

Year One Report Format for Jeffco Aging Well Work Groups

REVISED May 26, 2009

This is the format each Work Group (i.e., Transportation/Mobility, Housing, Basic Needs, Physical and Mental Health, Social and Civic Engagement, and Caregiving and Supportive Services) should use for its report due on June 30, 2009.

Each workgroup needs to submit a written report (maximum 10 pages in length) including each of the 5 sections below:

1. PROCESS

How did your group go about assessing its topic?

What methods of data collection did your group use?

What sources of information did your group examine/review?

What challenges, if any, did you encounter as you went about your work? How were they addressed?

2. TRENDS

What trends have you seen over the past 20 years in your topic?

What trends do you anticipate in the next 20 years?

Are there services that will be obsolete due to these trends? What are those services?

Are there services that will need to be expanded due to these trends? What are those services?

3. STRENGTHS AND ASSETS

What resources have you found that already exist in Jeffco?

What areas does the county shine in related to your topic and how do you know?

How would you build upon these strengths and assets in the future to accommodate the expected growth in demand?

4. GAPS

What gaps in services are there now in Jeffco?

Where are the waiting lists, if any, and how long are they?

How will services be affected with the projected increase in the aging population?

5. FINDINGS/CONCLUSION

Synthesize and summarize your local research

Identify the top 3-5 doable, priority areas in your topic that Jefferson County needs to focus on due to the increase in the older population. (Be thinking about who else you will need to include next year as you implement these ideas).

How will you go about addressing these topics in the next year?

Identify any challenges you anticipate as you continue this work and how you plan on addressing them.

General Formatting Requirements – Please address and or include each of the following items when you submit your work group’s report on June 30th:

BODY OF REPORT

- ❖ Keep to 10 pages maximum (not including any of your attachments)
- ❖ Use double-spacing for main body of report
- ❖ Use 12 point Arial font
- ❖ Include 1-inch margins all around
- ❖ Please identify where information came from (as you deem appropriate) within the body of your report. When you refer to an already published document in your report, include a note right after the text or information taken from the publication, and use this format:

(Name of Author(s), Year of Publication) EXAMPLE: (AARP, 2008)

- ❖ Please use the spell checker and correct any noticeable errors before submitting!

ATTACHMENTS

- ❖ No limit on number of attachments, but be reasonable please!
- ❖ Include the following in your Attachments Section:
 - List of Attachments you are submitting.
 - List of Work Group Members who will be listed in the final consolidated Aging Well Year One Report. Identify who actually contributed to the writing of the work group’s report. They will receive special recognition in the written report. Please identify volunteers, interns and facilitators as well – for acknowledgement in the report.
 - Sources Consulted page(s) using this format:

Name of Author(s), Name of Report-Study-Article – underlined. Year of Publication.

EXAMPLE: AARP, 2007 Colorado Transportation Survey: Aging and Mobility – Full Sample Report. 2008.

- If you use any specialty terms (e.g., palliative care, transit-oriented development, etc.) in your report that the general public might not know, please include a Definition of Terms page (or pages) as one of your attachments.