Information Letter to Participants about the Culture Change Coalition

# **Culture Change Coalition (CCC) Participation Information**

Thank you for joining the Culture Change Coalition at [name of site]. This letter provides you with some information about the project and your participation in the Coalition.

## ****What is the goal of this project?****

The goal of this project is to change the culture within LTC and community care settings to better reflect a relationship-centered/partnership approach. The focus is on improving the care experience and support for persons living with Alzheimer’s disease or a related dementia (ADRD), their family members, and staff working in those settings.

## ****What does the CCC do?****

* CCC members will use an Appreciative Inquiry approach to collectively identify, and build upon, the strengths of [name of site].
* CCC members will make all decisions related to the change process and will collectively determine specific strategies to use throughout the Appreciative Inquiry process.
* The CCC is operating from an ‘Authentic Partnership’ approach which:
  + Recognizes the capacity all citizens have to empower ourselves and others;
  + Promotes equality and social justice;
  + Views knowledge as an important vehicle for change;
  + Values and incorporates lived experiences; and
  + Uses critical reflection and dialogue.

## ****What will be expected of me?****

* You will be asked to participate in a 2 hour meeting once a month.
* Minutes will be taken at meetings and shared with the CCC so members can read them and follow through on action items.
* You may be asked to carry out duties or actions such as recruit participants for a survey or facilitate an interview.
* This is a five year project. A commitment to participate for at least a year is appreciated.

**What else should I know?**

* You may be asked to provide feedback about your experience with the CCC.
* We are interested in documenting the CCC process, so all CCC meetings will be audio recorded.
* You may also be asked to participate in an interview or a focus group to further understand your experience participating in the CCC. If you are asked to participate, you will be provided with information ahead of time to enable you to make an informed decision about whether or not you would like to participate.
* You will be asked to respect the confidentiality and privacy of all persons involved in the CCC.

If you have any questions about the project, please do not hesitate to contact [name of champion/ leader]. The decision to participate in the CCC is yours and you can choose to leave the partnership at any time by letting the CCC champion know.

Thank you for your participation.

Sincerely,