

NEBRASKA HEALTH CARE LEARNING CENTER
NEBRASKA HEALTH CARE ASSOCIATION
3900 NW 12th St Ste 100
Lincoln NE 68521-3037

ACTIVITY DIRECTOR TRAINING

July 28, 29, 30, 31, 2009

MDS ASSESSMENT:

Via
Online
Training

JULY 28-31 TRAINING LOCATION:

Lincoln, Nebraska

VETTER LEARNING CENTER
(NHCA Office)

3900 Northwest 12th Street, Suite 100
Phone: (402) 435-3551



A training program for the
NEBRASKA HEALTH CARE ASSOCIATION
offered through the
NEBRASKA HEALTH CARE LEARNING CENTER

NHC-LC

ACTIVITY DIRECTOR TRAINING

PURPOSE

The activity director training offers the basic knowledge to fulfill the role of activity director as defined in the state and federal requirements for nursing facilities/long term care.

FORMAT

The training will be presented via two methods. The MDS assessment training will be completed through online training. Following completion of the MDS assessment training will be four days of classroom instruction and sharing of experiences and findings.

OBJECTIVES

At the completion of the activity director training, the participant will be able to:

1. Function in the role of activity director in a nursing facility;
2. Assess the activity levels, preferences, and needs of the resident in a nursing facility;
3. Develop an individualized and appropriate activity plan of care for residents in a nursing facility;
4. Contribute to interdisciplinary team plan of care conferences;
5. Participate in the care team that provides services to the resident; and
6. Plan and/or arrange activities for residents in a nursing facility that meet the individual's needs.

SCHEDULE AND CONTENT

Registration Opens at 8:30 a.m. on July 28

MDS ASSESSMENT

Introduction to the RAI
Completing the MDS
Identifying RAPs from the Completed MDS

Activity Director Training registrants will complete the MDS 2.0 training online. The confirmation letter will provide the details of the MDS 2.0 online training including how to access and complete the training.

Each registrant must complete the MDS 2.0 online training by July 27, 2009.

JULY 28, 2009

9:00 am to 5:00 pm
Elderly and Aging
Care Plans

JULY 29, 2009

9:00 am to 5:00 pm
End of Life
Dementia
Activity Project Presentations

JULY 30, 2009

8:00 am to 5:00 pm
Survey
Therapeutic Drama
Activity Project Presentations

JULY 31, 2009

8:30 am to 3:30 pm
Communication
Teambuilding
Leadership

WHO SHOULD ATTEND

The activity director training is designed for the person with primary responsibility for the activity program in a **nursing facility**.

CONTINUING EDUCATION CREDIT

This training meets the criteria of an approved continuing education program for activity coordinators – 42 hours.

COLLEGE CREDIT

Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 4.2 hours of college credit upon successful completion of 42 hours of classroom instruction. See the Nebraska Health Care Learning Center Catalog (Catalog number 6; date published: May 2009) for credit requirements. View and/or print this catalog from the Nebraska Health Care Association Web site.

NHCA Web site: www.nehca.org/nhclc

FACILITATOR

Connie Wagner, R.N.

Nebraska Health Care Association
Lincoln, Nebraska

FACULTY

Eve Lewis, R.N., RAC-CT

Administrator, Office of Long Term Care Facilities
Licensure Unit, Division of Public Health
Nebraska Department of Health and Human Services
Lincoln, Nebraska

Addie Whitmore

GoldenLiving Center
Plattsmouth, Nebraska

Jennifer Eurek

Nebraska Hospice and Palliative Care Partnership
Lincoln, Nebraska

September Stone, R.N., M.S.N., Director

LTCWIN
Lincoln, Nebraska

Roseann Virgil, R.N.

Consultant
Lincoln, Nebraska

Sue Schlichtemeier-Nutzman, Ph.D.

Consultant
Nehawka, Nebraska

PLEASE NOTE:

All topics listed will be covered, though the order of presentation may be subject to change.

***Casual and comfortable attire
for all sessions.***

Treasury Regulation §1.162-5 Coughlin vs. Commissioner, 203 F.2d 307, permits an income tax deduction for education expenses (registration fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in one's employment or other trade or business or (2) meet express requirements of an employer or a law imposed as a condition to retention of employment, job status, or rate of compensation.



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ACTIVITY DIRECTOR TRAINING

NEBRASKA HEALTH CARE LEARNING CENTER POLICIES

The Nebraska Health Care Learning Center policies regarding admission, withdrawal, attendance, grades, transcripts, and refunds are located in the Nebraska Health Care Learning Center Catalog (Catalog number 6; date published: May 2009). View and/or print this catalog from the Nebraska Health Care Association Web site.

NHCA Web site: www.nehca.org/nhclc

REGISTRATION INFORMATION

LIMITED REGISTRATION!

Registration is limited to the first 55 registrants. This limitation has been imposed to assure that participants have the opportunity for meaningful exchange with faculty.

Register by mail, fax, or online!

TO REGISTER BY MAIL OR FAX:

Use the attached Registration/Enrollment Form

TO REGISTER ONLINE, GO TO THIS WEB SITE:

www.nehca.org

WRITTEN PRE-REGISTRATION IS REQUIRED. No phone registrations will be accepted. Payment for tuition and fees must be included with the registration/enrollment form.

A letter of confirmation will be sent and is necessary for admission!

REFUND POLICIES

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and be postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a \$150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a \$150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

Day 1—50% refund of tuition and fees over \$150

Day 2—25% refund of tuition and fees over \$150

Day 3—no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

ABSENTEE/MAKE-UP POLICY

In order to receive credit, participants must attend all days of the training. If a day is missed, it must be made up by attending that day the next time the training is offered. It is the responsibility of the participant to make registration arrangements for make-up days. There will be a \$45 charge for each make-up day.



Serving Those Who Serve



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TUITION AND FEES

for the Activity Director Training Program

Members of NHCA, NALA, and LPNAN—All Days:

Tuition (member):.....\$210

Fees (member):.....\$167

Total Member Tuition and Fees

per person:.....\$377

Make-up Day, Member.....\$45 per day

Non-Members—All Days:

Tuition (non-member):.....\$210

Fees (non-member):.....\$548

Total Non-Member Tuition and Fees

per person:.....\$758

Make-up Day, Non-Member.....\$45 per day

⇒ Payment for tuition and fees must be included with the registration/enrollment form.

⇒ The tuition and fees payment includes lunch and breaks for all days.

If a registrant wishes a vegetarian meal or has other dietary restrictions, make a notation on the registration form.

⇒ Rates apply whether or not the participant elects college credit.

⇒ Refer to the Absentee/Make-up Policy.



If a registrant has a disability that requires special needs, attach a written description of the needs to the registration form.

TAPING - CELLULAR PHONES - PAGERS

Material presented at this training is the property of the speakers or Nebraska Health Care Association. Therefore, taping of the training is not allowed. NHCA also asks that all cellular phones and pagers be turned off during training sessions.

NO SMOKING POLICY

A no-smoking policy has been implemented by the NHCA Board of Directors. Smoking will not be allowed in the room where a training session is being held.

HOTEL ROOM BLOCKS

For the training on July 28-31, 2009, a block of sleeping rooms is available for the nights of July 27, 28, 29, and 30 at:

Country Inn and Suites

5353 North 27th Street, Lincoln, Nebraska

Phone: (402) 476-5353

Rate: \$74 per night — Release date: June 30, 2009

Sleep Inn

3400 Northwest 12th Street, Lincoln, Nebraska

Phone: (402) 475-1550

Rate: \$55 per night — Release date: June 30, 2009

Hampton Inn

1301 West Bond Circle, Lincoln, Nebraska

Phone: (402) 474-2080

Rate: \$70 per night — Release date: June 30, 2009



Nebraska Health Care Learning Center Registration/Enrollment Form — Activity Director Training

Date: July 28, 29, 30, 31, 2009 Location: Lincoln, Nebraska

Payment for tuition and fees must be included with this registration/enrollment form. Make a copy of this form for your records.

To register/enroll by mail: Complete this registration/enrollment form, include payment (use any of the payment methods listed below), and mail to: Nebraska Health Care Learning Center, 3900 NW 12th St Ste 100, Lincoln NE 68521-3037.

To register/enroll by fax: You must pay by credit card in order to register/enroll by fax. Complete this registration/enrollment form, check "Credit Card" as payment method, complete credit card information, and fax the completed form to (402) 475-6289.

A student's Social Security number is required as a condition of enrollment. A student's Social Security number constitutes an "educational record" under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

PLEASE PRINT

Social Security Number: _____

Student Name (Last): _____ (First): _____ (MI): _____

Home Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone (Day): _____ (Evening): _____

E-mail Address: _____

Birth Date: ____/____/____ Gender: M F

Race (used for statistical purposes only):

- Asian/Pacific Island Black/African American Hispanic/Latino
- Native American White/Non-Hispanic Other

Veteran Status or Dependant Using Military Benefits: Yes No

Resident Status: Resident of Nebraska Non-resident of Nebraska

Course Number: 63 **Course Title:** Activity Director Training
Credit: 4.2 Quarter Credits **Tuition and Fees:** Member—\$377.00 Non-member—\$758.00
 Make-Up Day(s) — \$45/Day — Circle Day(s): MDS 1 2 3 4

If paying "Member" tuition and fees through a facility membership, provide facility name and city:
 Facility Name: _____ City: _____

Check One Box (For Credit or Not For Credit):
 For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)
 Not For Credit

Billing Information: Check Cash Credit Card Money Order

**Payment must be included.
We are unable to bill.**

If payment is by credit card, complete the credit card information in this box: ↓

Make checks and money orders payable to:
 Nebraska Health Care Learning Center
 3900 Northwest 12th Street, Suite 100
 Lincoln, Nebraska 68521-3037
 Phone: (402) 435-3551
 Fax: (402) 475-6289
 E-mail: nhclc@nehca.org

Cardholder's Name (PRINT): _____
Credit Card #: _____
Expiration Date: _____
Cardholder's Billing Address, City State, Zip: _____
Signature: _____
↑ Your signature on the line above will authorize this transaction.

Submission of this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw, or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NHCA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of LTCWIN, 3900 Northwest 12th Street, Suite 100, Lincoln, Nebraska 68521, Phone: (402) 435-3551, Fax: (402) 475-6289, or E-mail: septembers@nehca.org.

Signature: _____ Date: _____