



Activities Manual Summary

Happy Customers keep rooms rented. Activities are the primary link to the over all health of a person’s spiritual well being. With this manual set an Activity Leader can develop The Ultimate Activity Program for your Residents. This program will teach you how to get people and community groups into your facility to conduct activities for your residents.

One facility operator used this program and had 4 to 6 activities a day for her 24-bed facility! This resulted in filling her beds, **giving her a waiting list,** with doctor's placing their parents there!

Once this awesome activity program is implemented, it is practically self-sufficient. Our system helps you create a resident specific and group activity program. Includes compliance with laws and regulations. The Activity Program is one of your most important **marketing assets**, and we will teach you how to increase your public exposure, and reduce your vacancies. Our Activities section includes Monthly Theme Calendars, How to Utilize you local community assets “How to” Pages, Safety Information and much more. Activity Directors can introduce new exciting activities to residents and have endless resources for activities at their fingertips.

Residents who are unable to create meaningful things to do need to have activities and social relationships produced for them. The Activity Director produces and manages the activities and social needs for the residents. Activities are the food of the soul. Activities are to a facility, what butter is to bread. Every facility should be using this program. It greatly enhances the lives of all the residents, and creates a better living environment.

Duties Covered	Training Programs Covered
<ul style="list-style-type: none"> • Duty of Providing Activities • Duty to meet Social needs • Safety Duties • Resident’s Rights • Volunteer Management 	<ul style="list-style-type: none"> • Activity Management Training • Volunteer Training • Sensory Care Training • Activity Safety Training • Psycho-Social Training

Features & Benefits

- Activity Safety Program
- Activity Staff Training
- Volunteer Program
- Activity Assessments & Forms
- Activity Policies & Procedures
- Quality Assurance Reports
- Information Documents
- Psychosocial Needs
- Sensory Training
- Outing/Auto Procedures
- Community Resource Development
- Life Journals
- Activity Ideas
- Song Books (on Web)
- Resident Specific Activities
- Group Activities
- Required Record-keeping

Added Benefits include:

- Assists in **proof of compliance** to laws and regulations
- Increases resident and staff safety.

User End Set-Up:

Used by Activity Director to Run Activity Program, one binder is used for Activity Management and the other is used for Activity and Volunteer Training.

Binders in Set: **2** - Activity Management Manual, Volunteer Training Manual

Amount of Forms: Approx. total page count:

ProvidersWeb's Mission

Our mission is to supply easy to use management tools, and step-by-step processes, which meet safety and quality standards for most care providers across the country.

Updates

Our wonderful ProvidersWeb staff keeps adding to and refining this manual as we see the standards & needs for the industry change. To get downloadable access to the latest versions of all of our policies, procedures, forms, from all of our manuals become a Supporting Member of www.ProvidersWeb.com. If you would like to be a special contributor and want to share additional ideas that would benefit all, please let us know.

Special Note

Providing social support by developing personal companionship with each resident is a primary duty for the Activity Director. In many ways, the Activity Director can easily become the most important person in a resident's life. Therefore, the Activity Director needs to see every resident every day. He or she has the duty to provide scheduled group activities, individual activities and meet the resident's needs for psychosocial support and personal friendship.

Check State Laws and Regulations, Not one size fits all.

This Manual is a basic, yet, comprehensive starting place. This product is not a one size fits all; rather a one size fits most. We cannot provide a manual that will meet the needs of every individual resident out there living in a care facility. It is the duty of the care giver(s) to find out needs and follow standard training and quality care and service procedures needed for their specific residents/clients.

We do base our standards slightly higher than most states regulatory requirements; however, it is the duty of the user to become familiar with their state laws and regulations. www.ProvidersWeb.com has free access to all the state links & regulations care facilities commonly need, and Basic Membership is Free. Be sure to read and utilize your state laws and regulations.

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