

PROGRAM

THIS COURSE HAS BEEN APPROVED BY THE MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES UNDER THE OCTOBER 1, 1990 FEDERAL REGULATIONS.

This course is designed for individuals working in an activity program and/or new to the field. Activity directors plan activity programs that enhance and promote the quality of life for the resident. They work with activity assistants in planning, coordinating and leading daily, weekly and monthly activity programs, special events and services. Activity directors are also responsible for managing the activity department, staff and daily activity program. Other director responsibilities include volunteer management, care planning, documentation, record keeping, budgets, personnel management, community involvement, and working with the other facility staff and the department supervisor.

Students will learn: the skills needed to design, implement and lead activity and leisure programs for the resident population. Using an interactive format, students will have opportunities to collaborate and network through lecture, hands-on experience, web-enhanced resources, and team project planning and problem-solving. Participants will also learn skills for managing the activity department, staff and volunteers.

This course is held from 8:00 am to 5:00 pm each day. Lunch is included in your registration fee. You must attend all 40 hours to receive a certificate of completion.

*MHCA...providing leadership
and empowerment within
the long term care continuum
through education, advocacy,
information and support to
our members.*

BASIC ACTIVITY DIRECTOR COURSE

www.mthealthcare.org

36 S Last Chance Gulch, Suite A
Helena, MT 59601



Montana
Health Care
ASSOCIATION

BASIC ACTIVITY DIRECTOR COURSE

STATE-APPROVED 40 HOUR
BASIC COURSE FOR
ACTIVITY DIRECTORS

JUNE 11-15, 2018

Radisson Colonial Hotel
2301 Colonial Drive
Helena, MT 59601

Presented By:

JANE E. ANDERSON, BS, ACC/EDU/CDP
Binford, ND

36 S Last Chance Gulch, Suite A
Helena, MT 59601
(406) 443-2876 Fax: (406) 443-4614
E-mail: skopec@rmsmanagement.com
Website: www.mthealthcare.org

FACULTY

JANE ANDERSON, BS, ACC/EDU/CDP

Ms. Anderson has over 30 years of experience in the field of activities as activity director, consultant and educator. Her educational background includes a degree in education and numerous graduate courses in her field. She is an Activity Consultant Certified (ACC), is certified in specialty tracks of Education (EDU), and is a Certified Dementia Practitioner (CDP). She is currently Secretary for National Certification Council for Activity Professionals (NCCAP), the mentor for Activity Consultant Track 3 and State Contact and is on the NCCAP Education Committee. She has held the following positions: President of the Activity Professionals Association of North Dakota and area representative, Past Secretary for Montana Activity Professionals Association, District 7, and NAAP Special Interest Groups Trustee. She has also assisted in writing The Professional Manager and Consultant Book, compiled the Gold Millennium Pages 2000 Book of Resources (NAAP), and contributed to Long Term Care for Activity Professionals, Recreational Therapists and Social Services Professionals. Anderson is a pre-approved instructor of the Modular Education Program for Activity Professionals Second Edition Parts 1 and 2 (MEPAP) and instructor for Home Health Certification. She provides education and activity in-services throughout the United States including national conventions.



HOTEL RESERVATIONS

Those signing up for this program should make room reservations directly with RADISSON COLONIAL HOTEL IN HELENA (telephone: 406-443-2100). Please be sure the Radisson Colonial Hotel is aware that the activity director is with the MHCA meeting to take advantage of the room rate we have arranged. The room rates are \$103 single and \$113 double occupancy plus 7% tax and \$1 city lodging fee. Please make your reservations as soon as possible as there is a MAY 28 cut-off date on the room block. If you or your activity director have any questions, please don't hesitate to contact us.

FEES

MEMBER FACILITIES:	
First facility registration	\$695
Additional registrations from same facility	\$375

NON-MEMBER FACILITIES:	
First facility registration:	\$1095
Additional registrations from same facility:	\$595

LATE FEE (AFTER MAY 29, 2018)	
FOR MEMBERS AND NONMEMBERS ADD	\$50

Registration fee includes extensive handout materials, the course textbook *Activities Keep Me Going & Going Volume A, 2nd Edition*, daily lunch, and refreshments during morning and afternoon breaks.

OBJECTIVES

- Identify agencies and organizations within the continuum of care
- Identify aging resources/issues
- Identify professional resources
- Describe regulatory requirements
- Identify physical and cognitive changes in aging
- Describe sensory changes
- Identify activity programming for functioning levels
- Identify state and federal regulatory requirements
- Describe writing care plans and progress notes procedures
- Identify documentation procedures
- Identify types of activity programs
- Determine activity program management skills
- Identify intervention techniques
- Plan activity calendar
- Identify activity ideas and resources
- Explain assessments (MDS and Activity)

CANCELLATION POLICY & DEADLINE

Register Early! Registrations received on or before MAY 29 will avoid paying the late fee. Mail your registration form with payment or fax the form and indicate that payment will be mailed to MHCA. If payment is being sent from a corporation or county office, please mail, fax or email the registration as early as possible indicating the check is being processed. You will receive a confirmation of your registration. If you do not, contact MHCA.

ALL CANCELLATIONS MUST BE IN WRITING. Partial registration (all fees less \$75 per person cancellation fee) will be refunded if written cancellation is received by JUNE 4. NO REFUNDS WILL BE MADE AFTER JUNE 4. Replacements are always welcome and no-shows will be billed.



**BASIC
ACTIVITY
DIRECTOR
COURSE**

June 11-15, 2018
Radisson Colonial Hotel
Helena, Montana



**Montana
Health Care
ASSOCIATION**

REGISTRANT INFORMATION
(Please Print)

Facility Name _____

Contact Name _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Registrant Name _____

Title _____ E-mail _____

Registrant Name _____

Title _____ E-mail _____

FEES

MHCA MEMBERS

1st Facility Registration	\$695
Each Additional Registration From Same Facility	\$375

NON-MEMBERS

1st Facility Registration	\$1095
Each Additional Registration From Same Facility	\$595

Registrations received after May 29, 2018 add (per person) \$50

TOTAL AMOUNT ENCLOSED

\$ _____

Registration fee includes extensive handout materials, the course textbook

Activities Keep Me Going & Going Volume A, 2nd Edition, daily lunch, and refreshments during morning and afternoon breaks.

POLICIES

Register early! Registration forms received on or before **May 29** will avoid paying the late fee. Mail your registration form with payment or fax/email the form and indicate that payment will be mailed to MHCA. You will receive a confirmation of registration. If you do not, contact MHCA.

All cancellations must be in writing. Partial registration (all fees less \$75 per person cancellation fee) will be refunded if written cancellation is received by **June 4**. **No refunds will be made after June 4**. Replacements are always welcome and no-shows will be billed.

PAYMENT

Please make checks payable to and return with a copy of this application to
Montana Health Care Association

36 S. Last Chance Gulch, Suite A, Helena, MT 59601

Please Note: If payment is being sent from a corporation or county office, please mail, fax or email the registration as early as possible indicating the check is being processed.

Phone: 406.443.2876 • Fax: 406.443.4614

Email: skopec@rmsmanagement.com • Website: www.mthealthcare.org