A concern for memory loss or a diagnosis of dementia is a serious and   difficult illness. Anyone proposing to offer education, testing, support and service must be properly trained to make sure they give the most professional and effective service possible. Depending on the nature of your project you may need one or both of the following:

a) staff and consultants to be dementia capable and/or

b) a cultural consultant who is a member of a specific target community who understands the norms and values of the target ethnic or cultural group your project proposes to serve.

Completion of the Knowledge Capture Form

Using the Excel spreadsheet, log the needed information for each staff, partner and/or consultants who you know of at this time. If you plan to hire in the future, you can update the form with the new personnel at a later date.

Column A: Grantee or partner's name

Column B: Name each project staff person on a separate line. Choose the type of activity that each staff person will do from the list in the column header. If the individual will do more than one activity **repeat their name and use a separate line for each activity**.

Column C: Choose one of the activities to be done: awareness education; screening for early ID (Mini-cog or similar); cognitive testing (usually a healthcare provider); caregiver support.

Column D: Enter all related education degrees.

Column E: Enter the name of an MBA or AAA sponsored training on caregiver consultation and/or dementia capability. Include copy of certificate of Attendance or name of Presenter, date and location. If the person has not attended any such trainings put N/A

Column F: Provide the name of any other dementia training or caregiver consultation that you believe might be relevant to this project (for example, ACT on Alzheimer's -Dementia Friends training, U of M Center on Aging- Caring for a Person with Memory Loss course, etc.). Include copy of certificate of Attendance or name of Presenter, date and location.

- ❖ Do not worry about formatting – the cells are pre-formatted for wrapping.
- ❖ Include the form and related certificates with the proposal submission.