

RECORD KEEPING AND EVALUATION

It is essential to keep records of all the steps that are taken by a community on its journey to be recognized as Age-Friendly. This is an outline of information that your community will record as it takes the necessary steps to achieve the AF Milestones. It is important to record dates and thus have a timeline of the Age-Friendly processes. Of course, Age-Friendly continues beyond recognition!

Milestone 1 – Forming an Age-Friendly Committee

- Provide a list of the people who were part of the initial AF Committee, include dates of meetings and notes of decisions made at AF meetings. When membership in the AF Committee changes (through additions or people leaving) continue to name the membership. Indicate which members are older adults. Also keep track of any small working groups who do a piece of work on a specific task, indicating membership, and when the working group started and ended.
- Keep lists of organizations and individuals who, while not actual members of the AF Committee, work as partners and supporters to accomplish the work. Name the initiatives or projects that are worked on in partnership.
- Describe the methods used to empower all members of the AF Committee and particularly how older adults were engaged.
- Describe how partners and supporters were sought and how they became engaged in the work.

Milestone 2 – Secure the support of the local government (village, town, city council or municipal government)

- Keep a copy of the resolution that was passed by the local government.
- Describe how the AF Committee went about informing the local government and obtaining agreement. Name key people who contributed to the success of this Milestone.
- Describe any actions taken by local government in support of Age-Friendly (beyond passing a resolution). E.g. asking for input from AF in doing planning or budgeting

Milestone 3 – Assess the community; collate and analyze the data, identify priorities

- Describe the methods used to assess (e.g. survey, focus groups). Name the ways in which older adults participated in the assessment.
- How did the various stakeholders take part in the analysis and identification of priorities? Record dates and participation in any community meetings.
- Write a report that fully describes the findings and that summarizes “what the community was like on this date”. Pictures would be a valuable asset within the report. Describe how the report was publicized within the community.

Milestone 4 – Develop and implement an action plan

- Record the dates and attendance (including representatives of community organizations) at meetings of the AF Committee where decisions were made and action plans were created.
- Record each action plan with details of each initiative including human and financial resources.
- Describe how support for the action plans was obtained and how commitments to action were agreed upon.
- Describe how older adults were particularly involved in the development of action plans.
- Describe the concrete objectives that were planned to be achieved and how the achievement would be measured.
- Describe how specific and overall action plans were posted and publicized in the community, including use of various types of media.