

<p style="text-align: center;">LINKages Society of Alberta</p> <p style="text-align: center;">LINK Project (Linking Intergenerational Needs and Knowledge)</p> <p style="text-align: center;">Intergenerational Best Practices Guidelines Checklist</p>	<p style="text-align: center;">Level of Activity <i>(Rate as 0-5)</i></p>	<p style="text-align: center;">Priority Rating <i>(Rate as 1-3 those items that got a 0, 1 or 2 Activity Rating)</i></p>
	<p><i>0. Do not know</i></p> <p><i>1. No activity</i></p> <p><i>2. In the planning process</i></p> <p><i>3. Implementation begun</i></p> <p><i>4. Well along</i></p> <p><i>5. Adequately addressing</i></p>	<p><i>1. Low interest</i></p> <p><i>2. Moderate interest</i></p> <p><i>3. High interest</i></p>
<p>Intergenerational Best Practices Focus</p>		
<p>How does the agency ensure the intergenerational nature/focus of its intergenerational practices, specifically, in the delivery of intergenerational programs, projects, initiatives and pilot projects?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergenerational Best Practices Overview</p>		
<p>What are the agency’s current intergenerational practices (programs, projects, initiatives and pilots) called and what language and terms are used to describe these practices?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What are the goals of the intergenerational program, project, initiative and pilot that you (as a practitioner) and the agency are developing (or have developed and are now endeavouring to sustain)? Are they relevant and meaningful and do they help to guide your practice and that of the agency?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What is the agency planning to achieve by undertaking Intergenerational Practices (added value, outcomes and impact)? Is this clearly understood?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergenerational Best Practices Infrastructure Support</p>		
<p>What organizational, management structures and systems exist to support and advance intergenerational practices in the agency?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>How are staff recruited? Do they receive an orientation and ongoing training?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What support systems (infrastructure) exist to ensure staff coordinating and delivering intergenerational practices are operating programs, projects, initiatives and pilots effectively?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Is there regular supervision and performance review sessions?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are development plans, learning plans and performance evaluations linked to Intergenerational Best Practices Guidelines?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the agency seek continuous feedback and input from staff for quality improvement, adaption and change to practices?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergenerational Best Practices Participants Administration</p>		
<p>How does the agency identify people (people served) for participation in the agency's intergenerational practices?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>How are participants recruited?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What method(s) and strategies are used to determine appropriate and mutually beneficial matches between participants of different generations?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>How does the agency prepare and support participants involved in Intergenerational program(s), project(s), initiatives and pilots?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Does the agency seek continuous feedback and input from participants for quality improvement and adaptation of intergenerational practices?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Intergenerational Best Practices Volunteer Administration		
<p>How are volunteers recruited?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>How does the agency prepare and support volunteers so they can function effectively and successfully in their role (e.g. are they clear about their role and are they comfortable in carrying out this role)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What screening, personal protection, safety arrangements and training does the agency provide?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Has the agency conducted a safety and risk assessment review and analysis to address issues of safety, risk reduction and liability? Is this updated on an on-going basis? Is this information and feedback shared with volunteers? How?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the agency provide continuous support, training and monitoring to and for volunteers for the advancement of Intergenerational Practices? How?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the agency seek continuous feedback and input from volunteers for quality improvement and adaptation to intergenerational practices?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Intergenerational Best Practices Partnerships		
<p>How does the agency identify, prepare, involve and educate (e.g. knowledge sharing and exchanges opportunities such as participation in and supportive of an “Intergenerational Practices Network”) partners and partner organizations?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is effective communication and commitment consistently demonstrated by partners and partner organization(s)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Intergenerational Best Practices Evaluation		
<p>How is the effectiveness of the program, project, initiative and pilot evaluated? When (timeline/timeframe); using what methods and strategies?</p>	<input type="checkbox"/>	<input type="checkbox"/>
Barriers to Delivering and Sustaining Intergenerational Best Practices Evaluation		
<p>What barriers to the implementation and delivery of Intergenerational Practices has the agency encountered?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What strategies has the agency used to overcome these barriers?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have these strategies been shared with Intergenerational colleagues? How e.g. via an Intergenerational Best Practices Network?</p>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Is the sustainability of practices considered in planning?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergenerational Best Practices SWOT Analysis</p>		
<p>Has the agency conducted an Intergenerational Practices SWOT Analysis, if so, has this information been shared as well as utilized to improve the quality of Intergenerational Practices internal and external (knowledge sharing and exchanging) to the agency?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does the agency have a copy of The University of Calgary, Faculty of Social Work, Centre for Social Work Research & Development: Intergenerational Programs in Calgary October 2005, Final Report (Prepared for: The City of Calgary and the LINKages Society of Alberta and funded by: Family & Community Support Services)?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Intergenerational Best Practices Feedback Loops and Processes</p>		
<p>Has the agency implemented feedback loops and processes? If so, how is feedback utilized and shared (is it documented) e.g. is it shared with staff and volunteers to adapt and change practices; is feedback utilized for planning purposes?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Sources: Generations United, Sustainable Communities For All Ages: A Community Checklist, 2007
 BJ Centre for Intergenerational Practice, Approved Provider Standard for Organizations Providing Intergenerational Projects or Programmes, 2007

May-08

