

# NHCA/NALA PRODUCTS CATALOG

## 2010 Edition

- [1] Administrative Forms/Posters
- [2] Administrative Manuals
- [3] Educational Training Materials
- [4] Products for Assisted Living



Nebraska Health Care Association  
Nebraska Assisted Living Association

*Serving Those Who Serve*



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**Nebraska Assisted Living Association**  
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# NHCA/NALA Products Catalog

## Introduction

As a member service, NHCA/NALA provides a product catalog. The items in the catalog are also available to non-members. It is our sincere hope that you will find the materials listed to be of assistance to you in the successful operation of your facility/agency.

The prices and policies in this NHCA/NALA Products Catalog are effective January 1, 2010. All previous editions are obsolete. Prices are subject to change. A late payment fee is computed by a monthly rate of 1.5% on all orders past due 60 days. Please allow one to two weeks for delivery.

Personal Associate Members, Student Members, Business Associate Members, and Non-members are REQUIRED TO PRE-PAY on all orders. If you are not a member of NHCA or NALA, please pay the non-member price.

**PRODUCT RETURN POLICY:** Any products with CDs are not returnable. All orders must be returned or postmarked within ten (10) business days of invoice date. A restocking fee of 15 percent will be charged on all returns. All returned items must be in resalable condition. Defective items returned within 30 days of invoice date will be replaced with the same product or similar product at NHCA/NALA discretion.

**SHIPPING AND HANDLING CHARGE:** 15% of the total cost with a MINIMUM of \$5.50 and a MAXIMUM of \$45.00

**SALES TAX:** Your city percent plus the state tax of 5.5%

**NHCA Web site: [www.nehca.org](http://www.nehca.org)**  
**This Products Catalog on the Web site: [www.nehca.org/ProductCat/](http://www.nehca.org/ProductCat/)**

**Nebraska Health Care Association**  
**Nebraska Assisted Living Association**  
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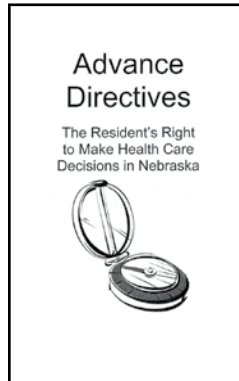
# [Section 1] Administrative Forms/Posters

## Advance Directives

(Booklets, Standard Print, 5½ x 8½)

(Booklets, Large Print, 8½ x 11)

April 2006. This booklet is designed to assist in informing your residents about advance directives as identified in the Patient Self-Determination Act. The booklet complies with the Rights of the Terminally Ill Act. Designed with easy-to-read type, an acknowledgement page, and samples of Power of Attorney and Living Will documents, this booklet will meet the basic needs of residents in long term care. Sold in packages of 25 booklets. Also available in large print.

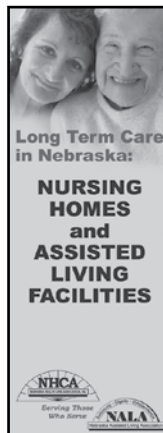


**Member Price: \$22.00 per package**

**Non-Member Price: \$34.00 per package**

## Long Term Care in Nebraska: Nursing Homes and Assisted Living Facilities

March 2009. This brochure is targeted to the general consumer. It provides a brief overview of nursing homes and assisted living facilities as well as related issues such as payment and quality. It can serve as a handout at community presentations, within facilities, and for local media and policymakers. Sold in packages of 25.



**Member Price: \$5.00 per package**

**Non-Member Price: \$5.00 per package**

## Medication Confirmation

A two-part, no-carbon-necessary form. 50 sets per pad. (One pad is included in the "Nursing Facilities Forms and Tools 2006" package listed on page 2.)



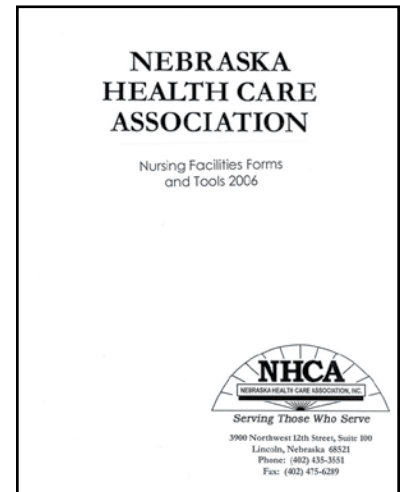
**Member Price: \$7.50 per pad**

**Non-Member Price: \$10.00 per pad**

## Nursing Facilities Forms and Tools

(Includes a CD)

January 2006. NHCA has developed forms specific for Nebraska nursing facilities. There are 36 forms developed for use. These forms are designed to assist nursing facilities to document the provision of appropriate care and services. Use of this product does not guarantee a deficiency-free survey. It is designed to assist the facility with guidelines for providing the best possible care. This set includes a CD containing forms plus a hard copy of each document. Each facility is expected to individualize the documents by adding their name and logo and adjusting the content to meet the individual facility needs. The product is copyrighted and can be utilized only by the purchasing facility.



One pad of the form, "Medication Confirmation," is included in this package. This two-part no-carbon-necessary form is not reproducible and is not included on the CD. The form, "Medication Confirmation," can be purchased separately (see page 1).

Computer System Requirements:

- Microsoft® Word® 97 or newer
- A CD-ROM drive
- A printer to print the forms

**Member Price: \$99.00**

**Non-Member Price: \$149.00**

**A list of the forms included in "Nursing Facilities Forms and Tools" is listed on the next page.**

# [Section 1] Administrative Forms/Posters

Continued from Page 1:

## List of Nursing Facility Forms Included in "Nursing Facilities Forms and Tools 2006"

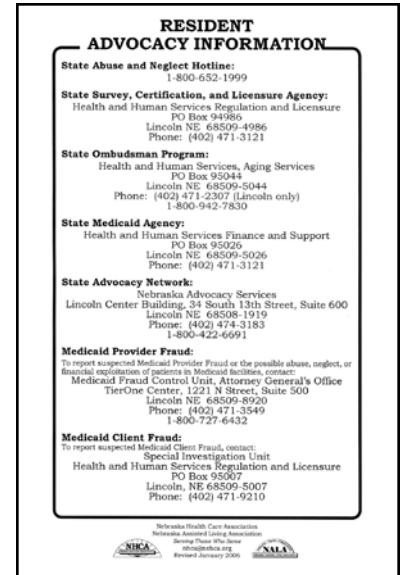
24-Hour Report  
Admission Agreement \*(2)  
Admission and Discharge Record (2)  
Application for Employment (2)  
Daily Nurse Staffing Form (Landscape)  
Daily Nurse Staffing Form (Portrait)  
Diabetic Flow Record  
Disaster Drill Record  
Employee Counseling Report  
Employee Health History Screen  
Employee Orientation Log (2)  
Employee Performance Review Form (2)  
Environmental Repair List  
Grievance Log  
Grievance/Complaint Report (2)  
History and Physical Examination (2)  
Incident Log  
Incident Report  
Individual Staff Training Record  
Inservice Log  
Instructions for the Seven-Day ADL Scores for MDS Assessment  
Inventory of Personal Effects (2)  
Linen Change Schedule  
Maintenance Checklist (2)  
Medication Administration Record [MAR] (3)  
Medication Administration Record [MAR] for PRNs (3)  
Medication Aide Training Log  
Medication Confirmation Form (Carbon copies)  
Medication Error Report (2)  
Medication Self-Administration Evaluation Screen  
Narcotic Sign Out and Count Sheet (2)  
Nurses' Progress Notes (2)  
Physician Order and Progress Notes (2)  
Seven-Day ADL Scores for MDS Assessment  
Transfer Form (2)  
Vital Signs and Weight Flow Sheet

\* Numbers that appear in parentheses after the document name indicate the number of pages in that document if more than 1 page.

## Poster: Nebraska Resident Advocacy Poster (11 x 17)

February 2010. This poster meets the advocacy posting requirements of OBRA 1987, survey tag #156. It includes information about the state abuse and neglect hotline; state survey, certification, and licensure agency; state ombudsman program; state Medicaid agency; state advocacy network; Medicaid provider fraud; and Medicaid client fraud.

**Member Price: \$7.50**  
**Non-Member Price: \$10.00**



## Poster Set: No Concealed Handguns Poster and Policy Statement (Poster size: (8½ x 11)

January 2007. Nebraska's concealed carry law requires individual facilities to post "No Concealed Handgun Posters" if they do not want concealed handguns carried on the premises by permit holders. Post these posters in accordance with the guidelines, and your facility will have a clear and enforceable policy. Each package contains two two-color (red and black) posters and one policy statement with blank areas for facility-specific information. Post one poster at each public entrance.

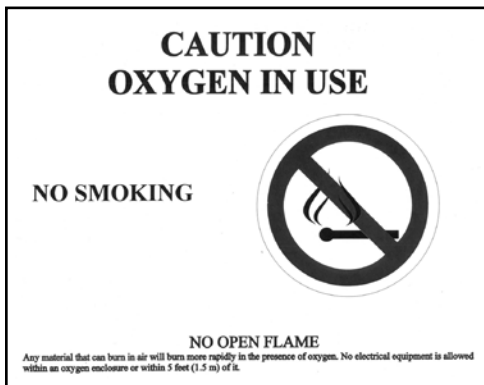
**Member Price: \$7.50 per package**  
**Non-Member Price: \$10.00 per package**



## [Section 1] Administrative Forms/Posters

### **Poster Set: Oxygen Storage and Oxygen In Use** (8½ x 11)

Are you meeting your 2000 NFPA requirements for oxygen cylinder storage and areas of administration signage? The required verbiage and graphics are printed on 8.5 x 11-inch color poster board. The 2000 NFPA code requires signage for both storage and administrative areas. The posters are sold in a packet of 10 posters. Each packet contains two posters for storage areas and eight posters for oxygen-in-use areas.



**Member Price: \$10.00 per packet**  
**Non-Member Price: \$15.00 per packet**

### **Resident Rights for Nursing Facilities** (Booklets, Standard Print, 5½ x 8½) (Booklets, Large Print, 8½ x 11)

Copyright 2007. This booklet outlines the resident rights and facility responsibilities guaranteed under federal law (OBRA 1987) and are published as amended in the Federal Register, Medicare, and Medicaid Requirements for Long Term Care Facilities. These resident rights and facility responsibilities are also guaranteed under Nebraska state law and are published as written in facility licensure requirements. The booklet includes an acknowledgment page for the resident's signature. Sold in packages of 25 booklets. Also available in large print.

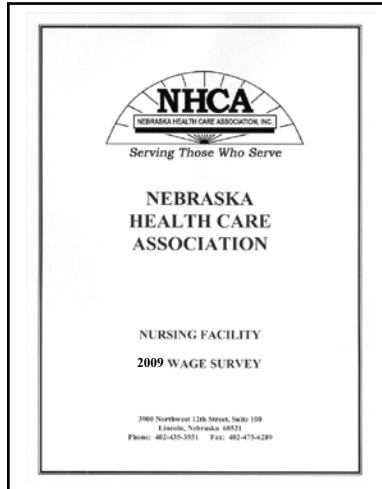


**Member Price: \$22.00 per package**  
**Non-Member Price: \$34.00 per package**

## [Section 2] Administrative Manuals

### 2010 NHCA Wage Survey

July 2010. A survey compiled each year containing a breakdown of wage and hour information for long term care facilities in Nebraska. Figures are analyzed on a statewide basis, by NHCA districts, and by facility size. Survey participants receive one complimentary copy for each survey in which they participate.

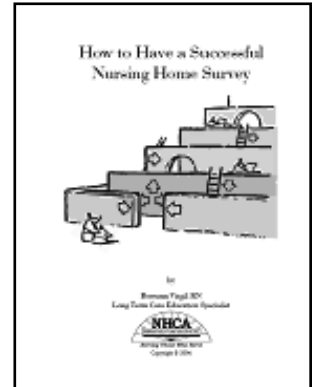


**Member Price: \$150.00**

**Non-Member Price: \$300.00**

### How to Have a Successful Nursing Home Survey

2007. This step-by-step guide walks nursing home administrators and staff through the process of what to do before, during, and after a survey. The guide helps nursing home administrators and staff know what to expect from the survey process and is filled with helpful tips. The intent of the guide is to clarify facility rights and empower staff throughout the survey process.

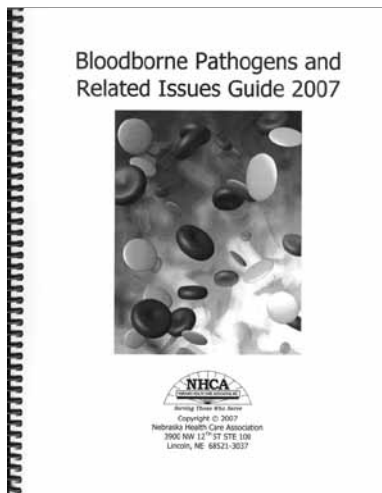


**Member Price: \$20.00**

**Non-Member Price: \$30.00**

### Bloodborne Pathogens and Related Issues Guide

2007. This guide helps health care providers assess and implement strategies to reduce the risk of exposure to bloodborne pathogens. It pulls together information from a number of regulatory and expert sources so that a health care facility can make informed decisions related to bloodborne pathogen transmission reduction. There are two standards incorporated into this guide—the



Bloodborne Pathogens Standard and the Recording and Reporting Occupational Injuries and Illnesses Standard. This guide also includes documents relating to the exposure control plan, personal protective equipment, recordkeeping, and frequently asked questions. The addendum section contains “Fact Sheets” that can be posted in your facility. These provide a quick overview of related topics. The resource list contains Web site addresses to obtain additional information on such things as the enforcement procedures to BBP, PEP for HIV exposures, the Respiratory Protection Standard, and hand hygiene.

**Member Price: \$31.95**

**Non-Member Price: \$43.95**

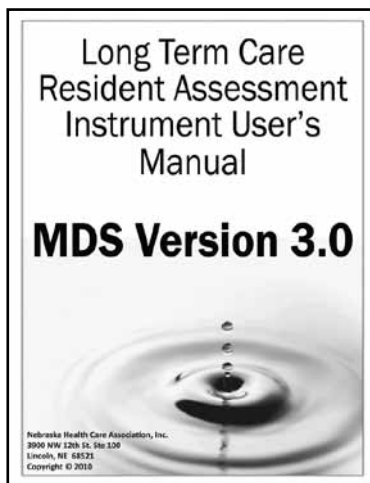
## [Section 2] Administrative Manuals

### Long Term Care Resident Assessment Instrument (RAI) User's Manual for MDS Version 3.0

(Includes a CD)

#### **Draft Version Released**

**May 2010.** The MDS is a tool for implementing standardized assessment and for facilitating care management in nursing homes (NHs) and non-critical access hospital swing beds (SBs). MDS 3.0 has been designed to improve the reliability, accuracy, and usefulness of the MDS, to include the resident in the assessment process, and to use standard protocols used in other settings. These improvements have profound implications for nursing homes, swing bed care, and public policy.



The Resident Assessment Instrument (RAI) helps nursing home staff gather definitive information on a resident's strengths and needs which must be addressed in an individualized care plan. It also assists staff with evaluating goal achievement and revising care plans accordingly by enabling the nursing home to track changes in the resident's status.

The RAI consists of three basic components: The Minimum Data Set (MDS) Version 3.0, the Care Area Assessment (CAA) process, and the RAI utilization guidelines. The utilization of the three components of the RAI yields information about a resident's functional status, strengths, weaknesses, and preferences. It also offers guidance on further assessment once problems have been identified.

Free updates for all of 2010. Includes a fully searchable version on CD-ROM.

#### Computer System Requirements:

- Adobe® Reader® (a free program that can be downloaded from [www.adobe.com](http://www.adobe.com))
- A CD-ROM drive

**Member Price: \$49.95**

**Non-Member Price: \$75.00**

### Long Term Care Resident Assessment Instrument (RAI) User's Manual for MDS Version 2.0

(Includes a CD)

January 2009. The Long Term Care (LTC) Resident Assessment Instrument (RAI) is mandated by the Centers for Medicare & Medicaid Services (CMS) as amended by the Omnibus Budget Reconciliation Act of 1987 (OBRA 1987). Federal requirements further require that LTC facilities use a RAI that has been specified by each state. NHCA's Long Term Care Resident Assessment Instrument User's Manual for MDS Version 2.0 contains the Nebraska-specific RAI and contains all CMS revisions through the date of purchase--the RAI Manual is kept updated throughout the year. This manual, contained in a three-ring-binder, also includes chapters on transmitting Minimum Data Set (MDS) data and Medicare Skilled Nursing Facility Prospective Payment System (SNF PPS) as well as item-by-item guide to the MDS, procedures for completing the Resident Assessment Protocols (RAPs), and the assessment schedule for the RAI. This manual contains a searchable CD for use with Adobe® Reader®.

#### Computer System Requirements:

- Adobe® Reader® (a free program that can be downloaded from [www.adobe.com](http://www.adobe.com))
- A CD-ROM drive

**Member Price: \$49.95**

**Non-Member Price: \$75.00**

## [Section 2] Administrative Manuals

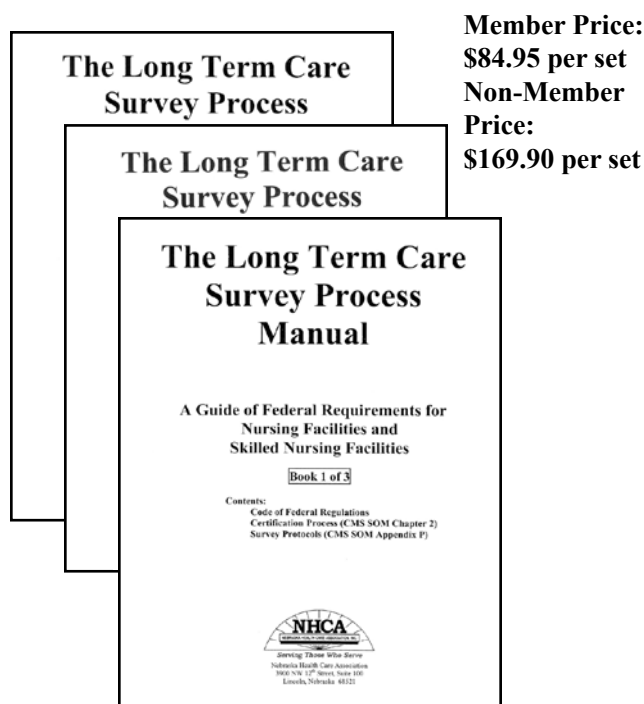
### Long Term Care Survey Process Manual A Three-Volume Set

(Includes a CD with each set purchased)

January 2010. THREE-VOLUME SET—A guide of federal requirements for nursing facilities and skilled nursing facilities. This manual contains all revisions through December 2009. NHCA's Long Term Care (LTC) Survey Process Manual is available for purchase in an easy-to-use, three-volume set; or each volume may be purchased separately. The three-volume set includes a CD that contains the entire manual in searchable PDF format.

Computer System Requirements:

- Adobe® Reader® (a free program that can be downloaded from [www.adobe.com](http://www.adobe.com))
- A CD-ROM drive



The three books in the set above may be purchased separately. When purchasing Book 1, 2, or 3 separately, a CD is not included. See the next column for purchasing Book 1, 2, or 3.

### Long Term Care Survey Process Manual Book 1 of 3

January 2010. BOOK 1 OF 3--A guide of federal requirements for nursing facilities and skilled nursing facilities. Book 1 includes: Code of Federal Regulations, Certification Process (Chapter 2), Survey Protocol for Long Term Care Facilities (Appendix P), and Exhibits (all forms required for a long term care facility survey). Book 1 has been placed in a three-ring binder for ease in adding updates.

**Member Price: \$32.95**

**Non-Member Price: \$65.90**

### Long Term Care Survey Process Manual Book 2 of 3

January 2010. BOOK 2 OF 3--A guide of federal requirements for nursing facilities and skilled nursing facilities. Book 2 includes F Tags and Guidance to Surveyors (Appendix PP). Book 2 is formatted into an easy-to-use, three-column format and placed in a three-ring binder for ease in adding updates.

**Member Price: \$32.95**

**Non-Member Price: \$65.90**

### Long Term Care Survey Process Manual Book 3 of 3

January 2010. BOOK 3 OF 3--A guide of federal requirements for nursing facilities and skilled nursing facilities. Book 3 includes: Survey and Enforcement Process for SNFs and NFs (Chapter 7), Complaint Procedures (Chapter 5), Guidelines for Determining Immediate Jeopardy (Appendix Q), Model Letters to Providers, and Clarification Papers from Attorneys at Law. Book 3 has been placed in a three-ring binder for ease in adding updates.

**Member Price: \$32.95**

**Non-Member Price: \$65.90**

## [Section 2] Administrative Manuals

### Restorative Nursing Manual

2006. Published by CTS Inc. This is the practical guide that will assist in setting up an effective restorative nursing program that meets criteria for payment under the PPS system, achieves CMS compliance, and enhances residents' quality of life. This manual was written by B. J. Collard, R.N., B.S.N., G.N.P., A.N.P., C.P.H.Q., R.A.C.-C, the expert on restorative care who was awarded a grant by the federal Administration of Aging to develop a model for development of restorative programs in post acute settings. This model has become the standard for delivering restorative nursing care. The manual contains 14 chapters and has over 500 pages of practical information, protocols, policies, procedures, job descriptions, program development tools, and resources to set up a program. Individual chapters include:

- RUGS III/PPS
- Overview and Philosophy
- CMS Regulations
- Administrative and Nurse Executive Support
- Quick Start Implementation Plan
- Management Structure
- Assessment and Documentation
- Care Planning
- Orientation and Inservice
- Formal Program Evaluation
- Techniques and Practices
- Phase II Restorative Programming
- Incontinent Management
- Restorative Dining

**Member Price: \$171.00 (includes shipping)**

**Non-Member Price: \$171.00 (includes shipping)**

**NOTE: See the back side of the order form (last page of this Product Catalog) for special ordering information for the "Restorative Nursing Manual."**

### Activities Products

#### SCS Training Manual: The Healthcare Professional's Guide to Effective Documentation of Services in Long Term Care

2008. Spak Consulting Services. This manual is designed as a reference guide to provide activity professionals with basic principles of effective documentation. It includes important documentation issues for the professional and is intended as a guide towards initiating effective documentation within an organization.

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**

#### SCS Training Manual: Communicating Quality of Life Principles to Staff and Families

2008. Spak Consulting Services. This manual is designed as a reference guide to provide activity professionals with the basic principles of effective communication. It includes important procedures for the professional and is intended as a guide for initiating effective communication between the activity professional and residents' families and facility staff.

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**

#### SCS Training Manual: The Healthcare Professional's Guide to Providing Services to the Low-Functioning Resident

2008. Spak Consulting Services. This manual provides a listing of interventions that have been proven to be effective in providing activity services to low-functioning residents. This manual also provides a listing of behaviors or problem areas that the activity professional may encounter. The listed activities have been proven to be effective in decreasing a behavior, addressing a potential problem, or providing services to a resident that may be considered "at risk."

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**

## [Section 3] Educational Training Materials

### Basic Nursing Assistant Pin

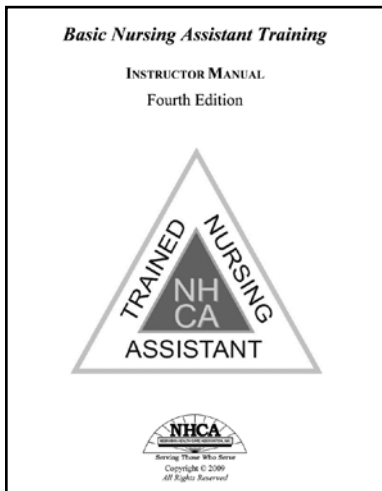
In a striking red, white, and gold metallic motif, the outside triangle says "Trained Nursing Assistant" while the inner triangle says NHCA. It comes in a plastic bag for protection. This is a good employee relations tool as nursing assistants complete basic nursing assistant training.



**Member Price: \$3.50**

**Non-Member Price: \$3.50**

### Basic Nursing Assistant Training-- Instructor Manual



**INSTRUCTOR MANUAL--**Copyright 2009. All units have been updated. Skills have been reviewed and are comparable with national standards. Cultural beliefs, spiritual needs, palliative care, and professional issues for the nursing assistant are included and enhanced. The Instructor Manual contains multiple teaching aides

including recommended videos from the NHCA video library, relevant Web sites, and recommended teaching tips. A CD is packaged with the Instructor Manual and contains PowerPoint® presentations for each unit, quizzes, final exams, grade and attendance documents, and procedure checklists.

**Member Price: \$62.00**

**Non-Member Price: \$93.00**

### Basic Nursing Assistant Training-- Student Manual

**STUDENT MANUAL**

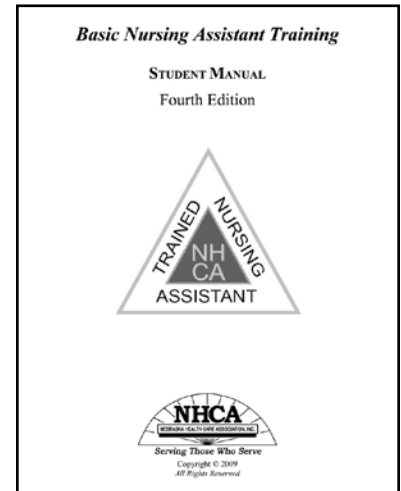
--Copyright 2009.

All units have been updated. Skills have been reviewed and are comparable with national standards. Cultural beliefs, spiritual needs, palliative care, and professional issues for the nursing assistant are included and enhanced. The

Student Manual includes all worksheets, skills practice procedure documents, and practice tools which eliminates the need for a separate workbook. The students will have access to a Web site that contains helpful materials such as PowerPoint® presentations and new information.

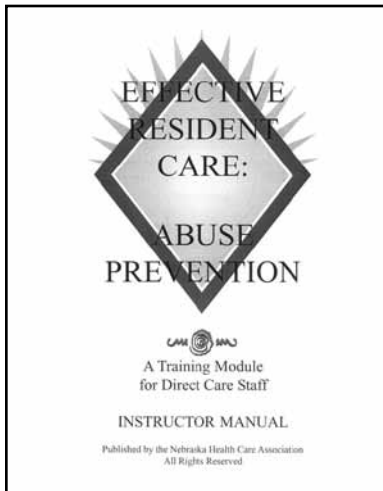
**Member Price: \$38.00**

**Non-Member Price: \$57.00**



## [Section 3] Educational Training Materials

### Effective Resident Care: Abuse Prevention-- Instructor Manual



INSTRUCTOR MANUAL. 2000. This six-unit training is built upon the content of the basic nursing assistant training and provides an in-depth study of the knowledge and skills necessary for effective resident care and abuse prevention in the nursing home setting. The training materials include an instructor manual and student manuals

containing pretests, objectives, key words, content, teaching outline, handouts, knowledge check-up, and bibliography with ideas for skills practice, teaching methods, and training materials for a complete abuse prohibition program. The topics of the six units are: (1) Introduction: Abuse Prevention, (2) Understanding Abuse, (3) Abuse Prevention, (4) Catastrophic Reactions, (5) More Than the Absence of Abuse, and (6) Abuse Prohibition Program.

**Member Price: \$25.00 each**

**Non-Member Price: \$37.50 each**

### Effective Resident Care: Abuse Prevention-- Student Manuals (5)

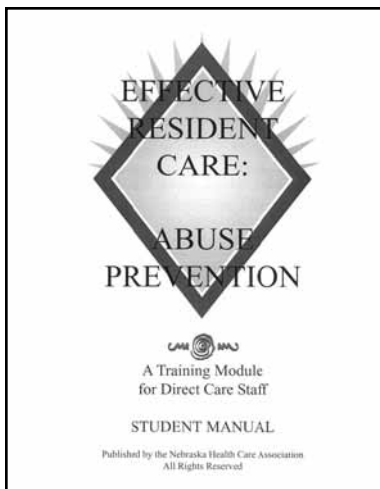
STUDENT MANUALS. 2000. For direct care staff. Student Manuals are sold in packages of five. See the instructor manual description for more details.

**Member Price:**

**\$20.00 per package**

**Non-Member Price:**

**\$30.00 per package**



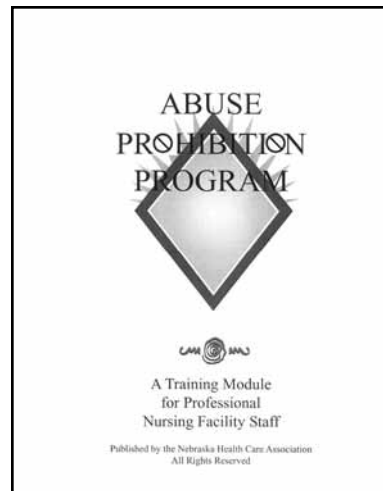
### Effective Resident Care: Abuse Prevention—Start-Up Package

START UP-PACKAGE. 2000. Includes one Abuse Prevention Instructor Manual, five Abuse Prevention Student Manuals, and one Abuse Prohibition Program Training Module for Licensed Staff.

**Member Price: \$65.00 per package**

**Non-Member Price: \$97.50 per package**

### Effective Resident Care: Abuse Prohibition Program



FOR LICENSED STAFF. 2000. This training module complements the “Effective Resident Care: Abuse Prevention” training for direct care staff. This curriculum provides a review and update for licensed staff who manage an abuse prohibition program. The six units of this training

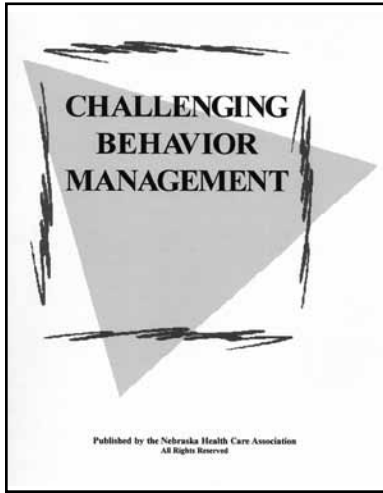
include objectives, outline, content, handouts, test, teaching plan, and bibliography. The topics of the six units are: (1) Introduction, (2) Prevention Program, (3) Interventions, (4) Investigation, (5) Beyond Prevention, and (6) Program Management.

**Member Price: \$30.00 each**

**Non-Member Price: \$45.00 each**

## [Section 3] Educational Training Materials

### Effective Resident Care: Challenging Behavior Management--For Licensed Staff



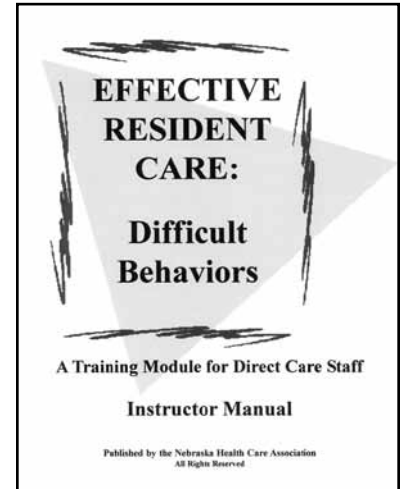
FOR LICENSED STAFF. 1998. A training module for licensed staff. This training module complements the “Effective Resident Care: Difficult Behaviors” training for direct care staff. This six-unit curriculum provides a review and update for licensed staff who manage challenging

behavior. The units contain an objective, outline, content, handouts, test, teaching plan, and bibliography. Ideas for including direct care staff in the planning, implementing, and evaluating the behavior management process is part of the content. The topics of the six units are: (1) Introduction To Challenging Behaviors, (2) Assessment, (3) Intervention, (4) Evaluation, (5) Drugs, and (6) Crisis Management.

**Member Price: \$30.00 each**

**Non-Member Price: \$45.00 each**

### Effective Resident Care: Difficult Behaviors--Instructor Manual



INSTRUCTOR MANUAL. 1998. A training module for direct care staff. This six-unit training is built on the content of the basic nursing assistant training which gives a brief introduction to this topic. This material provides an in-depth study of managing difficult behaviors in the nursing home setting

and includes an instructor manual and student manuals. Each unit contains a pretest, objectives, key words, content, teaching outline, handouts, knowledge check-up, and bibliography. Ideas are included for skills practice, observation and documentation, and participation as a member of a behavior management team. The topics of the six units are: (1) Introduction To Difficult Behaviors, (2) All Behavior Has Meaning, (3) The Language of Behavior, (4) Specific Behaviors, (5) When Things Get Out of Control, and (6) Self-care.

**Member Price: \$25.00 each**

**Non-Member Price: \$37.50 each**

### Effective Resident Care: Difficult Behaviors—Start-Up Package

START-UP PACKAGE. 1998. Includes one Difficult Behaviors Instructor Manual, five Difficult Behaviors Student Manuals, and one Challenging Behavior Management Training Module for Licensed Staff.

**Member Price: \$65.00 per package**

**Non-Member Price: \$97.50 per package**

### Effective Resident Care: Difficult Behaviors--Student Manuals (5)

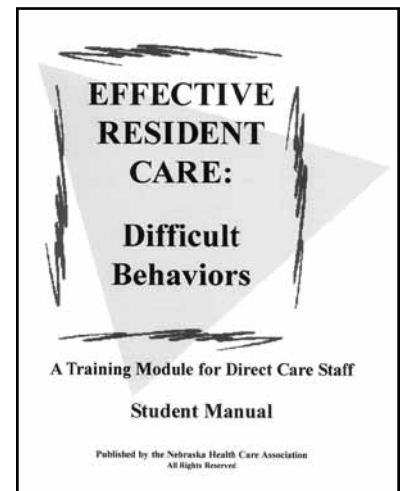
STUDENT MANUALS. 1998. A training module for direct care staff. Student Manuals are sold in packages of five.

**Member Price:**

**\$20.00 per package**

**Non-Member Price:**

**\$30.00 per package**



## [Section 3] Educational Training Materials

### Inservice Training Modules

#### Diabetes Inservice for Direct Care Staff

(Includes a CD)

##### Three Presentation Methods Included!

- 1 → Computer Based Self Study
- 2 → Paper Format Self Study
- 3 → Moderator Lead Lecture Style

Copyright 2004. This inservice consists of three modules each one hour long. "Diabetes the Disease" provides an overview of the disease, diagnosis, signs and symptoms, risk factors, and the effects of aging on diabetes. "Diabetes the Complications," the second module, provides details about acute and chronic complications. It provides information on how high and low blood glucose affects the body over time as well as sudden changes. Detail is provided on some of the more common complications affecting the older population. It describes the importance of proper management of glucose levels in the blood.

"Diabetes the Management" is the third module and gives more in-depth information on effective management to prevent or reduce the severity of complications. Diabetes complications are one of the primary reasons for decline in ADL function. Identifying issues and risk factors early will promote increased independence and functionality for residents. The inservice is designed to be delivered three ways: (1) Computer-based, self study--the learner proceeds at his/her own pace through a Microsoft® PowerPoint® presentation with voice-over; (2) Self-study paper format with handouts and worksheets completed at the learner's own pace; and (3) Lecture style with a moderator leading the training; teaching techniques are included.

Computer system requirements for the Diabetes Inservice computer-based self study:

- Microsoft® PowerPoint® 97 or newer  
To view PowerPoint® slide shows on a computer without PowerPoint® installed, download and install *PowerPoint Viewer* (ppviewer.exe) from [www.microsoft.com](http://www.microsoft.com)
- Sound card and speakers for audio
- A CD-ROM drive

**Member Price: \$37.50**

**Non-Member Price: \$75.00**

#### Mandatory Inservices Training Modules for Nursing Facilities in Long Term Care

(Includes a CD)

FOR NURSING FACILITIES. Copyright 2004. This set of training modules provides long term care facilities with a series of developed, ready-to-use training materials which meet certain mandated inservice requirements. The first section lists specific regulatory requirements and citations that outline the specific training required. The second section provides ten specifically required training modules:

- General Duty and Workplace Safety
- Fire Preparedness
- Bloodborne Pathogens
- Respiratory Protection
- Hazard Communication
- Ergonomic Protection
- Resident Rights
- Workplace Violence
- Disaster Training
- Abuse and Neglect

Each module includes objectives, an outline for the instruction, available resources for additional information, handouts for the learner, and an evaluation form. This set of training modules is provided in a paper format and on a CD in PDF format. An outline is included for ease in presenting the information. The information is also suitable for use in a self-study environment.

Computer System Requirements:

- Adobe® Reader® (a free program that can be downloaded from [www.adobe.com](http://www.adobe.com))
- A CD-ROM drive

**Member Price: \$44.95**

**Non-Member Price: \$90.00**

## [Section 3] Educational Training Materials

### Medication Aide Pin

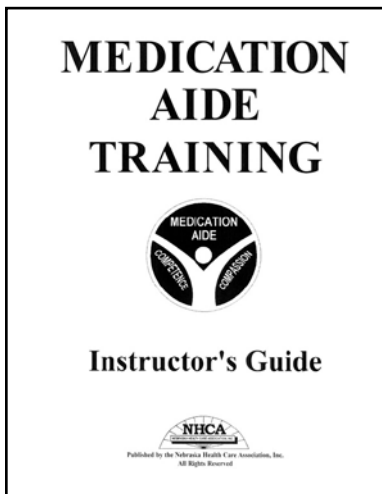
This round navy and gold pin can be presented to medication aides upon completion of the 40-hour training. The pin reads Medication Aide and contains a graphic of a person with the words competence and compassion beneath outstretched arms.



**Member Price: \$4.50**  
**Non-Member Price: \$4.50**

### Revised in 2010! Medication Aide Training-- Instructor Guide

(Includes a CD)



Copyright 2010. INSTRUCTOR MANUAL--Includes training requirement materials for medication aides in a nursing facility, ICF-MR, and assisted living facility. Also meets the training needs of the competency standards for medication aides in any setting. Content and format comply with the Nebraska

Medication Aide Act. The procedures have been updated to reflect consistency with current standards of practice in Nebraska and across the nation. The manual is reflective of recent regulatory changes in Nebraska related to practice and registry requirements. Contains updated resource materials including a CD with grade book in Excel®, PowerPoint® presentations that cover each unit, and Nebraska-specific forms.

#### Computer System Requirements:

- Microsoft® PowerPoint® 97 or newer  
To view PowerPoint® slide shows on a computer without PowerPoint® installed, download and install *PowerPoint Viewer* (ppviewer.exe) from [www.microsoft.com](http://www.microsoft.com)
- A CD-ROM drive

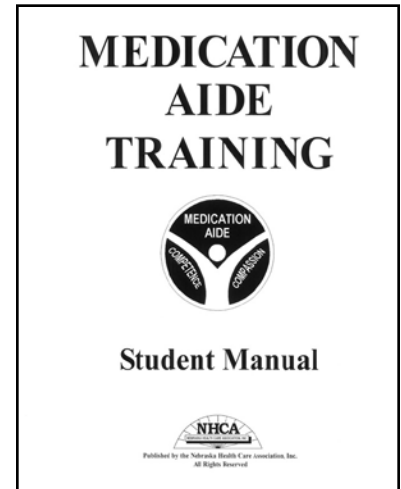
**Member Price: \$60.00**  
**Non-Member Price: \$90.00**

### Revised in 2010! Medication Aide Training-- Student Manual

Copyright 2010. STUDENT MANUAL--Includes training requirement materials for medication aides in a nursing facility, ICF-MR, nursing facility, and assisted living facility. Also meets the training needs of the competency standards for medication aides in any setting.

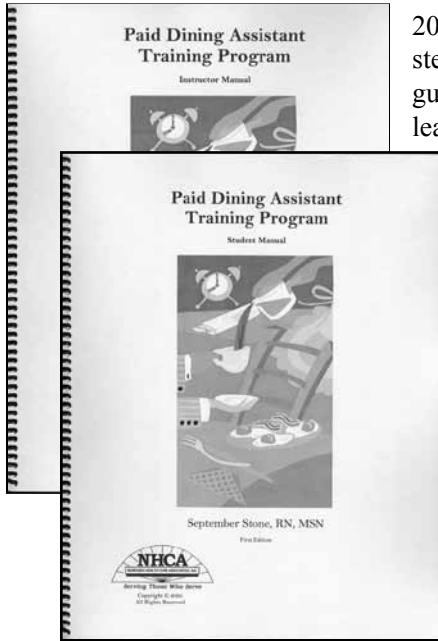
Content and format comply with the Nebraska Medication Aide Act. The procedures have been updated to reflect consistency with current standards of practice in Nebraska and across the nation. The manual is reflective of recent regulatory changes in Nebraska related to practice and registry requirements.

**Member Price: \$29.00**  
**Non-Member Price: \$58.00**



## [Section 3] Educational Training Materials

### **Paid Dining Assistant Training Manual-- Instructor Manual and Student Manual** (Includes a CD)



2004. This manual is a step-by-step instruction guide to promote learning the role of a dining assistant in long term care. This program has been approved by Nebraska Health and Human Services. The contents of the entire manual are required training to function as a dining assistant in a nursing facility.

Each chapter includes a quick

review worksheet for the student to complete. Skills checklists and competency assessments are included with the instructor materials.

A CD is included with each manual to assist as a study aid and can be used inside or outside of class. The CD includes PowerPoint® presentations for each chapter in the manual.

The instructor's manual CD includes the PowerPoint® presentation for each chapter as well as an electronic version of the skills checklists and competency assessments. The skills checklists and competency assessments are the only portions of the manual or CD that may be reproduced without express permission from NHCA.

Computer system requirements:

- Microsoft® PowerPoint® 97 or newer  
To view PowerPoint® slide shows on a computer without PowerPoint® installed, download and install *PowerPoint Viewer* (ppviewer.exe) from Microsoft.com
- Adobe® Reader®  
Download the free reader from Adobe.com
- A CD-ROM drive

**Instructor Manual--Member Price: \$22.50**

**Instructor Manual--Non-Member Price: \$45.00**

**Student Manual--Member Price: \$16.00**

**Student Manual--Non-Member Price: \$32.00**

## [Section 3] Educational Training Materials

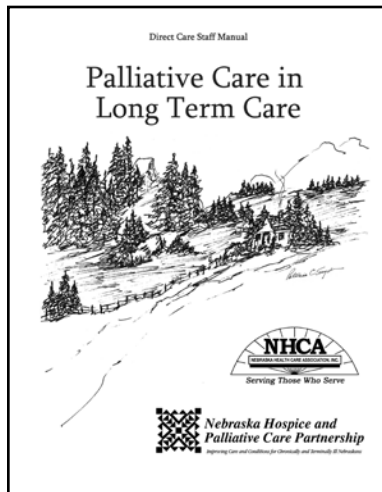
### Palliative Care in Long Term Care

#### 2008. DIRECT CARE STAFF MANUAL.

This training and resource manual is designed to introduce the philosophy and concepts of palliative care into the long term care setting. Long term care has always supported the concepts of palliative care related to needless suffering and improving quality of life for residents with chronic and life-limiting conditions. The curriculum is designed to be used to assist in implementing palliative care into long term care in a way that positively impacts the residents, staff, and community. Section one discusses formalizing this philosophy and allows the facility to train individuals to participate on the palliative care team. Section two expands specific areas that may be improved by a palliative care program including pain and symptom management. Section three includes end-of-life care. When a resident is dying, the emphasis shifts from improvement to palliation. Section four provides a brief introduction to concepts and information about communication, culture, and common diseases seen in long term care and palliative care.

**Member Price: \$44.95**

**Non-Member Price: \$59.95**



### Palliative Care in Long Term Care

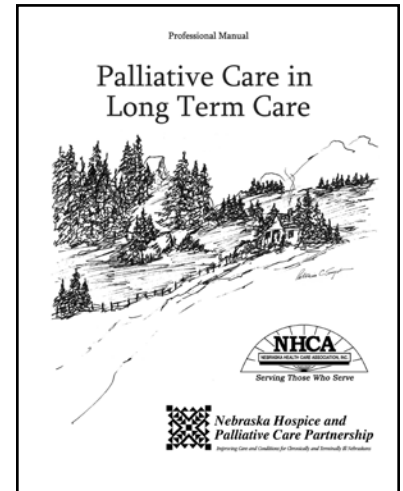
2008. PROFESSIONAL MANUAL. The professional manual contains materials for specific team members in addition to all of the same information that the direct care staff manual contains.

**Member Price:**

**\$69.95**

**Non-Member Price:**

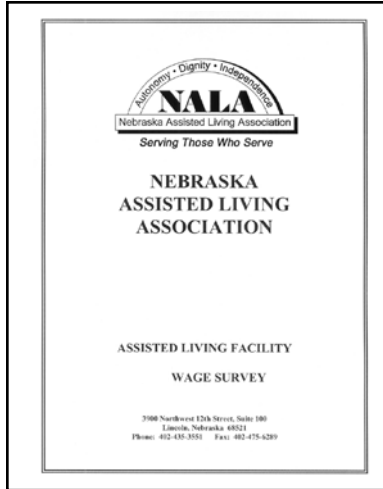
**\$94.95**



## [Section 4] Products for Assisted Living

### 2010 NALA Wage Survey

July 2010. A survey compiled each year containing a breakdown of wage and hour information for assisted living facilities in Nebraska. Figures are analyzed on a statewide basis, by NALA districts, and by facility size. Survey participants receive one complimentary copy for each survey in which they participate.



**Member Price: \$150.00**

**Non-Member Price: \$300.00**

### Assisted Living Policies and Procedures Manual (Includes a CD)

2007. This manual is a Nebraska-specific policy and procedure manual that includes 41 policies and procedures identified in Nebraska regulations for assisted living. This manual also includes 40 forms that are associated with the policies and procedures. There is a chart that outlines the regulations with the policies and procedures and connects the forms to the regulations. Included in this three-ring binder manual is a CD with all of the forms in a Microsoft® Word® document format.

Computer System Requirements:

- Microsoft® Word® 97 or newer
- A CD-ROM drive
- A printer to print the forms

**Member Price: \$275.00**

**Non-Member Price: \$350.00**

### Assisted Living Policies and Procedures Packages

(Each package includes a CD)

The Assisted Living Policies and Procedures Manual 2007 has been broken down into four separate packages. These packages are designed for facilities that do not need the entire manual but do need specific areas.

**Package 1:** This package contains all of the policies, procedures, and associated forms related to staffing, registered nurse needs, licensee responsibilities, and administrator responsibilities. Nine policies and procedures and 12 associated forms are included.

**Package 2:** This package addresses resident rights, admission and retention, grievances, and consumer satisfaction. Ten policies and procedures and nine associated forms are included.

**Package 3:** This package addresses recordkeeping requirements, environmental services, disaster preparedness, and physical plant standards. Ten policies and procedures and eight associated forms are included.

**Package 4:** This package includes activities requirements, medication provision, food service, and dementia care needs. Nine policies and procedures and ten associated forms are included in this package.

Each package includes a paper copy and a CD of forms, policies, and procedures. The documents on the CD are Microsoft® Word documents and can be easily customized to the facility.

**Member Price: \$70.00 per package**

**Non-Member Price: \$90.00 per package**

## [Section 4] Products for Assisted Living

### Mandatory Inservice Training Modules for Assisted Living Facilities in Long Term Care (Includes a CD)

2004. FOR ASSISTED LIVING FACILITIES: This set of training modules provides long term care facilities with a series of developed, ready-to-use training materials which meet certain mandated inservice requirements. The first section lists specific regulatory requirements and citations that outline the specific training required. The second section provides ten specifically required training modules:

- Fire Safety
- Emergency Medical Plan
- General Duty and Workplace Safety
- Bloodborne Pathogens
- Respiratory Protection
- Hazard Communication
- Ergonomic Protection
- Basic First Aid
- Resident Rights
- Workplace Violence

Each module includes objectives, an outline for the instruction, available resources for additional information, handouts for the learner, and an evaluation form. This set of training modules is provided in a paper format and on a CD in PDF format. An outline is included for ease in presenting the information. The information is also suitable for use in a self-study environment.

Computer System Requirements:

- Adobe® Reader® (a free program that can be downloaded from [www.adobe.com](http://www.adobe.com))
- A CD-ROM drive

**Member Price: \$44.95**

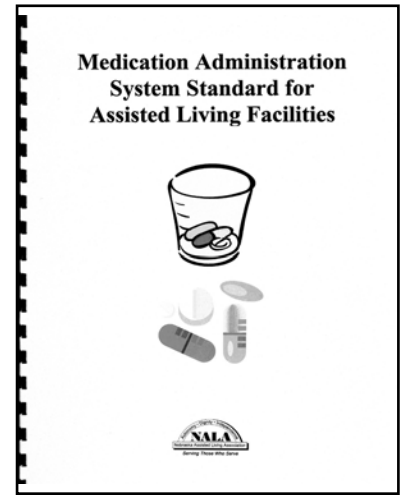
**Non-Member Price: \$90.00**

### Medication Administration System Standard for Assisted Living Facilities

Copyright 2005. The purpose of this standard is to provide guidance to the assisted living providers of Nebraska in establishing and maintaining a medication administration system that is safe, efficient, and compliant with the laws of Nebraska. In some instances, the standards described in this document are over and above the requirements of the law but reflect best practice. Title 175 of the Health Care Facilities and Services Licensure, Chapter 4 Assisted Living Facilities, regulations require an assisted living provider to establish and implement policies and procedures for medication administration and provision.

**Member Price: \$10.00**

**Non-Member Price: \$15.00**



## [Section 4] Products for Assisted Living

### **Poster Set: No Concealed Handguns Poster and Policy Statement** (Poster size: (8½ x 11))

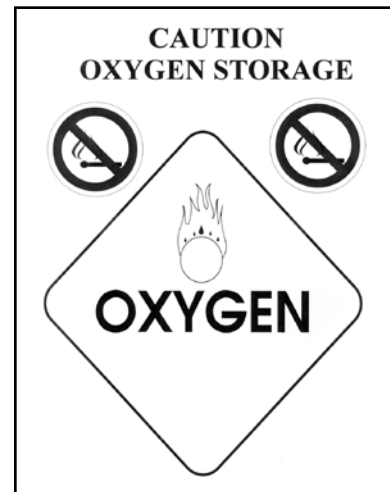
January 2007.  
Nebraska's concealed carry law requires individual facilities to post "No Concealed Handgun Posters" if they do not want concealed handguns carried on the premises by permit holders. Post these posters in accordance with the guidelines, and your facility will have a clear and enforceable policy. Each package contains two two-color (red and black) posters and one policy statement with blank areas for facility-specific information. Post one poster at each public entrance.



**Member Price: \$7.50 per package**  
**Non-Member Price: \$10.00 per package**

### **Poster Set: Oxygen Storage and Oxygen In Use** (8½ x 11)

Are you meeting your 2000 NFPA requirements for oxygen cylinder storage and areas of administration signage? The required verbiage and graphics are printed on 8.5 x 11-inch color poster board. The 2000 NFPA code requires signage for both storage and administrative areas. The posters are sold in a packet of 10 posters. Each packet contains two posters for storage areas and eight posters for oxygen-in-use areas.



**Member Price: \$10.00 per packet**  
**Non-Member Price: \$15.00 per packet**

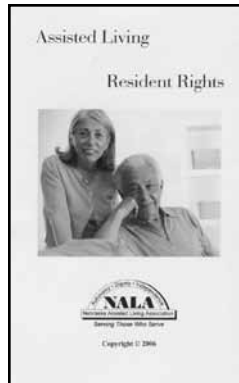
## [Section 4] Products for Assisted Living

### **Resident Rights for Assisted Living** (Booklets, Standard Print, 5½ x 8½) (Booklets, Large Print, 8½ x 11)

October 2006. The booklet includes a tear-out Advance Directives form and Resident Rights Acknowledgment form for the resident's signature. This booklet includes an expanded resident responsibility section and facility rights and responsibility section. Sold in packages of 25 booklets. Also available in large print.

**Member Price: \$22.00 per package**

**Non-Member Price: \$34.00 per package**



### **Resident Service Agreement Package** (Includes a CD)

March 2006. The following documents have been developed for use as guidelines for facilities to develop individualized resident service agreements for a specific facility. These documents have been prepared by Abbie Widger, Attorney at Law. Included in this package are:

#### **Resident Services**

**Agreement:** This document is used as an agreement between a facility and a prospective resident.

**Resident Service Agreement Addendum A--** used between a facility and a resident when a resident's choice could put the facility at risk should an injury or illness occur because of the choice.

#### **Resident Service Agreement Addendum B--Extra**

**Services:** This document is used when a resident requests services over and above the basic assisted living services provided by the facility.

**Guaranty:** This document can be part of the resident service agreement to address prompt and complete performance of financial obligations arising from the terms of the resident service agreement. It may be useful to have the financial power of attorney sign the guarantee.

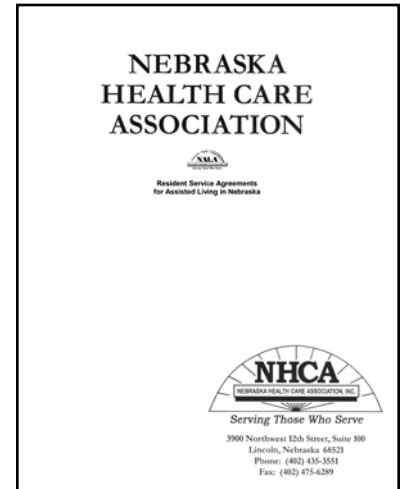
Also included in the package is a CD which has all of the forms in Microsoft® Word® format so that they may be customized to a facility's unique needs.

#### **Computer System Requirements:**

- Microsoft® Word® 97 or newer
- A CD-ROM drive
- A printer to print the documents

**Member Price: \$69.95 per package**

**Non-Member Price: \$104.95 per package**



## [Section 4] Products for Assisted Living

### Activities Products

#### **SCS Training Manual: The Healthcare Professional's Guide to Effective Documentation of Services in Long Term Care**

2008. Spak Consulting Services. This manual is designed as a reference guide to provide activity professionals with basic principles of effective documentation. It includes important documentation issues for the professional and is intended as a guide towards initiating effective documentation within an organization.

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**

#### **SCS Training Manual: Communicating Quality of Life Principles to Staff and Families**

2008. Spak Consulting Services. This manual is designed as a reference guide to provide activity professionals with the basic principles of effective communication. It includes important procedures for the professional and is intended as a guide for initiating effective communication between the activity professional and residents' families and facility staff.

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**

#### **SCS Training Manual: The Healthcare Professional's Guide to Providing Services to the Low-Functioning Resident**

2008. Spak Consulting Services. This manual provides a listing of interventions that have been proven to be effective in providing activity services to low-functioning residents. This manual also provides a listing of behaviors or problem areas that the activity professional may encounter. The listed activities have been proven to be effective in decreasing a behavior, addressing a potential problem, or providing services to a resident that may be considered "at risk."

**Member Price: \$25.00**

**Non-Member Price: \$25.00**

**(Order 2 SCS Training Manuals for \$45; 3 for \$65)**



# Response Form

## ***YOUR INPUT IS VERY IMPORTANT!***

We are interested in providing current educational products and administrative forms as well as new long term care resource tools to better meet your needs as a health care provider in Nebraska. With regulations continuing to change, there is a need to develop new materials and resources.

If you have identified any education materials, administrative forms, or new dynamic products that may be helpful to the residents' care and specific facility needs, please complete this form and return it to NHCA/NALA:

Mailing Address: NHCA/NALA; 3900 NW 12th St Ste 100, Lincoln NE 68521-3037  
Fax: (402) 475-6289 • Phone: (402) 435-3551 • E-mail: [septembers@nehca.org](mailto:septembers@nehca.org)

Suggested topics or ideas: \_\_\_\_\_

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# Response Form

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Suggested topics or ideas: \_\_\_\_\_

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**Nebraska Health Care Association**  
**Nebraska Assisted Living Association**  
3900 Northwest 12th Street, Suite 100, Lincoln, Nebraska 68521-3037  
Phone: (402) 435-3551 • Fax: (402) 475-6289 • [www.nehca.org](http://www.nehca.org)

# LPNAN COOKBOOK

## LPNAN Cookbook--Favorites from our Table

2008. The LPNAN Board of Directors has put together a cookbook featuring favorite recipes from members and their family, friends, and colleagues. Proceeds from the cookbook sales will help fund future projects sponsored by LPNAN. The cookbook explains the history of LPNAN and provides a profile of the Association. The cookbook is typeset in an easy-to-read format and professionally printed and bound. The cookbook contains 328 recipes including appetizers, main dishes, desserts, and many others. Along with some standard recipes, you will also find fun recipes like edible play dough, sidewalk chalk, finger paint, and goop or play slime. The recipes include the contributor's name, enabling you to find the recipes of family and friends.



**Member Price: \$10.00**

**Non-Member Price: \$10.00**

### SPECIAL ORDERING INFORMATION FOR LPNAN COOKBOOKS:

The cost of the cookbook is \$10. If the cookbook is shipped, \$5 per book will be added for shipping and handling. Orders must be prepaid; make checks payable to LPNAN; credit card payment is not available. To order, please complete the LPNAN Cookbook order form below and mail with payment to:

LPNAN  
3900 NW 12th St Ste 100  
Lincoln NE 68521-3037

COOKBOOK

## Sales Coupon

Date \_\_\_\_\_  
 Price Per Book \$ \_\_\_\_\_  
 Number of Books \_\_\_\_\_  
 Amount Paid \$ \_\_\_\_\_  
 Sold by \_\_\_\_\_



### Purchased By:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_

## Cookbook Receipt

Date \_\_\_\_\_  
 Price Per Book \$ \_\_\_\_\_  
 Number of Books \_\_\_\_\_  
 Amount Paid \$ \_\_\_\_\_  
 Organization \_\_\_\_\_ LPNAN

3900 NW 12th SE Ste 100  
 Lincoln, NE 68521  
 402-435-3551



**LPNAN COOKBOOK  
ORDER FORM  
on other side of this page.**

# ORDER FORM — NHCA/NALA PRODUCTS CATALOG — MAY 2010

3900 NW 12th St Ste 100, Lincoln NE 68521 • Phone: (402) 435-3551 • Fax: (402) 475-6289 • www.nehca.org

Qty.	Item Description	Members Non-Member	Total	Qty.	Item Description	Members Non-Member	Total
<b>EDUCATIONAL TRAINING MATERIALS:</b>							
	Basic Nursing Assistant Training - Student Manual.....	\$38.00	\$57.00		LTC Survey Process Manual (January 2010)		
	Basic Nursing Assistant Training - Instructor Manual.....	62.00	93.00		3-Volume Set (Book 1, 2, and 3) (January 2010) .....	84.95	169.90
	Basic Nursing Assistant Pin.....	3.50	3.50		Book 1 (January 2010) .....	32.95	65.90
	Diabetes Inservice for Direct Care Staff .....	37.50	75.00		Book 2 (January 2010) .....	32.95	65.90
	Mandatory Inservices Training Modules for Nursing Facilities .....	44.95	90.00		Book 3 (January 2010) .....	32.95	65.90
	Revised in 2010! Medication Aide Training:				2010 LTC Survey Updates .....	10.00	15.00
	Medication Aide Training - Student Manual.....	29.00	58.00		RAI—Long Term Care Resident Assessment Instrument		
	Medication Aide Training - Instructor Guide.....	60.00	90.00		User's Manual for MDS Version 3.0 (2010) .....	49.95	75.00
	Medication Aide Pin .....	4.50	4.50		RAI—Long Term Care Resident Assessment Instrument		
	Paid Dining Assistant Training (2004) - Student Manual .....	16.00	32.00		User's Manual for MDS Version 2.0 (2009) .....	49.95	75.00
	Paid Dining Assistant Training (2004) - Instructor Guide .....	22.50	45.00		<b>ADMINISTRATIVE FORMS/POSTERS:</b>		
	Palliative Care in Long Term Care - Direct Care Staff Manual ..	44.95	59.95		Advance Directives (Standard Print) (pkg of 25) .....	22.00	34.00
	Palliative Care in Long Term Care - Professional Manual .....	69.95	94.95		Advance Directives ( <b>LARGE PRINT</b> ) (pkg of 25) .....	22.00	34.00
	<u>Effective Resident Care Series:</u>				Long Term Care in Nebraska: Nursing Homes and Assisted Living Facilities (pkg of 25) .....	5.00	5.00
	Difficult Behaviors - Instructor Manual .....	25.00	37.50		Medication Confirmation (50 sets per pad) .....	7.50	10.00
	Difficult Behaviors - Student Manual (pkg of 5) .....	20.00	30.00		Nursing Facilities Forms and Tools .....	99.00	149.00
	Challenging Behavior Management.....	30.00	45.00		Resident Rights for Nursing Facilities (Standard Print) (pkg of 25) .....	22.00	34.00
	Start-Up Package (Difficult Behaviors) .....	65.00	97.50		Resident Rights for Nursing Facilities ( <b>LARGE PRINT</b> ) (pkg of 25) .....	22.00	34.00
	Abuse Prevention - Instructor Manual .....	25.00	37.50		Poster: Nebraska Resident Advocacy Poster .....	7.50	10.00
	Abuse Prevention - Student Manual (pkg of 5) .....	20.00	30.00		Poster Set: No Concealed Handguns Poster and Policy Statement.....	7.50	10.00
	Abuse Prohibition Program .....	30.00	45.00		Poster Set: Oxygen Storage and In Use Poster Set .....	10.00	15.00
	Start-Up Package (Abuse Program) .....	65.00	97.50		<b>PRODUCTS FOR ASSISTED LIVING:</b>		
	<b>ACTIVITIES PRODUCTS:</b>				2010 NALA Wage Survey (Available July 2010) .....	150.00	300.00
	SCS Training Manuals (Purchase each SCS manual for \$25; purchase 2 for \$45; purchase 3 for \$65. For 2 or more manuals, the discounted price is not listed below, but will be reflected on your invoice.):				Assisted Living Policies and Procedures - Complete Set .....	275.00	350.00
	The Healthcare Professional's Guide to Effective Documentation of Services in Long Term Care .....				(Includes Packages 1, 2, 3, and 4)		
	Communicating Quality of Life Principles to Staff and Families .....				Assisted Living Policies and Procedures - Package 1 .....	70.00	90.00
	The Healthcare Professional's Guide to Providing Services to the Low-Functioning Resident .....				Assisted Living Policies and Procedures - Package 2 .....	70.00	90.00
	<b>ADMINISTRATIVE MANUALS:</b>				Assisted Living Policies and Procedures - Package 3 .....	70.00	90.00
	2010 NHCA Wage Survey (Available July 2010) .....				Assisted Living Policies and Procedures - Package 4 .....	70.00	90.00
	Bloodborne Pathogens and Related Issues Guide .....				Mandatory Inservices Training Modules for Assisted Living .....	44.95	90.00
	How to Have a Successful Nursing Home Survey .....				Medication Administration System Standard for Assisted Living Facilities .....	\$10.00	\$15.00
					Poster Set: No Concealed Handguns Poster and Policy Statement.....	7.50	10.00
					Poster Set: Oxygen Storage and In Use Poster Set .....	10.00	15.00

Qty. Item Description Members Non-Member Total

**PRODUCTS FOR ASSISTED LIVING, CONTINUED:**

Resident Rights for Assisted Living (Standard Print) (pkg of 25) ...	22.00	34.00	\$
Resident Rights for Assisted Living ( <b>LARGE PRINT</b> ) (pkg of 25) ...	22.00	34.00	\$
Resident Service Agreement Package .....	69.95	104.95	\$

**PRODUCT FROM CTS INC. — SPECIAL ORDERING INFORMATION FOR THIS MANUAL**

Qty.	Item Description and Price	Total
_____	RESTORATIVE NURSING MANUAL — \$171.00 (includes shipping)	\$ _____
→	Complete the "Shipping Information" in the next column.	
→	Include Payment: Pay by Check _____ Or Pay by Credit Card: Visa _____ MC _____	
	By Check: Make checks payable to: CTS Inc.	
	By Credit Card: Complete the "Credit Card Information" in the next column	
→	Send to: NHCA, 3900 NW 12th St Ste 100, Lincoln NE 68521-3037	
	Fax: (402) 475-6289 Phone: (402) 435-3551	

To order the LPNAN Cookbook, use the LPNAN Cookbook Order Form on Page 23.

→ **Personal Associate, Student, Business Members, and Non-Members are REQUIRED TO PRE-PAY on all orders. If you are not a member of NHCA or NALA, please pay the non-member fee.**

**PLEASE READ:** Effective May 2010. All previous editions are obsolete. Prices are subject to change. Products are updated throughout the year. Please check the product catalog on the NHCA Web site at [www.nhca.org](http://www.nhca.org) for the most current product offering and prices. A late payment fee is computed by a monthly rate of 1.5% on all orders past due 60 days. Please allow 1-2 weeks for delivery.

**PRODUCT RETURN POLICY:** Any products with CDs are not returnable. All orders must be returned or postmarked within ten (10) business days of invoice date. A restocking fee of 15 percent will be charged on all returns. All returned items must be in resalable condition. Defective items returned within 30 days of invoice date will be replaced with the same product or similar product at NHCANALA discretion.

**SHIPPING INFORMATION**  
Fax or Call In Your Order for the Earliest Possible Delivery!

Person Ordering: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 (If PO box number, also include street address location for UPS delivery)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone (include area code): \_\_\_\_\_  
 Date: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

Member  Non-member

**BILLING INFORMATION**

**TOTAL OF BOTH SIDE 1 AND SIDE 2:** \$ \_\_\_\_\_  
 (In this total, do NOT include "Special Order for CTS Inc. Product")  
 Shipping and Handling (15% of total, MINIMUM of \$5.50, MAXIMUM of \$45.00) \$ \_\_\_\_\_  
 Taxable Amount \$ \_\_\_\_\_  
 Sales Tax (Your city percent plus the state tax of 5.5%) \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

- PLEASE BILL (Member Facilities Only)
  - CHECK ENCLOSED (Make checks payable to NHCA or NALA)
  - BILL MY CREDIT CARD FOR \$ \_\_\_\_\_
- CREDIT CARD INFORMATION:** To pay by credit card, complete the information below (please print) or contact our Accountant, Wendy, at (402) 435-3551.

Cardholder's Name (PRINT): \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Security Code # on Card Back: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Cardholder's Billing Address, City, State, Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Your signature will authorize this transaction

**OFFICE USE ONLY: PERSON PICKING UP MERCHANDISE**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Staff Person Assisting: \_\_\_\_\_

