Calendar Building Panel Session – Follow up Questions from Attendees
January 23, 2023

Question	Panelist Colleen Knudson	Panelist Cathy Braxton	Panelist Tim Anderson	Panelist Vanessa Emm	Facilitator Julie Reginek
How many months do we need to have to need prepped?	Working one month ahead is incredibly helpful for organization and time management. Scheduling entertainment, speakers and parties can be done as far as a year ahead of time.	I typically work on a month ahead, using the res. input for the next month, having it done by the 20th	Depends on the organization. I try to have 2 months at a time prepared.	I would recommend always working one month ahead to ensure that ordering and planning is organized.	A suggestion would be to use a 12 month planner/template for special events, holiday celebrations, etc.
Can you tell me how to make the pocketbook?		Will be available in the February blog on naap.info			
What do you suggest when you are a smoking facility and the smokers are insistent that we do not do schedules during smoke time, this is a problem because we plan around meal times, and not smoke times, little time is left for activities. how can I change this?	The smoke time is an activity. They are choosing to attend this. You don't want to limit others opportunities so that a different group of residents have two choices for their time and others have none.	I would think that smoking is a personal choice, and that leads them to have to choose between attending prg. or smoking. wouldn't want to penalize the non smokers	In most adult day programs, smoking is not allowed as it is a public building.	You have to schedule activities per the preferences and needs of all residents. You can't accommodate one group and not another.	
The biggest problem I have had with calendars/amount of activities is getting	Sitting down with management to walk through	No one in their like does activity/ wellness all of	Remember that administratio n does not	It is important to have a time management discussion with	Education! Ask them how they plan their time off, leisure time-

EDs to understand that I need time to plan activities so I can't be doing activities constantly.	the process and details needed for quality program planning is helpful. Lay it all out on the table. This visualization is usually eye-opening for management.	the time. We all need down time, even the residents. perhaps scheduling this down time into your calendar would help. Some work can be done w/ residents, passing calendars, decorating boards etc. But the actual planning takes time and mental energy and you need to be prepped for that. Maybe asking another staff member to assist with a popcorn movie chunk so that you have that designated time to work?	always understand or know what our job entails or how we go about programming. The more you describe the work you do and what it entails, I have found that administratio n can be more accommodati ng. You can also ask how to prioritize the things you are being asked to do. For example "do you want me to drive medical appointments before or after preparing the activity for the morning." Be clear about how much time things take.	leadership so that everyone is aware of what is doable and what is not.	back to back things? Residents need down time too.
What are the best activities during covid outbreak?	Zoom, Hallway, Doorway, Outdoor programs, independent	1:1/ Doorway exercise, or small group doorway engagement	In Adult Day, many centers closed down during COVID. Providing resources to the clients	Hallway/Doorway programs as well as independent supplies and one-on-one.	Utilize your activity assessment- what are their interests, hobbies. Ask the resident.

	supplies, one-on-one		while they were at home helped. In addition, doing things like hand sanitization before, in the middle, and at the end of a group program can help. We also switched to materials that were all easy to wash and clean.		
Do you pass out the weekly calendar to dementia residents at the beginning of the week? Do they remember to come or should I just post on the bulletin board at the beginning of the week?	We do monthly calendars in our memory care-inside their rooms, on a bulletin board, daily white board, daily tv screen with activities listed	My residents do not know what programming is going on until we invite them to the event a few minutes before. Of course we post for regulatory purposes, but we get our attendance through our approach at the invitation: ie: “Can you help me with...”, “I would love for you to come with me while I visit some	I always post the activities for the day in a common area, then invite all participants to attend their choice of activity. When I was in Assisted Living, I would call residents who couldn’t remember, or go directly to their apartments before each activity for those who a phone call wouldn’t work.		All staff need to be aware of the activity programs that are scheduled each day to assist residents in attending. Calendars should be available in all departments, nursing station, etc.

		other friends..” I never phrase it “come with me to play games.” feels too childish			
How do you educate your Residents about Trauma informed care?		Currently working on that right now. For me, it is informing family	We had support groups where participants could discuss their experiences. It wasn’t trauma-informed per-se, but trauma could come up. We have found it is more about staff being familiar with trauma and how to handle it in participants - Mental Health First Aid is a good resource for this.		Have a guest speaker on the topic
Does anyone have groups that talk about trauma informed care on your calendars?	We have a grief support group	same as above	See above. We don’t put it on the calendar as that, but a “Supportive Discussion” or a “spirit and life” discussion can give a		

			space for dialogue.		
Memory Care Calendar time suggestions (besides meals)? Would you expect there to be programming for residents in memory care pretty much all day? Struggling right now with other departments wanting an activity all day every day.	This is dependent on your activity staffing and the expectations for the caregivers. Don't spread yourself too thin. You can set up sensory and reminisce spaces to be used between scheduled activity groups.	I put heavier, more physical in the morning, more down time/ resting, sensory and small group in the afternoon. I educate the staff that rest and cat napping in the afternoon reduces the s/s of what we refer to as sundowning. More passive in the afternoon allow for the more active folks to get more intensive attention and the others, the rest. Typically our programming ends about 6:30. I like to do education with the staff that wellness programming is NOT babysitting. I realize that it helps the	I found that scheduling cognitively heavy groups in the morning was good, and then the last activity of the day was always participants' choice because they had been at the facility for over 9 hours and were		Memory care is challenging. What works one day may not the next. Activity boxes, activity carts, etc., should be available all the time and all staff know who to use the resources.

		clinical staff but that is not the role! I ask the staff what their day/ weekend looks like, then point out that we do not stay super active all day... non of us do. That is overwhelming and actually makes everyones job harder			
Our social worker writes our resident council concerns and minutes. Should I be logging just activities?	This is a combination effort between activities and social workers at my facility. All of the council documents are stored in a shared drive on the computer.	In our building, the Act. Dir of SNF writes out resident council concerns and then hands each "grievance" to the responsible party to address within 2 weeks	I agree with Vanessa here. That said, you may be responsible for maintaining the documents for resident council. If you aren't, then this may give you the opportunity to establish other forms of resident input - activity planning committees, etc.	It's important that all council documents are maintained in a single location. Most times this is left to Activities. If your SW department has this role, I would recommend being support staff for the process and logging who attends.	

How do we get CNAs to help?	Help them whenever you can. Find out what they are interested in and adapt it for the activity calendar. Invite them in for fun and rapport building activities- active sports are great for this! FOOD!	Ask them what they like to do, what do they enjoy doing as a hobby or at home. This may give you insight that they like crafts or party assistance. Then ask each staff member based on that. Maybe a staffer likes cosmetics and you could ask them to assist with spa day and do a few ladies nails. Slowly integrate them, slowly and compliment, honor the time they give, shout outs etc. Everyone feels more willing when they feel recognized	First, ensure that in your orientation program you give tips on how to help residents engage in programs. Second, give them specific residents to bring to activities that you might not be able to get to, but they are because they are providing care to that resident, Third, ensure that you have support from the Charge Nurse and	It's important to work closely with nursing staff to ensure that everyone knows what the day's events are and how to assist residents to and from. Open communication is always key and very important.	CNA's are not training to do activities or know what to do. Be part of the new employee orientation. Help them understand the why and how of activities and promoting quality of life
Do you put one on ones on the calendar?	I don't typically see this on AL or IL calendars.	I put 1:1 on calendar as "room visits"/ "womens spa"/ "men's spa"	I think it depends on the setting. Personally, I don't put 1-1s on the calendar which goes out to residents,	Yes! 1:1's are a program just like Bingo or Book Club. It should be reflected on the calendar to ensure the program happens. You may want to	

			instead these are put on the master calendar that staff use.	consider a name for your 1:1 group (i.e. Sunrise Club; Hearts & Hands, Sunshine Club).	
What F-tags should be involved in the activity Calendar?		same as Vanessa stated, she is the expert on this, tap into Vanessa for this, she is amazing at Regs!		You won't find the term "activities calendar" in regulations but you will find reference to activities in many regulations. Start with F679 Activities Program and F675 Quality of Life	The federal regulations does not reference any calendar regulations. You will want to check your state regulations for activities. Some states may have requirements.