



Staying Connected:

Elder Abuse Prevention and Awareness News

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BE THE SPARK

How to Capture Lessons Learned in Project Management Asana.com

Identify

What did you learn, the good and the bad? Use surveys and live brainstorming sessions.

Document

Make sure that you have documented the lessons that you have learned for future reference and to share with others.

Analyze

Analyze the information that you have learned. Glean insights and opportunities for future projects.

Store

Make sure that you have stored the lessons learned in some place that others can access.

Retrieve

Look back at previous lessons learned to avoid making similar mistakes and to strengthen your planning process.

On our journey to help make lasting change, we have reviewed the importance of explaining why we need to change, we have worked on building enthusiasm, we have identified and built on strengths, and we have fostered the idea of open and honest communication. Now we take some time to learn about performing a lessons learned review.

Learning is defined, by dictionary.com, as the act or process of acquiring knowledge or skill. Since learning is a process, we must acknowledge that we will never reach a point where we have learned all. So we must be receptive to taking in more information to help guide our future endeavors.

The first step in performing a lessons learned review is to establish the process by which you are going to capture the necessary information. The most commonly used process is: identify, document, analyze, store and retrieve.

There are many ways to identify specific lessons learned. For example, you can utilize a survey that requests specific information from all team members, you can send out an email and request free-form responses, or you can speak with each team member one on one.

The most effective way to gather this information will be determined by your team. Some individuals may be more willing to share their opinions through a survey, while others feel more valued with a one on one conversation. Tailor your process to elicit the most feedback.

No matter how you decide to gather the information, make sure that everyone is provided an opportunity to identify what went right, what went wrong and what needs to be improved.

Once everyone has an opportunity to provide feedback, the next step should be a group session to discuss the information that was gathered. To be most effective, this session should be facilitated by someone that was not a part of the project. The group discussion will allow each team member an opportunity to voice their opinion and make

recommendations for each lesson learned identified.

After the group session has been completed, the facilitator will need to compile all of the information in to a lessons learned report. The report should be separated in to two parts. Part 1 of the report should provide specifics about each lesson learned and the additional input from team members. Part 2 of the report should be a summary of part 1 and provide the strengths, weaknesses, opportunities and recommendations.

In addition to your internal leadership, considering sharing these reports with external stakeholders. This sharing of information will foster open and honest communication.

The next step in the process is to analyze the lessons learned. During this part of the process you are going to review the report and decide if and how you can implement recommendations.

Since not all recommendations are going to be appropriate for immediate implementation, it is important to have a way to store lessons learned. Most organizations are not going to have project management software, so your storage options may be more primitive.

If your organization has a shared network, you can create a lessons learned folder. In addition to storing the lessons learned reports, it may be beneficial to create an excel document that will allow users to search by keywords.

If everyone does not have access to this information, consider implementing a protocol to allow others to review the lessons.

The last step in this process is to retrieve your lessons learned. Remember when you start your next project you should look back on lessons learned so you can identify opportunities for the current project.

By sharing in our collective knowledge and experiences, we are better able to achieve the goal of ending adult maltreatment.

"Wisdom is not a product of schooling but of the lifelong attempt to acquire it."

- Albert Einstein



“Did You Hear The News?”

KY ESTEAM - Empowering Solutions To End Adult Maltreatment has launched at www.KYESTEAM.ky.gov!!!

Ky.gov An Official Website of the Commonwealth of Kentucky



KY ESTEAM
Kentucky Empowering Solutions
to End Adult Maltreatment

[Home](#) [Education/Training](#) [Resources](#) [Data/Reports](#) [LCCEA](#) [FAQs](#) [Contact Us](#) [KY COVID-19](#)

New Opportunities:



Education/Training

Click here to take online trainings, request in person trainings or review educational materials about abuse, neglect and exploitation of adults in Kentucky.



Resources

Click here to access statewide and national resources.



Data/Reports

Click here to look at data about abuse, neglect and exploitation of adults in Kentucky and nationally, and to review annual reports.



LCCEA

Click here for more information about local coordinating councils in your area who are working together to prevent abuse, neglect, and exploitation.



FAQs

Check out our most frequently asked questions to get answers quickly.

**You now can
request trainings
from the APS
Branch.**

**You can now
access resources.
A search function
has been added.**

**You can review
data reports from
the state and
national level.**

**You can submit
your LCCEA Events
to be posted
online.**

**You can review
answers to
questions that are
commonly asked.**



- Virtual Trainings
 - Mandated Reporter
 - ...
- Data Dashboard
- Case Studies
- Any other recommendations???

HELLO!



MEET THE TEAM

Gateway Elder Abuse Council

The Gateway Elder Abuse Council is open to all citizens of Bath, Menifee, Montgomery, Morgan, and Rowan counties who share a concern for the elders of the Gateway Area. The Gateway Area Development District and the Legal Aid of the Bluegrass Long Term Care Ombudsman Program jointly facilitate meetings. The goal of the Council is to educate local communities in order to

develop a person-centered, effective community-wide system of elder abuse prevention and intervention.

At this time, the Council is preparing to host an Elder Abuse Conference on June 15, 2022. The Conference will be held in Montgomery County. Speakers will include representatives from the FBI, USPS, and KSP, among others. While preparing for the event, we are meeting every two weeks. Normally, we meet every other month.

We are currently conducting outreach to people and organizations in our five counties, in order to widen the knowledge of the Council & the opportunities it offers. All are welcome to join us. As we move forward, we look forward to facilitating meaningful, effective community events that help create safer communities for our elders.

What is an APS Ongoing Case? Part II

Now that the case planning team has established objectives and tasks, the APS worker and adult will negotiate how the monthly monitoring will occur.

The expectation is that the adult and the APS worker will have contact at least every 30 calendar days. This contact is recommended to be face to face, but will ultimately be determined by the adult's preference. The preferred method of contact will be documented on the case plan.

Now that the case planning team has agreed to the various parts of the case plan, the adult and any others involved will sign the case plan.

The APS worker will also request that the adult sign release of information forms for individuals/agencies involved in the case plan. These releases will allow all parties involved in the case plan to continue to coordinate any necessary services to achieve the adult's objectives and tasks.

During the monthly contact, the adult and APS worker will discuss the progress that has been made on the objectives and tasks. This discussion may also include any threats that have been identified to the success of the case plan.

The case plan is evaluated at and renegotiated at least once every six months. Changes to the case plan can occur prior to the six month review if the adult and APS worker agree to the changes.

Once the objectives and tasks have been achieved and no others have been identified, the ongoing case may be closed.

The case may also be closed at the request of the adult (even if objectives have not been achieved), there has been a loss of contact with the adult for over sixty days, the adult is deceased, or there is a lack of legal authority to obtain court ordered cooperation from the adult.

As a part of the closing process, the APS worker will assess the adult's current situation to see if there are any unmet needs. If there are unmet needs the APS worker and adult may complete an aftercare plan. This aftercare plan may include information that will help the adult with maintaining health and welfare once the case is closed.

Next month we will take a look at a closer look at aftercare planning.



**WORLD ELDER ABUSE
AWARENESS DAY**

Mark your calendar and make sure everyone knows that you are busy on June 15, 2022. World Elder Abuse Awareness Day will be here before you know. More information on events and awareness activities coming soon. If you are interested in helping to plan events statewide, please feel free to reach out to cliff.bryant@ky.gov.



Child Abuse Awareness Month:
Prevent Child Abuse Kentucky

[Click Here](#)

"Working Collaboratively with
Retailers to Fight Gift Card Fraud"

[Click Here](#)

AARP's BankSafe™ Initiative

[Click Here](#)

Sexual Assault Awareness Month:

Building Safe Online
Spaces Together

[Click Here](#)

"2022 National Crime Victim's
Rights Week Resource Guide"

[Click Here](#)

Kentucky Association of Sexual
Assault Programs

[Click Here](#)

**I put a bet on a horse
that had excellent
breeding. After the
horse left the starting
gate, he stopped and
closed it behind him.**



4/21/22 12:00—1:00pm PST
Emergency Housing and Shelter Needs for
Survivors of Elder Abuse
[Register Here](#)

ON-DEMAND
Money Mule Scams: Tips for
Identification, Prevention, and Trauma-
Informed Assistance
[Click Here](#)

ON-DEMAND
Asking Inclusive Demographic Questions
[Click Here](#)