KHCA/KCAL is proud to sponsor this 80 hour Activity Director/Social Service Designee Course. This ten day course begins June 2, 2014 and runs through June 25, 2014.

Quality of Life is one of the most important components for the people in your care. This course will help you to look at the whole person and discover the best ways to meet their spiritual, emotional and psycho-social needs.

**Dates of training**
- Part I June 2-4, 2014
- Part II June 9-11, 2014
- Part III June 16-17, 2014
- Part IV June 23-25, 2014

** Fees and Registration:**
**Online registration:** Go to www.khca.org and click on the education opportunities, then select AD/SSD. Please call 785-267-6003 if you experience difficulties with the online registration and we will walk you through the process.

For participants who register **before 5:00 pm on May 26, 2014** course fees are:

- KHCA/KCAL Member $495 per person
- Non-Member $695 per person

After May 26, 2014
- KHCA/KCAL Member $525 per person
- Non-Member $725 per person

KHCA/KCAL members may ask to be billed without penalty. The course registration fee includes eighty clock hours of instruction, program handout materials, breaks and regulation manual.
Cancellations and Refunds:
Cancellations must be received by 5:00 pm May 26, 2014 for an 80% refund. No refunds will be made for cancellations after this date. Substitutes are welcome. Special dispensation will be given with proof of survey in your building during the dates of the course.

Program Location and Lodging:
KHCA/KCAL will hold its Activity Director/Social Service Designee Course June 2 - June 25, 2014 at the KHCA/KCAL Educational Classroom 1100 SW Gage Blvd, Topeka, KS 66604

KHCA office is conveniently located close to several hotels. A Google search of Topeka hotels will provide a long list of options for you that vary in price.

Dress:
Participants are encouraged to dress comfortably - casual attire is appropriate. Provided nametag should be worn to every class. KCAL recommends that participants dress in layers, as room temperatures at meeting facilities vary. Come prepared for walking during facilities tour.

Students:
Class begins at 8:00am daily and participants must attend all sessions and successfully complete a comprehensive examination to meet the requirements to be an AD/SSD as established by the Kansas Department of Health and Environment, Bureau of Health Facilities Sponsorship number 3135, Course approval number 35740 & 35741.

KHCA/KCAL will make reasonable efforts to make our events accessible to persons with disabilities. To request accommodations relating to a disability, please contact us at 785-267-6003 at least ten days prior to the event.
KHCA/KCAL
Activity Director/Social Service Designee
Course Objectives

At the conclusion of the course, participants will be able to:

Core Course Objectives
1. Express a philosophy of person-centered, long-term care based on individual resident needs, preferences and choices.
2. Demonstrate a basic knowledge of the aging process, including misconceptions, physical changes and psychosocial aspects.
3. Demonstrate knowledge of applicable state and federal regulations.
4. Show understanding of the rights of individuals who reside in long-term care facilities.
5. Demonstrate knowledge of the admission and discharge process.
6. Demonstrate an understanding of the principles of documentation.
7. Demonstrate ability in basic performance skills, such as teamwork, communication skills and working with administrative staff and other disciplines.
8. Discuss issues involved in the management of internal support staff, budgeting, supplies, and outside resources.
9. Show understanding of methods of identifying resident interests and needs and the use of assessment in care plan development.
10. Evaluate a care plan for effectiveness.

Role and Function of Activity Director Objectives
1. Identify the role of the Activity Director in today's long-term care environment.
2. Demonstrate knowledge of a variety of programming options.
3. Show awareness of the role of various therapies in activity programming.
4. Identify the availability, options and uses for adaptive equipment and interventions.
5. Discuss management of resident and community volunteers, including recruitment, training and recognition.
6. Demonstrate ability to perform needed documentation.
7. Structure planning for optimal use of environment.
8. Establish and facilitate group and individual participation.
9. Demonstrate competency by successfully passing two exams and other evaluations as determined by course instructor.
10. Demonstrate competency by passing the state test.

Role and Function Objectives
1. Demonstrate a basic knowledge of the history, philosophy and current need for social services in the long-term care environment.
2. Explain what social services designees do.
3. Prepare for possible facility expectations.
4. Identify who social services designees work with.
5. Fulfill the social services designee's responsibility in documentation.
6. Identify and work with area resources.
7. Prepare for additional "nuts and bolts" issues involved in working as a social services designee.
8. Demonstrate competency by successfully passing two exams and other evaluations as determined by course instructor.
About Our Speakers

Linda Farrar—Instructor
Linda is a Registered Nurse and a Licensed Nursing Home Administrator. She obtained her Bachelor of Science in Nursing degree from the University of Iowa in Iowa City, Iowa. She began her long term care career at a retirement center in Wichita, first as a unit supervisor, then the Director of Nursing position and later, as a licensed nursing home administrator. In June, 2011, Linda retired from the full-time duties of administration. Linda's passion is to continue to serve elders and their family members in compassionate and person-directed and centered care.

Shirley Boltz
Shirley Boltz is a Registered Nurse with the Department For Aging and Disability Services. She has over 35 years of experience in Long Term Care. Prior to joining the Department for Aging in May of 2013, she was a Director of Nursing in Long Term Care Facilities at Valley View in Junction City, Kansas and Brewster Health Center in Topeka, Kansas, for 25 years.

Gayle Appel Doll
Gayle Appel Doll is the Director of the Center on Aging at Kansas State University. She received her Master's Degree from Kansas State University in Kinesiology and her doctorate in 2003 in Life Span Human Development. Under her direction the number of students enrolling in gerontology courses at Kansas State has increased by more than 500% since 2005. She teaches gerontology courses.

Linda Carroll
Linda Carroll is a licensed bachelor of social work and earned her degree from Washburn University in Topeka. She has worked in long term care for over 30 years and in that time, has trained many students in the art of working with elders. Linda has a passion for unlocking the individual personality of each person she serves. Linda served on the board of directors for Kansas Health Care Association from 2005 to 2012.

Barbara Hickert
Barbara Hickert is the Kansas Long Term Care Ombudsman. The Long Term Care Ombudsman advocates for the well-being, safety, and rights of residents of Kansas long-term care facilities and assists them in attaining the highest possible quality of life. Hickert was the Administrator of Dooley Center at Mount St. Scholastica, a 46-bed long-term care home.

Cindy Luxem
Cindy Luxem, CEO of the Kansas Health Care Association/ Kansas Center for Assisted Living has been with the association since 2003. Her experience with her mother’s dementia and subsequent residence in a long term care facility gave Cindy the perspective as a care-giver. Cindy’s work has taken her from restaurant management to years of political staff work. She was recruited by Governor Joan Finney, the first female Governor of Kansas, in 1993 to become a member of her staff in Topeka. Cindy was promoted to the Kansas Health Care Association state executive in 2006.