness and Response, and ACL.