Dear Activity Professionals,

The Activity Director’s Office has been busy researching and setting up some new resources for you to use. We now offer our own Amazon Store featuring books and supplies specifically for Activity Professionals. We are working on a blog site where you can participate by leaving your comments and ideas for others to consider and respond. Also, we are working on a wiki for the Activity Director Community. (A wiki is a site that is edited by its visitors. You will be able to list your favorite activities and ideas from your own computer directly to the web page...that is, it is your web page. Visit the ADO to access and test drive our prototype wiki.)

Lots of excellent articles this month. Enjoy!

Wishing you the very best,

Linda Lucas

(Continued on page 15)

Take a Cue From Mother Nature

(ARA) - As the leaves on the trees begin to change color, so does taste in home décor. The transformation from a green landscape to one filled with rich russet colors and bright Halloween hues inspires us to bring all that color inside to enjoy.

Redecorating for fall doesn't mean you have to paint the walls or switch out the furniture. You can change the look and feel of any room by simply accessorizing with such things as slip covers and pillows, throw rugs, artwork and flowers.

"Whether you're trying to create a warm and friendly space or a frightful look to greet the trick-or-treaters, fresh-cut flowers make it easy to create the mood," says Jill Slater, flower designer for flowerpossibilities.com.

Especially popular in flower arrangements this time of year are fall leaves, pine cones, red and yellow spider mums, marigolds and evergreens. Instead of putting the flowers in a vase, cut up a pumpkin or other gourd, put a block of floral foam inside and start adding stems. Perk up your display by placing the pumpkin on a bed of Fall leaves surrounded by a ring of evergreen sprigs and cranberries.

Want to get even fancier than that? Here are directions for an arrangement that's sure to get you some accolades, particularly (Continued on page 15)

Linda's Notes

Dear Activity Professionals,

The Activity Director’s Office has been busy researching and setting up some new resources for you to use. We now offer our own Amazon Store featuring books and supplies specifically for Activity Professionals. We are working on a blog site where you can participate by leaving your comments and ideas for others to consider and respond. Also, we are working on a wiki for the Activity Director Community. (A wiki is a site that is edited by its visitors. You will be able to list your favorite activities and ideas from your own computer directly to the web page...that is, it is your web page. Visit the ADO to access and test drive our prototype wiki.)

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Wishing you the very best,

Linda Lucas

Linda Lucas:
co-owner of
The Activity Director’s Office website,
Linda has been an Activity Director in Indiana since 1983.

Readers may contact Linda at:
admin@theactivitydirectorsoffice.com

http://www.theado.makesparties.com
Is Life Fair for the Fairer Sex?

(ARA) - What's more important to women today? Love or marriage, money or happiness? If a woman wants to succeed in business, must her personal life suffer? What is the ideal age to marry? To become a mother? Why are some women saying "never"? These are just some of the questions on women's minds, today; and Lifetime Television, the leader in women's television, has launched a campaign to find the answers.

The network recently began gathering information in advance of a special to be hosted by MSNBC's Willow Bay. Results are in from the first ever "Lifetime Women's Pulse Poll" and they reveal some fascinating details about a wide range of topics touching women's lives.

A total of 801 women, ranging in age from 18 to 59 were posed a series of questions about their positions on key policy issues, family, their consumer behavior and spending habits and their desire for and usage of new technologies. Of those polled, the majority agree "there has never been a better time to be a woman in the USA;" yet most feel that discrimination against the fairer sex is still a serious problem in America.

When it comes to deciding when to marry, most women think between the ages of 24 and 26 is ideal. Baby Boomers and the women of Generation X peg the time when it's right to have children at 30 plus while younger women say under 30 and many even under 26.

The poll also revealed that while women of all ages use cell phones and high speed Internet, those between the ages of 16 and 24 are most likely to also use iPods and mp3 players, while Baby Boomers are most likely to purchase High Definition TVs. And when it comes to issues in the workplace, if given a choice and money was not an object, more than half of women in all age groups would rather start their own businesses than stay in their current jobs.

Another interesting finding: that Generation Y women (18-29) differ little from their grandmothers in their preference for young marriage and motherhood, but they are definitely more progressive. More than a-third (35 percent) say they would have a baby out of wedlock, compared to just 28 percent of Baby Boomers (45-59).

"Lifetime has always been the expert on information about women and for women and these polls help give a voice to the unique and diverse perspectives of women today, and project where they'll be in five to ten years," says Betty Cohen, president and CEO of Lifetime Entertainment Services.

To learn more about Lifetime's commitment to women and issues affecting them, log on to http://www.lifetimetv.com.

Courtesy of ARA Content
The Importance and Value of Resident Councils

Organizing and implementing an empowered Resident Council is a challenge to many activity professionals. In theory, the Council is a formal group of residents who come together as one collective voice, to share ideas or concerns about issues and events in the facility. The group is mandated by federal law for nursing homes and by most state laws in assisted living or medical day communities. Beyond requiring such a council should exist, how the council is run or managed is loosely defined in the regulations.

In most nursing homes, the number of residents who can assume an advocacy role is small. The first task the activity professional must introduce to the members of the council is to encourage those who attend the meeting to advocate for their peers. Many residents view the council as a place to air personal complaints. Although, individual concerns should be shared, the general membership needs to see part of their role as looking out for their less able peers. Open discussion of the purpose of the council, how some concerns or needs are not isolated and the residents need to be supportive of each other, and introducing positive means to implement change as a group can begin to suggest the council is not “all about me”.

The council can be organized anyway the residents want it to be organized. Having the traditional officers of President, Vice-President, etc., is not required. Sometimes it is difficult to find four residents capable and willing to assume these leadership roles. Having a Chairperson or Unit Representative is acceptable, as long as the residents are involved in this decision. It would be appropriate to create by-laws for the council, defining how the council is organized and how concerns are communicated. If officers are in place, time limits of office and methods to re-elect officers should be defined.

One of the major goals of the council is to follow up on any resident concerns. If it is an individual concern, the resident should be guided to more immediate means to address the problem. For a resident to wait two weeks for a Council meeting to voice a concern is too long to wait. Periodic council meetings should introduce and review the individual complaint process with the residents. The department heads may attend the meeting and encourage residents to come to them directly and immediately if a problem occurs within their department. The administrator should also share an open door policy regarding individual concerns. If the individual concerns are shared by many or they are not addressed to the individual resident’s satisfaction, then the council should take action. There should be a formal and written process to document resident concerns and communicate them to the responsible department head. The written response and proposed resolution to the concern should be returned to the council by the following meeting for discussion and hopeful conclusion. Many facilities create a “Resident Council Concern” form for this purpose.

Formal minutes of the meeting should be maintained. They should follow the standard meeting minutes format which would include date and time of meeting, a discussion of unfinished or “old” business, and introduction of new business. It is good practice to discuss any concern that was mentioned in the previous meeting, following up on any resolutions and if the residents are satisfied

(Continued on page 8)
New! Person Centered Activities only in Current Activities in Longterm Care! We include one in every magazine and then provide an additional 3 more online in our exclusive subscriber only website called Activity Pro! Here is an example:

 Shall We Dance?  
By Lorena Tonarelli, M.Sc.

Materials:

- A spacious room  
- Audio equipment  
- Ballroom tunes from the 1930s and 1940s  
- Chairs  
- Refreshments  
- Rope lights of various colors  
- Self-adhesive hooks

Note: Consult the physician to make sure that the participants’ health conditions allow them to dance safely.

Preparation:
Hung the rope lights to the wall using the hooks, arrange the chairs, and remove any item that may put the residents at risk of falling.

The activity:
Switch off the main lights, leaving only the rope lights on. Play the music at a comfortable volume level, welcome all participants and… open the dance! Encourage everyone to get out on the floor and have some enjoyable time together. Check that nobody is left out, and that everybody has some rest and water.

Let participants enjoy the dance for as long as they wish and, at the end of the activity, encourage them to join in a big round of applause!

Things to consider:
As with all music-based activities it is important that the choice of tunes reflects the residents’ individual preferences. Check with your elders in advance so that you can plan the activity for groups of residents with similar taste.

Wheelchair users can, too, take part in the dances, for example by moving their hands and arms to the rhythm of the music. However, if they are unable to do that, because too frail, a volunteer can sit close beside the elder, put their arms around them, and move them gently from side to side to the rhythm of music. Also, volunteers can dance, and guide, those residents who have very poor vision, and describe what’s happening around them.

Subscribe now and your subscription will include Current Activities in Longterm Care and Activity Pro online! This package could easily be above $100, but subscribe now and get it all for only $49.00!! Visit us at http://www.activities4elders.com
WAYS TO EXPAND YOUR BUDGETS
The Big Secret! WHY ARE YOU PAYING RETAIL?

Budgets are almost a dirty word in health care. We dread those budget reports and expense reports and every month we pray that we did not exceed our budget. Here are some tips to help you stay within your budget and a big industry secret!

Know your budget. Some of you work for companies with no cap on spending. Some of you are told monthly what you can spend based on PPD and others have a set amount per month. Regardless of your budget, here are some suggestions to help you manage the budget.

1. You should be keeping a daily expense log. This log, just like a check ledger begins with a total amount you can spend. Each time you spend, enter into your ledger exactly what the funds were spent for, date and the amount you spent.

2. Always turn in your receipts immediately. Otherwise the expense will show up on another month’s expense report thus putting you over budget for a past month.

3. At the end of the year, complete a spreadsheet by category of expenses to see what you spent your money on for the year. You may find that you need to expand your budget. You may find you have money left over.

4. Plan in advance for those programs that are very expensive. Some of the items you might be able to purchase the month before. You may not need to put the entire event in one month’s expense. For example, you might plan an Elegant Dining event. Your decorations and invitations could be purchased several months in advance. No one says that you have to purchase the entire events items in the same month.

5. Always get it in writing. If you want to spend for something expensive, get it in approved and in writing from your administrator. Some times people forget.

6. Fund Raisers are another great way to get extra cash. There are many fund raising ideas and lots of web sites out there. Quick ways are bagel sales, jewelry (vendor) sales, traveling book shows and of course the good old one, Otis Spunkmeyer Cookie Sales. Plan fundraisers events to be held immediately after payday for a better response from staff. Advertise so that everyone knows you have a fundraiser coming.

The Big Secret:

Secret # 1: Why are you paying retail full prices? All those catalogues you use, are marked up to full retail prices. Often times doubled the cost. Or, if you are purchasing at stores, you are paying even higher, as they purchased from whole sale suppliers. Now

(Continued on page 11)
The NAAP Page
National Association of Activity Professionals
“Founded by Activity Professionals for Activity Professional”
http://www.thenaap.com

Mission Statement: To provide excellence in support services to activity professionals through education, advocacy, technical assistance, promotion of standards, fostering of research, and peer and industry relations

Are You Ready For Your State Survey?
By NAAP Public Relations Trustee
Debbie R. Bera/ADC

Having State Surveyors in your facility is stressful and does cause some anxiety. Survey is like a “test”, determining how well you have done since the last survey. We cannot help but feel some natural anxiety over that. No matter how well you do your job, human error occurs and we are not perfect; there is always room for improvement. Recognizing that is half the battle in helping to relieve some of your stress.

Do you feel you have a good program? Maybe even a great program? Do you feel you meet your resident’s needs? Do you believe you are doing your best? Do you have confidence in yourself and your program? And do you convey this to the surveyors? Are you proactive instead of reactive? This means you try to stay at least one step ahead of the surveyors – in other words, are your expectations greater than the state surveyors? I believe this is the other half of the battle.

Your activity program, your facility for that matter, should run as if surveyors are always in the building – this means you are always striving for Quality. So you don’t have to behave any differently or do things differently than from what you do normally when surveyors are in the building. (Surveyors will pick up on this anyway, as it is apparent in actions whether you feel confident and comfortable with this being normal routine for you in what you are doing.) Once surveyors arrive, it is too late to worry about your program – your program has to be functioning at its optimal level at all times. The time to be concerned is daily – daily striving for excellence for quality of life for your residents. (This is true for all departments.)

This past week our facility had their annual survey. In this article I will share with you my experi-

About NAAP
Founded by Activity Professionals for Activity Professionals...NAAP is the only national group that represents activity professionals in geriatric settings exclusively. NAAP serves as a catalyst for both professional and personal growth and has come to be recognized by government officials as the voice of the activity profession on national issues concerning long-term care facilities, retirement living, assisted living, adult day services, and senior citizen centers. NAAP is nationwide in scope with a growing membership in Canada and Bermuda. The National Association of Activity Professionals recognizes the following values:The quality of life of the client/resident/participant/patient served is the primary reason for our services. The strength of NAAP lies in the diversity of its members. NAAP recognizes the rich cultural, and educational backgrounds of its members and values the variety of resources represented. The strength of NAAP also lies in the development and promotion of scientific research which further defines and supports the activity profession. NAAP values the development and maintenance of coalitions with organizations whose mission is similar to that of NAAP's for the purposes of advocacy, research, education, and promotion of activity services and activity professionals. NAAP values members who become involved at the state and national level to promote professional standards as well as encourage employers to recognize them as professionals.

NAAP affords Activity Professionals across the country the opportunity to speak with a common voice...NAAP successfully worked with members of Congress to secure a change in the nursing home reform title of the 1987 Omnibus Budget Reconciliation Act (OBRA). Through our efforts, it became mandatory that an activity program, directed by a qualified professional, be provided in every nursing home that receives Medicare and/or Medicaid funds. NAAP was the only professional activity association to participate in HCFA’s workgroups that revised OBRA’s interpretive guidelines now in effect. NAAP provides assistance at the state level to promote certification of activity professionals, working toward uniform professional standards for activity practice.

(Continued on page 8)
The NCCAP Page  
The National Certification Council of Activity Professionals  
http://www.nccap.org

Mission Statement: The National Certification Council of Activity Professionals is a credentialing body, which sets standards and criteria to ensure that those we serve have optimal life experiences.

Conference Tips  
By Kathy Hughes, ADC  
NCCAP President

The fall season is conference time for many state activity associations. Continuing education workshops and conferences are available for all activity professionals. Here are some tips to assure that your continuing education experience can be used for your NCCAP certification or NCCAP renewal.

On the NCCAP website (www.nccap.org) we have placed a “Sample Certificate” that can be a reference for making certificates for your conferences or can be used for educational opportunities that may not have a certificate of attendance. You can make copies and keep them with you for educational opportunities that present themselves. Recently a craft store had a session on making wreaths for the holidays. This session was 2 clock hours and the participants were able to take their homemade wreath home with them to celebrate the fall season. By filling in the sample certificate the activity professional was able to earn his hours and learn a new craft for his residents. Making sure that certificates have all the required information will make your continuing education session a successful experience.

When attending a conference of your state activities association, make sure that you bring your business cards to share with the other activities professionals that you meet. It is a good idea to also write on the back of the card that you receive any information that you need to follow through with that person. Also sending a note to the people that you receive a card from afterwards will reinforce your networking. Networking either formally or informally is a great way to expand your resource for planning activities for your residents.

Always make it a point to meet the “new” activity professionals who are attending the conference. You have a lot of information to share and you will find that they are looking for your wisdom and

(Continued on page 12)
with the outcome. It is also good practice to go through each department systematically, noting positive comments as well. The meeting can be used as a means to make “announcements” and share facility news which can be included in the minutes. The minutes should be typed and neatly filed into a binder, kept in chronological order.

If one particular department frequently is the focus of resident concerns, that department head should be invited to the meeting. This would allow open and direct discussion of the situation as well as immediate response to any introduced concerns. Any staff member who attends any meeting should be involved as an invited guest. The staff member who may be facilitating the council should remind the residents of this right periodically and offer them the opportunity to meet privately, if they so desire.

The Council can be involved in productive and positive activities. Using the council as a means to manage election information and complete absentee ballots is effective. The Council may invite local politicians to speak at the facility. Developing committees is another positive task for the council. Various committees can focus on welcoming new residents, selecting entertainment or bus trip locations. Some councils raise funds for a variety of uses. Any council fund raising should be announced as such. The residents should collectively decide how any funds are distributed. Donating to local charities or purchasing something expensive that the entire resident population can enjoy such as a large screen television would be appropriate. Complete records of funds raised and disbursements should be maintained.

A positive and productive council is a rewarding experience for both the residents and staff who may be involved. Having an administrator and facility staff that understand the purpose of the Council and believe in supporting the resident’s right to speak out and make a difference in their community will contribute to your council’s success.

The Resident Council Coalition http://www.npbdc.com/resident.htm
Resident Councils of Washington http://www.residentcouncil.org/

As in years past, the surveyors did observe almost all activity groups in their entirety. They sat to the back or sides and worked on paper work, yet observing. They also observed 1:1 programs/sensory stimulation programs and small group programming for low-level dementia residents. They even complimented me on our Sunshine Group, which is a sensory group for moderate to severe dementia residents. The surveyor who observed the Sunshine Group casually asked me during the group, “Do you use your bus that’s sitting out there a lot?” I told her I wasn’t sure what a lot was but that we had weekly outings during the summer, less in the winter related to cold and inclement weather in Wisconsin.

As in other years, a surveyor met with one activity assistant and gave her two scenarios related to identifying abuse and what she would do. One was related to staff to resident abuse and one was related to resident-to-resident abuse. This same surveyor than met with me and asked me these two questions that I’m asked every year: How do you monitor for staff burnout? How do you monitor not only your staff but also all staff for abuse? Now here is where I noticed some change from other years. She asked me: Are you familiar with the rewrite of the Interpretive Guidelines for

(Resident Councils - Continued from page 3)

(State Survey - Continued from page 6)
F248/F249? This led me into a very lengthy discussion including my involvement with NAAP and being able to comment on the drafts, my knowledge on the subject, my inservicing of all staff on it, incorporating culture change, and more. Next she asked: How do you feel other staff are in regards to doing activities and how open are other staff to spontaneous activities and culture change within your facility? Which led into another lengthy discussion on how all staff provide activities in our facility, how management staff is getting on board for culture change and how spontaneous activities do occur, it was just training all staff to recognize what that was as they felt activities was only what the activity department did and did not perceive what they do as part of activities. It was a perception issue for us, which has now changed. Than she asked: How do you manage to meet the needs of all your residents, you have some particularly difficult dementia residents with so many different needs and demands? I than shared with her our Memory Care Unit we are setting up and the multi-sensory room that will be a part of that and the specialized programming (some of which has been initiated and others are on hold until the unit is up and running as the environment is not yet conducive to doing the programming). I also shared my staffing pattern changes that have already occurred and the ones that will occur when the unit is up and running. I also shared my activity programming changes. We do less large facility wide events, more small groups and 1:1 to meet the varying needs and have simultaneous small group and/or 1:1 programs occurring at the same time. (This is what surveyors are looking for – multiple things occurring to meet the varying interests and needs of the residents.) When she was done interviewing me she told me she would be speaking to the administrator to see if he was on the same page as I told her he was. He later told me that she had in fact spoken with him and that she was impressed by my ideas, knowledge and direction for the residents and the activity department and that I knew what I was doing. (This was a boost to hear for my day and I must say I relaxed a bit from worrying about how activities were doing!)

As in years past, they held the resident group meeting. We had one of our Volunteer Ombudsman attend also. During the State Exit the surveyors related that our residents did not have one complaint – they said this never happens. I attribute this to having two Volunteer Ombudsman who visit all residents weekly and complaints are “headed off” immediately, usually even before the next resident council meeting. Any complaints at resident council are also addressed promptly. The surveyors also related that the residents love the activity programs and the activity staff and they praised both our Red Hat Society and our Rome Group. Surveyors also related that our residents did not have one food complaint – which

MEMBERSHIP
WHY NOT JOIN NAAP TODAY?

There are so many benefits when you belong to NAAP! Each member will receive a newsletter which will give the updated reports on Government Relations, Special Interests, International Updates, Professional Development, Nominations, Standards of Practice, Financial Updates and a Membership Report. Along with this comes an update from our President, Diane Mockbee, and our Executive Director, Charles Taylor.

Members will also receive a discounted rate at the Annual Conference which is held in March/April of each year.

Membership dues are only $70.00 per year. If you are a student in the 90 Hour Basic or Advanced Courses, your dues are only $50.00 for the first year.

Email us for more information at membership@thenaap.com.

Join Now! You can download and mail in this application with your payment or use our new online registration.

(Continued on page 10)
they said is unheard of. They said we had happy residents! What greater compliment is there than that?!

What can be learned from all this? Knowledge is power! I cannot stress enough how important is it to get continuing education (I stressed that to the surveyor during her interview with me also.), to stay on top of current trends, belong to local/regional, state and national associations and to be actively involved within them. The more educated and knowledgeable you are – the better you will be at your job and the better your activity program will be. I find I learn something new everyday. My personal philosophy is this – Make the activity program and the facility the way you would want it to be if you were living there! Your residents are not so very different from you. I don’t feel you can go wrong with this as your driving force.

Most of our worries never come to pass or are not as bad as we imagine them to be. Here are some examples:

When we got our two Volunteer Ombudsmen we were all a little nervous about what could potentially go wrong. As it turns out, this is a great advantage for not only our residents but also staff. Concerns are addressed more promptly and do not have time to fester to something bigger and our residents are happier.

We all can relate to this next example. Think back to OBRA ’87, we were all nervous and anxious about the changes this would mean. OBRA ’87 is one of the best things to happen for our resident’s rights. (I also shared these thoughts with the surveyor during our interview.) I can remember when I started working as a Nursing Assistant in 1979, I was appalled (yes, appalled) that we literally tied residents to their wheelchairs and to their beds (think Posey vest restraint), we further restricted their movements by locking their w/c and “barricading” them so they couldn’t wander aimlessly, and we force fed residents with syringes. All these practices were permissible and staff was trained to do them!

The rewrite of the guidance to surveyors of the Interpretive Guidelines for F248/F249 just could be one of the best things for our residents too! It really does force us to look at making sure our residents have quality of life and finally gives activities the recognition it deserves for being an important part of residents quality of life! (The surveyor who interviewed me feels this way too!) Believe in yourself! Believe in your activity program! That’s the best advice I can give!

(I know, you are all wondering if we were cite free - unfortunately, no. But we had no activity cites, so I’m lucky to be able to continue to say I’ve never had an activity cite, though I know it can happen to anyone. We did have a very good survey though with no issues related to providing good, quality care. Like I said in the beginning of this article, nobody is perfect and there is always room for improvement.)

Ghost Attack!!!

An extremely modest man was in the hospital for a series of tests, the last of which had left his system upset. Upon making several false-alarm trips to the bathroom, he decided that the latest feeling was another false-alarm and decided to stay put. He suddenly filled his bed with diarrhea and was embarrassed beyond his ability to remain rational. Losing his presence of mind, he jumped up, gathered up the bed sheets, and threw them out the hospital window.

A drunk was walking by the hospital when the sheets landed on him. He started yelling, cursing, and swinging his arms wildly, which left the soiled sheets in a tangled pile at his feet. As the drunk stood there staring down at the sheets, a security guard at the hospital, who had watched the whole incident, walked up and asked, "What the heck was that all about?"

Still staring down, the drunk replied, "I don't know but I think I just beat the crap out of a ghost!"

http://www.theado.makesparties.com
you can too! Often times you can negotiate a discount with catalogue companies. You may need to speak to the account representative or supervisor. If, you consistently order through them, they should meet your request for a discount. Some companies may not give you a discount but instead may offer you free shipping. You could negotiate both free shipping and a discount. They don’t want to lose your business to a competitor. But, you have to ask because they will not offer it out right. Just ask, all they can say is NO. If you are with a large company, they have a purchasing department and that department can negotiate a discount for you.

Secret # 2: Buy through catalogues that offer deep discounts. Purchase items when they are on sale. Shop around. Years ago we did not have the kind of choices we have today. Stretch your budgets and make your budget work for you.

Know where the job lots stores and the dollar stores are located in your community, as there are many items you purchase at inflated prices that you can get for only a dollar or very cheap at the job lot stores. (Did you know that many dollar stores will come to you?)

Secret # 3: Many directors and large companies are already purchasing from our party supply catalogue and are seeing huge savings. If, you set up an account with us, we can offer 10% off the catalogue price.

If, you are with a large company, we can offer even greater discounts. Cost compare. Look at some of the common things you order on a monthly basis, party kits, decorations, tambourines, streamers, maracas, Christmas and holiday supplies. We can offer these products at a cheaper price compared to a lot of other vendors. A great example is Maracas. You currently pay aprox 12.00 for two maracas. With our catalogue we can offer 24 maracas for under 12.00. That’s a huge savings.

We also accept purchase orders once you open an account with us.

We also have a wider selection instead of limited choices.

Visit our catalogue at http://www.activitytherapy.makesparties.com

Or Contact us at 973 729 6601 for information on discounts prices we can offer for large companies or long term care chains.
experience. It is always a renewal of your spirit to talk to people who share your career and know what you are talking about.

Make sure to interact with the speakers and the state association board members. Volunteer for a committee, there are many jobs available that you can do without investing a huge amount of time. By becoming involved with your association you will learn new skills and meet individuals who have a wealth of information to share with you. Let them know that you are willing to work about an hour a month on a project,

Enjoy the experience of attending a conference. Keep in mind that NCCAP has many State Association website links on their website. If your association has a website make sure that you are linked to the NCCAP website. You can access that information by clicking on the “NCCAP State Reps” link from the homepage at [www.nccap.org](http://www.nccap.org). If your State Association is not listed, please send the link to [info@nccap.org](mailto:info@nccap.org).

Happy Conference Going!

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**NCCAP Announcement:**

**TAKE the MEPAP course for FREE.... Beginning 1/2007**

NCCAP will be offering **20 scholarships* to individuals needing to complete the MEPAP courses...**

NCCAP will be conducting a quality assurance study which will include following a group of students through the entire MEPAP process from the MEPAP part 1 - through to the conclusion of MEPAP part 2 (the equivalent of the MEPAP 2nd edition, which will be required of all NEW applicants after 1/1/2007).

**Candidates for this study will have the following:**

1. A high school diploma/GED
2. A minimum of 6,000 hours (3 years) experience
3. 30 hours of continuing education
4. 12 college credits (less than 60)

*ONCE* accepted into the program/study; the candidates will be required to apply for NCCAP certification at the ADPC level, and then will be eligible for the ADC Track 4, upon completion of the MEPAP course(s).

Interested individuals cannot be currently certified. (There is a Beverly Morris scholarship fund available to assist others with funding for their courses)...NCCAP will be covering the $500.00 course fee for those individuals accepted into this program.

Interested individuals must submit in writing to the NCCAP office, attention Cindy Bradshaw/ Scholarship applicant: the following:

* letter of intent to complete this study
* letter of recommendation from supervisor/administrator to be a part of the study (as the administrator will be required to complete practicum evaluative tools as a part of the quality assurance study).
* Proof of the high school/GED
* proof of the 6,000 hours of experience
* proof of the 30 clock hours
* a transcript to verify the 12+ college credits

*These students will be assigned to one of the instructors in their area that have agreed to participate in this program; or to an alternate method of course delivery.

(NCCAP reserves the right to determine eligibility for this quality assurance study)
the top for a handle. Glue on ears, eyes and whiskers to make a black cat or use green and orange felt to create a pumpkin.

For more advice and a variety of the latest indoor and outdoor decorating products and projects for Halloween, stop by your local Jo-Ann fabric and craft store.

*Courtesy of ARA Content*

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**Spider Favor Boxes**

**Supplies and Tools (for one favor box):**

- One 2 inch paper mache box
- 7 inches of 5/8 inch dotted ribbon, optional
- 4 Chenille stems cut to 6 to 8 inches, black
- Glitter, examples use black, green and purple
- Tacky glue
- Two 10mm wiggle eyes
- Two 1/2 inch black poms poms
- Black spray paint
- Wire cutters
- Scissors

**DIRECTIONS:**

1. Spray paint box and lid.
2. For legs: Make one small hole on each opposite side of box near bottom. Poke chenille stems through holes in box, extending out both sides. Shape legs and make small loop at end for foot.
3. Spread glue on lid top and top of feet, sprinkle with glitter; set aside to dry.
4. Glue pompoms to lid, then glue eyes to tops of pompoms.
5. Fill boxes with favorite treats.

Optional: Glue ribbon around side of box lid.

**Skill Level:** No experience needed

**Approximate Crafting Time:** 30 minutes plus drying time
MONTHLY OBSERVANCES

Adopt-a-Shelter-Dog Month
AIDS Awareness Month (National)
Apple Month (National).
Auto Battery Safety Month
Blindness Awareness Month (World)
Book Month (National)
Brain Injury Awareness Month (National, US)
Breast Cancer Awareness Month (National, US)
Car Care Month
Caramel Month
Child Health Month
Christmas Seal Month
Clergy Appreciation Month (Pastor Appreciation Month)
Clock Month (National, US)
Computer Learning Month
Cookbook Month
Cookie Month
Cosmetology Month (National, US)
Country Music Month
Crime Prevention Month
Dental Hygiene Month (National, US)
Dessert Month (National, US)
Dinosaur Month
Disability Awareness Month (National)
Disability Employment Awareness
Domestic Violence Awareness Month
Drum Month (International)
Energy Awareness Month
Family Health Month
Family History Month
Family Sexuality Education Month (National)
Fire Prevention Month (National)
Flu & Pneumonia Month
German American Heritage Month
Glaucoma Awareness Month
Healthier Babies Month (National)
Healthy Lung Month
Hispanic Heritage Month
Kitchen & Bath Month
Learning Disability Awareness Month
Liver Awareness Month
Lupus Awareness Month (National)
Magazine Month (American)
Make a Will Month (National)
Medical Librarians Months (National, US)
Medical Ultrasound Awareness Month
Organic Harvest Month
Pasta Month
Pastor Appreciation Month (Clergy Appreciation Month)
American Pharmacy Month (National)
Physical Therapy Month (National, US)
Pickled Pepper Month
Pizza Month (National)
Polish-American Heritage Month
Popcorn Poppin' Month (National)
Pork Month (National)
Pregnancy & Infant Awareness
Pretzel Month
Roller-skating Month
Sarcastic Awareness Month
Seafood Month
SIDS Awareness Month (Sudden Infant Death Syndrome)
Spina Bifida Awareness Month (National, US)
Spinal Health Month (National, US)
Stamp Collecting Month (US National)
Story Telling Month
Talk About Prescriptions Month
UNICEF Month
Vegetarian Month
World Series Month / Baseball Playoffs

http://www.theado.makesparties.com
if you put it on display on Halloween night:

* Hair-Raising Halloween Arrangement

Materials:

* Jack-O-Lantern, faux or the real deal, approximately 8- to 10-inches in diameter- (carved eyes, nose, mouth are optional)
* 1 sheet yellow construction paper
* Water-proof liner for the inside of the Jack-O-Lantern.
* 2 bricks floral foam
* 2 wood picks or 1 wood shish kabob skewer
*1 bunch bear grass
*4 to 5 rubber bands
*2 stems orange germini's (miniature gerbera daisies)
*3 stems orange gerbera daisies
*4 stems papyrus
*1 dozen greening pins or 5 lengths of straight heavy gauge straight wire
*Witches hat
*Half a yard orange decorative ribbon, 1/2-inch wide
*Foral clippers, scissors, paring knife and flower food

Directions:

1. Soak the floral foam thoroughly in water that has been treated with flower food.

2. Fill the water-proof liner with one block of floral foam and insert it into the pumpkin (carve the foam to fit). Insert two wood picks (or cut shish kabob skewers) partially into the top of the foam. Now set the other brick of foam on top of the first piece, inserting it into the wood picks/skewers.

3. With a paring knife, carve the foam that is sticking out of the pumpkin into a cone shape.

4. Divide the bear grass into four or five smaller bunches and rubber band the individual bunches.

5. Starting at the rim of the pumpkin, where the foam first juts out of the top of the jack-o-lantern, begin wrapping the bear grass up and around the foam cone. Wrap the bear grass around the foam, tightly, using greening pins as you go to hold the bear grass in place. (If not using greening pins, cut the straight wire into 3-inch lengths; bend in half to form a bobbie-pin shape. Use these wire pins in place of greening pins.)

6. Repeat step five until the entire foam cone is wrapped with bear grass.

7. Now set the witch’s hat partially over the cone. Pin it in place.

8. Cut the papyrus stems approximately 2-inches in length, and insert them into the "bang" area of the jack-o-lantern (above the eyes). With scissors, cut some of the bangs short and leave some long.

9. Insert the gerbera and germini daisies just above the bangs.

10. The ribbon gets tied into a bow, as you would tie your shoe, and is attached with a greening pin.

For more ideas on how to use flowers to dress up your home for fall, log on to http://www.flowerpossibilities.com.

Courtesy of ARA Content
Clipart for September
Activities You Can Do
By Linda Lucas, AD
Site Owner: The Activity Director’s Office
http://www.theactivitydirectorsoffice.com

Get into the Halloween Spirit

(ARA) - Halloween is one of the biggest decorating holidays of the year, second only to Christmas. According to the National Retail Federation, nearly 60 percent of people plan to purchase decorations and 47 percent expect to decorate their home or yard this year. With everyone getting into the Halloween spirit, make your house stand apart from your neighbors’ by keeping in mind this year’s trends.

"Making homes festive with creative Halloween decorations can be easy and fun for everyone from beginners to advanced crafters," says Susan Atchison, trend expert for Jo-Ann Stores. "This season, cute is in and creepy is out. Gone are the days of menacing mummies or frightening felines. Cute spiders, goofy monsters and playful witches will be especially hot. Also, décor adorned with sunny and unexpected color pairings such as royal purple mixed with hot green, pink and jack-o'-lantern orange will add extra personality to the inside and outside of your home."

If you're in the mood to embrace the charming side of Halloween this year, check out these easy ideas from Jo-Ann Stores to add a playful and creative touch to your un-haunted house -- inside and out:

* Show your trendy side by dressing your table with vibrantly colored place settings that feature friendly spiders made from basic shapes with large animated eyes.
* Accent your mantle with spider votive holders on a yarn table runner to add quirky distinction to party décor.
* For Halloween entertaining, give your guests goofy handmade spider boxes filled with goodies and treats. With wiggle eyes and bright, glittery colors, these little favors are gifts your guests won't soon forget! (See instructions in sidebar.)
* Greet guests and trick-or-treaters with a festive door wreath made with silly monster and jack-o'-lantern faces in a rainbow of colors.
* Colorful lights aren't just for Christmas anymore. Use strings of lights to decorate outdoor trees and bushes for Halloween. For a fun, friendly feel, add lively and unexpected hues of green and magenta with traditional orange and blacks to bring fresh life to your outdoor lighting.
* Post unique stakes in the yard featuring cute character cutouts to welcome guests (instead of scaring them away!)
* Let kids make their own personalized treat bags this year by easily stitching two pieces of black felt together with a strip at

(Continued on page 13)
Following is Your Free Facility Newsletter

The following four pages contain a pre-written facility newsletter which you may use as your own. It is intended to help make your departmental responsibilities time saving and cost effective. All you need to do is put your title on the front and your address on the back.

Suggestions for the Effective Use of Your Newsletter

This newsletter concept is the result of several years of preparation and the generous support of the sponsors whose advertisements are contained within its pages. Because all of the material in the newsletter is copyright free, you may feel assured that the publishing and distributing of your free newsletter is legal.

PREPRINT

After you have downloaded your newsletter you have several choices to make before printing it.

- First type or paste the title of your newsletter into the blank area of the front page mast.
- On the mailing page insert your facility’s name and address in the upper left corner where it says “From:”.
- Prepare any printed material you may have for insertion into the newsletter. At a minimum we suggest you prepare your monthly activity calendar on one side of an 8.5”x11” sheet or paper. On the other side you may enter residents facts and figures (new admissions, birthdays, residents who went home, deaths). Also, on the back of the calendar page you may want to advertise upcoming activities and events, a management roster and other items of interest specific to your facility.

PRINTING

- If you decide to print your newsletter on your facility copier you may print the newsletter on 8.5”x11” sheets of paper. However, it is far more professional looking to use 17” x 11” sheets (this size is larger than legal size paper, but can be hand fed into most modern printers).
- If you use a print shop have them print your newsletter on 17”x11” paper. They will have a variety of colors for both your paper and ink. You can expect to pay more for color ink. If you decide to print your newsletter on color paper, avoid using dark colors and extremely bright colors (e.g. fluorescence), they are too difficult to read.
- If you take it to the print shop they will also print and insert your extra material and fold your newsletter for you. One fold makes your newsletter ready for hand outs. Two folds prepares the newsletter for mailing.

MAILING

(an excellent activity for your residents)

- To prepare your newsletter for mailing, it must be folded twice so the mailing face is showing on the outside.
- Each piece you plan to mail must be sealed twice on the loose page edge. Use 1/2” pieces of transparent tape (you can purchase seals at most office supply stores if you wish).
- Write or stick your address labels where it says “To:”.
- Place postage in the upper right hand corner. First class postage will pay for your newsletter and at least two 8.5”x11” insertions.
- Your newsletter is now ready to mail. The Post Office appreciates it if you pre-sort your zip codes and bundle the newsletters with rubber bands.

BULK MAILING

With bulk mail you can save a bundle on postage. However, you must set up an account with the post office, mail at least 200 newsletters at a time, presort your mail, prepare a billing form and deliver the newsletters to the post office. Although it sounds complicated, it becomes routine after you have done it a couple of times.

DISTRIBUTION

For the most effective marketing of your facility, we recommend that you make an extensive mailing list including these listed below. The more newsletters you circulate, the more successful your marketing will be.

- All responsible parties
- Seniors at home
- Banks
- Hospital discharge planners
- Nursing homes
- Adult day care centers
- Churches
- Home health agencies
- Federal, State and local social service agencies
- Social organizations and clubs
- Business organizations
- Corporate headquarters
- Area schools
- Area radio stations
- Area television stations
- Area newspapers
- Area businesses

TIMING

For timely distribution, your newsletter will always be available to you at the first of the preceding month. It should be published by the last week of the month and mailed prior to the first of the month the newsletter is dated.
Seniors Benefit from Natural Light

(ARA) - According to the Center of Design For An Aging Society in Portland, Ore., older people need more light (about 3 to 5 times more than younger people) for both vision and maintaining health.

Seniors are well aware that as they age their eye lenses thicken and their pupils shrink. This causes their eyes to adapt more slowly to changing light conditions and increases the need for more light, and not just for vision and safety.

Many seniors don't get outside enough, so there are many reasons to consider bringing more natural light in. They need vitamin D for calcium to be absorbed by the body to strengthen teeth, bones and tissue to maintain a healthy skeleton throughout life. Two sources of vitamin D are diet and sunlight. In healthy human bodies, 80 percent of vitamin D is produced in the skin when it is exposed to natural light. A vitamin D deficiency can contribute to the brittle-bone disease osteoporosis, a major issue of aging, particularly for women.

And the benefits of having abundant daylight in our homes aren't just physical. Studies show that Seasonal Affective Disorder (SAD), evidenced by emotional depression, a drop in physical energy, increased appetite, and need for more sleep, is directly linked to a lack of sufficient daylight.

Some researchers are concluding that light therapy may help to alleviate SAD symptoms faster than antidepressant drugs. In a review of clinical trials of light therapy, Dr. Daniel Kripke at the University of California, San Diego reported that light therapy benefits not only SAD patients but also people suffering from other forms of depression.

Sunlight can enter our dwellings and be balanced through the use of windows, doors and skylights. According to Joe Patrick, senior product manager with VELUX America, skylights admit 30 percent more light than vertical windows in dormers, and provide the drama of a sky view that can't be achieved with wall space that can be used for decorating or storage, which is a real benefit as seniors downsize living spaces," Patrick says.

They also offer economic benefits - a way to stretch fixed-income dollars with a one-time purchase that pays benefits over time by reducing energy costs. Venting skylights transform living areas into bright, safer spaces by admitting light from above; and they provide a dose of the medicine that daylight and fresh air offer.

And now is a particularly good time to consider upgrading existing skylights or adding new units to qualify for a tax credit of up to $200 under the Energy Tax Incentives Act of 2005. Details are available at www.energy.gov/taxbreaks.htm.

For more information on the benefits of natural light and skylight selection call (800) 283-2831 or visit www.veluxusa.com. For government information on window and skylight energy efficiency visit www.energystar.gov, and for independent agency information visit www.nfrc.org or www.efficientwindows.org.

Courtesy of ARA Content
(ARA) - Halloween is the time of year when the home's front door becomes the focal point of festivities. Whether it's trick-or-treaters knocking, or family and friends stopping by for a visit, Halloween is the perfect time to create a unique and colorful front door decoration to delight your visitors.

"Vertical garlands work well on almost any style of door," said Elizabeth Souders, door marketing manager at JELD-WEN. "The garland draws the eye up and makes a simple paneled door look taller."

The cost of this quick-and-easy Halloween craft is about $45. The best place to start is your favorite craft store.

1. Gather these materials, commonly found at craft stores:
   - Raffia rope, taken apart and loosely braided
   - Small and large scarecrows on sticks
   - Festive fall wired ribbon
   - Artificial fall leaves
   - Artificial or dried orange Japanese lanterns
   - Hot glue gun and glue sticks

2. Take the raffia cluster and bind off the top, if needed, with extra raffia pieces. Braid the raffia loosely and tie off bottom about six inches from the tail of garland with a single piece of raffia.

3. Glue small scarecrow into the raffia braid up near the top. Make a double-looped ribbon, leaving long tails, and tie around braid under small scarecrow. Tuck and glue tails down into the edges of braid.

4. Glue in larger scarecrow below the ribbon, angled to the side. Use the braid like a pin cushion to anchor the scarecrow's stick.

5. Add the individual fall leaves and Japanese lantern clusters. Start at the top and work your way down, gluing and inserting the items into the raffia braid.

6. Glue in moss or lichens to give a more authentic, fall look.

"Halloween and the beginning of the cool weather is the perfect time to inspect your doors to make sure they're in good working order before the chilly winter months," Souders said. "Just a few quick touch-ups can add years of life to your door."

The experts at JELD-WEN offer these simple steps to help front doors look their best for Halloween trick-or-treaters:

- **Gentle cleaning:** Just like windows, doors can often use a good wash. JELD-WEN recommends using gentle materials such as a mixture of one teaspoon of baby shampoo to one gallon of water. Dry thoroughly with a clean, soft cloth. Do not use abrasive tools, harsh liquids, power washers or hoses that can damage doors and windows.

- **Inspect weatherproofing measures:** Carefully look at the frame, seals and weather strip to make sure the door won't allow cold air into the home during the winter months.

- **Inspect door surfaces:** For painted or stained doors, inspect the finish on all six sides for any signs that restoration is needed, such as cracks, dulling or a whitish cast on the door's surface. Be sure to follow the manufacturer's recommended finish when re-touching.

For more seasonal door decor ideas, visit www.jeld-wen.com.

** Courtesy of ARA Content **
Halloween Riddles

Why didn't the skeleton cross the road?  
Because he didn't have any guts.

What kind of music do mummies listen to?  
Wrap!

What kind of monster is safe to put in the washing machine?  
A wash-and-wear wolf.

What's the first thing ghosts do when they get into a car?  
They boo-kle their seatbelts.

What has webbed feet, feathers, fangs and goes quack-quack?  
Count Duckula.

What do you call someone who puts poison in another's corn flakes?  
A cereal killer.

Why are monsters huge and hairy and ugly?  
Because if they were small and round and smooth, they'd be M&M's.

Why wasn't there any food left after the monster party?  
Because everyone was a goblin!

How did the ghost patch his sheet?  
With a pumpkin patch.

What do witches use on their hair?  
Scare spray.

What is as sharp as a vampire's fang?  
His other fang.

What do the birds sing on Halloween?  
Twick or Tweet.

What did the little ghost have in his rock collection?  
Tombstones.

Why should a skeleton drink ten glasses of milk a day?  
It's good for the bones.

What do baby ghosts wear on Halloween?  
Pillowcases.

What do you get when you drop a pumpkin?  
Squash.

Why did the witches' team lose the baseball game?  
Their bats flew away.

What was the witch's favorite subject in school?  
Spelling.

What does a vampire fear most?  
Tooth decay.

Where did the vampire open his savings account?  
At a blood bank.

Where do mummies go for a swim?  
To the Dead Sea.

What is Transylvania?  
Dracula's terror-tory.

Where does Dracula water ski?  
On Lake Erie.

What do you get when you divide the diameter of a jack-o-lantern by its circumference?  
Pumpkin pi.

Why are there fences around cemeteries?  
Because people are dying to get in.

Why didn't the skeleton cross the road?  
He didn't have the guts.

What does a ghost eat for lunch?  
A boo-loney sandwich.

How does the silly witch know what time it is?  
She looks at her witch-watch.

What did the mommy ghost say to the baby ghost?  
Don't spook until your spooken to.

What kind of protozoa likes Halloween?  
An amoeboo!

How do vampires get around on Halloween night?  
By blood vessels.

Why do ghouls and demons hang out together?  
Because demons are a ghoul's best friend!

What happened to the guy who couldn't keep up payments to his exorcist?  
He was repossessed.
Happy Halloween from Us to You!

Top 10 Signs You Are Too Old to Be Trick or Treating

10. You get winded from knocking on the door.
9. You have to have another kid chew the candy for you.
8. You ask for high fiber candy only.
7. When someone drops a candy bar in your bag, you lose your balance and fall over.
6. People say, "Great Keith Richards mask!" and you're not wearing a mask.
5. When the door opens you yell, "Trick or..." and can't remember the rest.
4. By the end of the night, you have a bag full of restraining orders.
3. You have to carefully choose a costume that won't dislodge your hairpiece.
2. You're the only Power Ranger in the neighborhood with a walker.
1. You avoid going to houses where your ex-wives live.