



# 40-Hour Basic Course For Activity Directors

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## POPULATION NEEDS ANALYSIS

Level 1: INDEPENDENT/MODERATELY INDEPENDENT		Level 2 MODERATELY IMPAIRED		Level 3 SEVERELY IMPAIRED	
Self directed, some dependence for staff Assistance Compensates for limitations Moderate to good attention span Able to pursue & express interests Able to make choices Good comprehension Not disruptive		Impaired long & short term memory Frequently disoriented to where they are or what they are doing Responds appropriately to simple requests & direction Easily distracted Need assistance in making choices		Resident's impairment prevents interaction with others Responds only to sensory stimulation Most responses are inappropriate Very short attention span Disruptive behavior for no apparent reason Unable to make needs known Non-responsive	
GROUP PARTICIPANT	NON-GROUP PARTICIPANT	GROUP PARTICIPANT	NON-GROUP PARTICIPANT	GROUP PARTICIPANT	NON-GROUP PARTICIPANT



## TARGET POPULATION PROFILE

LEVEL I

I = INDEPENDENT/MODIFIED INDEPENDENT

### RESIDENT COGNITIVE/BEHAVIORAL DESCRIPTION

- Self directed or some dependence for staff assistance
- Compensates for limitations
- Moderate to good attention span
- Able to pursue and express interests
- Able to make choices
- Good comprehension
- Not disruptive

### GROUP PROGRAMMING CONSIDERATIONS:

- Recommended leader/participant ratio is one leader to 15 participants
- Leader will provide necessary directions and opportunity for participant to be challenged
- Residents targeted for the group program are chosen based on the assessed needs and interests of each participant
- Group Activities: music, current events, Bingo, word games, reading programs, socials, special events, educational/intellectual programs, outings
- Groups will last approximately 25-60 minutes

### ONE TO ONE PROGRAMMING CONSIDERATIONS:

- Residents participating in group activities 3 days a week do not require one to one programming unless requested by resident
- **Independent/self directed** resident who chooses not to engage in groups but does spend free time in self directed activities on their own or with other residents or visitors, should receive one to one visits to monitor their needs **one time a week** (unless otherwise requested by the resident)
- **Modified Independent** resident who chooses not to participate in group or individual activities (i.e. depressed) should be placed on the **one to one visit list for 3 days a week** with a long term goal of group participation or self directed in their leisure activities.
- One to one activities: service projects, book cart, reading, puzzles, etc.

LEVEL II

## II = MODERATELY IMPAIRED

### RESIDENT COGNITIVE AND BEHAVIORAL DESCRIPTION

- Impaired long and short term memory
- Frequently disoriented to where he/she is or what he/she is doing
- Responds appropriately to simple requests & directions
- Easily distracted
- Need assistance making choices

### GROUP PROGRAMMING CONSIDERATIONS

- Recommend leader/participant ratio is one leader to ten participants
- Efforts make to make activity area free of environmental distractions
- Leaders will utilize simple 1-2-step directions, verbal and physical cues as need to seek a response and/or interaction from each participant. The leader will provide on-going orientation, defined structure, and management of disruptive behavior
- Residents targeted for the group program are chosen based on assessed needs and interests of each participant
- Groups: music, exercise, small groups, sensory programs, reminiscence (with props), parties, socials, and simple games.
- Group will last approximately 20 minutes

### ONE TO ONE PROGRAMMING CONSIDERATIONS

- Residents participating in groups 3 days a week do not need to be on the one-to-one visit list unless the resident indicates
- Those residents who are unable or unwilling to go to group activities and cannot function in large group activities due to decreased cognitive or behavioral abilities. These residents should receive one-to-one visits at least **3 days a week**

LEVEL III

III = SEVERELY IMPAIRED

### RESIDENT COGNITIVE AND BEHAVIORAL DESCRIPTION

- Resident's impairment prevents interaction with others
- Responds only to sensory stimulation
- Most responses are inappropriate
- Very short attention span
- Disruptive behavior for no apparent reason
- Unable to make needs known
- Non-responsive

### GROUP PROGRAMMING CONSIDERATIONS

- Recommended leader/participant ratio is one leader to six participants
- Efforts made to make the activity free of environmental distractions
- Participants must be placed so that visual contact with leader and all other participants is possible
- Leader will attempt to gain participant attention and/or response by providing verbal and physical cues, total physical assistance in the recreational activity, sensory/environmental stimulation, controlled distractions and management of disruptive behaviors
- Supplies equipment and/or props will be used which are conducive to the group purpose. Examples include music (tapes or instruments), balls, balloons, lotion, washcloths, flowers, pictures, shape/color objects, or any other adaptive equipment
- Residents targeted for the group program are chosen based on the assessed needs and interests of each participant.
- Groups last approximately 15-20 minutes

### ONE-TO-ONE PROGRAMMING CONSIDERATIONS

- Those residents taken to group activities in their geri-chair and who are not disruptive....should receive 3 days of combined activity contact between groups and one-to-one visits
- Those residents not in-group activities should receive 3 days of one-to-one visits.





### PROGRAM MIX RECOMMENDATIONS

The following are suggested activities for the average traditional nursing home. These are meant to be minimal guidelines. The activity programs at your facility needs to be developed based on resident interests and functional needs.

PROGRAM	FREQUENCY
Four activities a day (AM & PM)	Sunday – Saturday
Holidays	Holidays
Evening Programs	2+ times per week
Low Functioning Groups	3-5 times weekly
Physically Active	3-5 times weekly
Creative/Expressive	2 times per weekly
Educational/Intellectual	3 times per week
Social Gathering	1 time per week
Spiritual/Religious	1 time per week
Out of Doors(weather permitting)	1 time per month
Self-help Skills	1 time per month
Outing	1 time per month
Special Event	1 time per month
Entertainment	1 time per month
Resident Council	1 time per month
Birthday Party	1 time per month
Men's Group	Monthly
Special Needs Groups	Monthly
Intergenerational Program	Monthly
Service Related	Monthly
Rehabilitation Focus	Weekly
One to One Programs	3 times weekly
Community involvement/census building	1 time per month
Pre-Meal	3 times daily







## PROGRAM MIX EXPLANATION

**Four Activities A Day:** Sunday through Saturday there should be a minimum of four programs a day. Programs should be offered in both mornings and afternoons.

**Holidays:** Holiday-related activities should be provided on the actual holiday.

**Evening Programs:** Evening programs must be scheduled after dinner and open to all residents.

**Cognitive Enhancement/Low Functioning Groups:** A maximum of 6-8 residents who have open problems related to confusion, memory loss or disorientation can be maintained or improved by this focused group process. These target groups are level 2 (moderately impaired) residents. These programs should be held as early in the day as possible so the benefits can be utilized throughout the day. These programs may last 20-30 min.

**Physically Active:** Goal is to increase circulation, range of motion, strength and endurance - it can be exercise class, walk, balloon volleyball, wheelchair dancing, or a combination of such.

**Creative/Expressive:** Examples are arts & crafts, music. Poetry writing, sing-a-long. These activities are where residents are actively involved in the creation of the music, art, etc.

**Educational/Intellectually Stimulating:** Examples are: current events, book reviews, reading groups, discussion groups, trivia, word games, reminiscence, reading groups, etc.

**Social Programs:** Open to all residents with peer socialization as the focus, such as, happy hour, ice cream socials, coffee club.

**Spiritual/Religious:** Church services, Bible study, mass, etc.

**Out-Of-Doors:** Activities held outside the facility on patio, lawn, etc. weather permitting.

**Self-Help Skills:** Residents are engaged in activities that utilized old skills, such as grooming, nutrition/cooking, and money management.

**Outing:** Activity held off the facility grounds, whether facility has a van or not.

**Special Event:** A facility-wide social event with a theme. Usually theme is celebrated no more than once a year. Examples are holiday events (Halloween, Christmas, etc.), parties, etc.

**Entertainment:** Outside performers, such as: dancers, musicians, etc.

**Resident Council:** Based on resident preferences, activity assists with conducting and recording meeting. Minimally activity department reviews schedule of activities with Resident Council monthly.

**Birthday Party:** Individual and group recognition.

**Men's Group:** Any type of activity the men choose to do, and no female residents allowed, such as: poker party, men's breakfast, outing to pool hall, etc.

**Special Needs Groups:** Group activities offered for group of residents who as a group have unique needs. For example: Spanish-speaking group, young adult group, stroke club, arthritis club, MS group, etc.

**Intergenerational Program:** Group activity between residents and group of people under the age of 18.

**Service-Related Programs:** Activities which residents work on community projects, such as, sandwiches for the homeless, mail labels for non-profit organization, etc.

**Rehabilitation Focus:** Activities that are done in conjunction with therapy treatment. Restorative programs.

**Community Involvement/Census Building:** Bringing the public/community into the facility whom are potential residents or referral sources other than staff, volunteers, or children. Examples: church volunteers sponsoring monthly birthday parties, invite senior center in for movies and popcorn.

**One-To-One Programming:** One-to-one visits done in resident's room or other locations. Programming is for those who cannot or are unwilling to attend group activities, and whose physical/social/mental/leisure needs would not be met without this individual attention. Ideally, each resident would be seen three times a week. Residents engaged in self-directed activities need only be seen a minimum of once a week.

## ACTIVITY CALENDAR WORKSHEET

The following items should be included on the monthly activity calendar (wall and individual). Check off each item as it is placed on your monthly calendar:

**WALL    INDIV.                      CALENDAR GENERAL INFORMATION**

		Facility name (wall calendar optional, recommend on individual calendar)
		Month/year (wall & individual)
		Location of Activities (wall & Individual)
		Information clear, legible, large print (wall-1 inch letters; individual-typed)
		"Activities Subject to change..." statement (wall & individual)

**WK 1   WK2   WK3   WK4                      PROGRAM                      FREQUENCY**

WK 1	WK2	WK3	WK4	PROGRAM	FREQUENCY
				Four activities a day (AM & PM)	Sunday – Saturday
				Holiday	Holidays
				Evening Programs	2+ times per week
				Low Functioning Groups	3-5 times weekly
				Physically Active	3-5 times weekly
				Creative/Expressive	2 times per weekly
				Educational/Intellectual	3 times per week
				Social Gathering	1 time per week
				Spiritual/Religious	1 time per week
				Out of Doors(weather permitting)	1 time per month
				Self-help Skills	1 time per month
				Outing	1 time per month
				Special Event	1 time per month
				Entertainment	1 time per month
				Resident Council	1 time per month
				Birthday Party	1 time per month
				Men's Group	Monthly
				Special Needs Groups	Monthly
				Intergenerational Program	Monthly
				Service Related	Monthly
				Rehabilitation Focus	weekly
				One to One Programs	3 times weekly
				Community involvement/census building	1 time per month
				Pre-meal	3 times daily





# ACTIVITY PROGRAM DESCRIPTION

TITLE: \_\_\_\_\_

Program Level: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ (choose one) Location: \_\_\_\_\_  
Planned # of Participants \_\_\_\_\_ Day (s) offered \_\_\_\_\_  
Leader \_\_\_\_\_ Time Scheduled \_\_\_\_\_  
Additional Staff needed (#) \_\_\_\_\_ Length of Program \_\_\_\_\_  
Additional Volunteers needed (#) \_\_\_\_\_ Category \_\_\_\_\_

## GROUP OBJECTIVE/GOALS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUPPLIES/EQUIPMENT NEEDED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

## ROOM ARRANGEMENT:

\_\_\_\_\_

## PROCEDURES:

OPENING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MIDDLE:

\_\_\_\_\_

CLOSING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MODIFICATIONS or PRECAUTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

