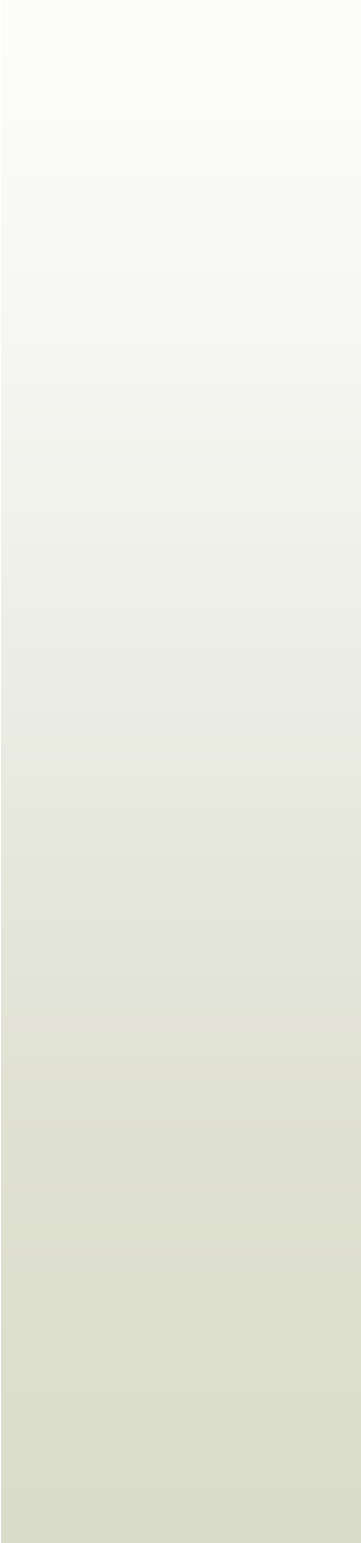




# NCCAP

National Certification Council for Activity Professionals



# Annual Meeting Minutes

By Debbie Hommel, ACC/MC/EDU, CTRS,  
NCCAP Secretary

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Annual meeting called to order by Cindy Bradshaw, Executive Director. Ms. Bradshaw informed those in attendance that the meeting was being recorded and would be posted on You Tube for all to view. Ms. Bradshaw introduced the Board of Directors.

Michael Bower, President, then welcomed those in attendance and referred membership to review the welcome letter in the symposium packet as well as the President's Report which is posted on the NCCAP web site.

Kathy Hughes, Vice President, referenced the VP report on the NCCAP website under the "Downloads and Requests" section. Ms. Hughes provided update on NCCAP's efforts to go "green" with e-mail updates and NCCAP News.

Laurie Kloepper, Treasurer, referenced the treasurer's report on the NCCAP web site. She expressed appreciation for her time on the Board as her term is ending with this meeting.

John Rowlett, Nominations Chair, expressed appreciation to the membership for the strong support during the recent call for nominations. Mr. Rowlett shared importance of voting and of each individual vote. He invited members to consider running for a future position, since two more positions will be opening up this coming year.

Ms. Bower informed membership of the terms of office as well as the process whereby Board members are appointed to various Board positions, rather than being elected to a position.

Nancy Best, Special Projects Chair, referenced her report on the NCCAP web site. She encouraged membership to be active in promoting certification standards to their individual state legislatures. Ms. Best challenged membership to increase the number of states with NCCAP approval by 50%.

Ms. Bradshaw, Executive Director, referenced her report on the NCCAP web site. Ms. Bradshaw outlined the intent of the Symposium in meeting the needs of consultants and educators. Appreciation was extended to the vendors for their information and support. Recognition was extended to past NCCAP Board members, individuals serving on NCCAP committees and NCCAP State representatives.

Debbie Hommel, Secretary, provided an update on NCCAP State Representatives and recent Board efforts to promote increased networking and communication amongst the reps. A State Rep meeting is planned during the Symposium to generate face to face discussion regarding NCCAP state reps and their roles and ideas.

Bonnie Ruggles-Ruechel, Assisted Living Liaison, referenced her report on the NCCAP web site. She also shared information about her involvement with the Center of Excellence for

Assisted Living and webinars they are providing. Ms. Ruggles-Ruechel also shared information about a Medication Administration Handbook, available through CEAL, which she encouraged all activity professionals to obtain and utilize.

Chris Bobos, Adult Day Care Liaison, referenced his report is on the NCCAP web site. Mr. Bobos reported that NCCAP would be participating in the Adult Day Care National Convention, to promote certification within adult day care.

Mark Laker, Memory Care Liaison, shared his official report would be forwarded to NCCAP. He shared positive observations of increased training on person centered care concepts and how far our profession has come.

Ms. Bradshaw shared information regarding a letter of concern received by a state association. Ms. Bradshaw shared appreciation for the letter as it generated a quality assurance survey reviewing specific aspects of the NCCAP certification process. The survey was sent to over 1000 individuals and approximately 600 completed surveys were returned. Ms. Bradshaw briefly outlined the results of the survey which can be found in their entirety on the NCCAP web site.

Brian Rife was introduced and recognized for his efforts in establishing the NCCAP Facebook page. He is the newly appointed NCCAP Facebook Liaison. Mr. Rife invited members to join the Facebook Official NCCAP page.

Ms. Bower opened the floor for questions and comments from those in attendance.

-Sharon Wolfe, President of the NJ Activity Professionals, shared great appreciation for NCCAP – stating they are always accessible and supportive.

--Julie Reginek, State Rep from Minnesota, asked if the state reps would be receiving the individual survey results from their perspective states. Ms. Bradshaw confirmed all state reps would receive their individual state's data.

-Gina Haigh, from Florida, spoke highly of the positive and individualized support of Cindy Bradshaw in answering questions and assisting everyone to become certified.

Official recognition and appreciation was extended to Laurie Kloepper for her six years of service on the Board. Ms. Kloepper thanked the membership and encouraged others to step up and serve their profession.

Ms. Bower introduced Donna Tennant as the newly elected member to the Board and Nancy Best as re-elected to the board. Dr. Charles Peckham installed the entire 2010 – 2011 Board of Directors for the next year.

Without any further questions or comments, Ms. Bower adjourned the meeting.

National Certification Council of Activity Professionals

# NCCAP Executive Director Report

2010 – 2011

By Cindy L. Bradshaw, BS, ACC, NCCAP Executive Director

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What an exciting year for activity professionals!

Between June 2010 and present, I have participated in several state conferences to include; Florida, Missouri, Pennsylvania, North Carolina and Texas. What a great experience to meet new people, reconnect with people that I have known for years, and see all that the states are doing to promote NCCAP certification and professionalism for their members.

I continue to participate with AHCA as a Quality Senior Examiner for the AHCA Annual Silver Awards, which has been a wonderful opportunity to learn what the facilities are expected to follow to earn this prestigious award and also to lend my input to the feedback writing portion of this committee task, as well as share with the NHA and DON's the importance of NCCAP certification.

NCCAP continues to support The Consumer Voice – and will be exhibiting and maybe presenting at their annual conference in Grand Rapids, MI in October 2011.

NCCAP as indicated prior has spent a lot of time examining the best ways to spread the word about the profession and the need to hire qualified, NCCAP certified individuals, and found that only vending at the venues we have been for years, was much like preaching to the choir. So in keeping with the strategic plan and also in listening to the input at the Call to Action meeting, NCCAP has spent the past year spreading the word through different venues to include; the Pioneer Network in August 2010, the NADSA conference in September 2010, the AHCA conference in October 2010, and the KYHCFA conference in November 2010. This year in addition to the aforementioned we will also be exhibiting at AASHA (The Leading Age), attending the NAB conference, advertising in AHCA's Provider Magazine and participating in several more state functions.

As you know, effective 1/1/2012 – NCCAP will begin implementing a national exam to all NEW certified individuals ONLY; all currently certified before 12/31/2011 will NOT have to take the mandated exam. It is very important to NCCAP and the educational committee to be sure that the questions that will be asked on the mandated exam will reflect the core knowledge of the profession/MEPAP, and therefore time has been taken to ensure that this task is met. Therefore beginning 1/1/2011 NCCAP started implementing the pilot exam to those students whose instructors volunteered to be part of the pilot. The input from the newly certified individuals has been invaluable. They are informed that their scores will not affect their newly NCCAP certified status, and they are asked to share their thoughts to the questions being asked, if they are effective, which ones need more information, clarification and so forth. This has been well received. The information is also shared with the instructor (not the names of the students but the test results) so that they too can see which information needs the clarification

etc. The education committee will review the most commonly missed questions and from that the final national exam will be developed. NCCAP to ensure credibility and professionalism will not be giving the exam in-house, but rather as with all professional organizations be contracting with a testing company. The exam will be available online to make it readily available to all pending applicants.

Being NCCAP kept receiving all this great information from the members in all the various state associations, NCCAP decided to hold its first "Call to Action" meeting in Raleigh, NC, November 13, 2010, with over 100 participants from 23 different states in attendance. HIGHLIGHTS from the event included identifying the top 5 – 6 areas of concern throughout our country, facing our profession PER the participants; The Call to Action meeting is available on YouTube as NCCAP wished for everyone to be involved and take ownership of their profession. From that meeting came an action plan of items to be worked on as a profession. NCCAP member Kim Grandal, ACC, CTRS asks for clarification for the term "things" in the MDS 3.0 that triggers under the mood behavior category and affects the F500 that mostly activity people are completing. Also the instructors are being utilized more as well as the state representatives. Educational DVDs are being created and made available as well. A complete summary can be found on the NCCAP.org website or by contacting Cindy.

I continue to participate in my state association VAAP as their government relations person, as well as locally in my HRAPA district which donated a layer of cake this year, having long standing members such as Phyl Gorden, Bonnie Summer and Karen Land.

Some of the other items of interest this year that NCCAP has either contributed/commented to and/or is following closely include;

The National Therapeutic Recreation Society (NTRS) a branch of the National Recreation and Parks Association (NRPA), disbanded in 2010, and have opted for participating in a bigger network states Tom Crosley of NRPA, "Yes, we eliminated the "branches" system, but re-established the group as the "Inclusion and Accessibility Network" on our new social networking site here: <http://nrpaconnect.org/welcome.htm>

National Alzheimer's Project Act (NAPA)-Landmark Legislation Passes  
[http://www.alz.org/join\\_the\\_cause\\_21243.asp](http://www.alz.org/join_the_cause_21243.asp)

Motion Picture Licensing Corporation Agreement. Leading Age and AHCA/NCAL have reached an agreement with the Motion Picture Licensing Corporation to clarify when members will need a license to show movies to their residents. Any senior community or facility, regardless of its type or license status, which has a closed circuit television system (such as an in-house channel) playing movies shall obtain an MPLC Umbrella License® based on the number of connections. The MPLC will not seek to collect license fees from nursing or assisted living facilities that conduct Video performances in common areas. However, if these facilities have independent living units, apartments, or other similarly defined living quarters, whether free-standing or located in a nursing facility, assisted living facility, continuing care retirement community, or any other type of senior living facility, regardless of how each state defines the facility, a license is required. This includes Videos rented, borrowed, or purchased by residents being shown to other residents. Low income senior housing units or facilities which have a

Housing and Urban Development (HUD) contract that show Videos in the common areas of the facility shall pay a reduced license fee. However, the facility must provide the MPLC with (a) the project number and (b) the number of units covered under HUD to receive the discount. Members of LeadingAge and AHCA/NCAL will receive a 10% discount off the MPLC license fees. Please click here for a link to fees and more information about this agreement.

<http://www.panpha.org/Portals/0/documents/Mp.pdf>

Lastly – NCCAP has for years had certified members in different countries. Of course the number varies, but it has been about 9 – 10 members from 6 - 7 different countries to include; China, Israel, Germany, Canada, Singapore, Japan and Puerto Rico. While there has been interest from other countries, the numbers remained about the same. One of my personal projects has been to communicate with the various countries and determine what requirements if any they had with regard to qualifications or credentials to work with the respective nation's elderly population. NCCAP has just completed working with the Island of Bermuda, in training and certifying 20 people from their 18 facilities that work as Geriatric Aides and now have adopted the MEPAP 2nd edition as their minimum qualifier with the AAC through ACC levels of credentials being sought to meet the standards. Kelly and I have had the privilege of working with the Government of Bermuda in developing the standards of practice, and offering the training in conjunction with the Bermuda College PACE Division, as well as we have trained individuals to continue to teach/offer the MEPAP for all new individuals in the future. It has been wonderful to see the progression of the Bermuda Philosophy of "Active Ageing", and to have the MEPAP and NCCAP certification be part of the process in improving the quality of life for Bermuda's seniors. This is only the beginning as now NCCAP has entered discussions with 2 other countries who would also like to fashion their standards off of the NCCAP model of professionalism, certification and MEPAP training. With this news comes the official unveiling of the interNational Certification Council for Activity Professionals (iNCCAP). NCCAP will be addressing the formalities of this so be watching for more details.

Having enjoyed the past year as your Executive Director, with all of its challenges, accomplishments and goals, I look forward to continuing to work with your Board of Directors to meet the mission of NCCAP and seeing what the next year will bring.

National Certification Council of Activity Professionals

## NCCAP Board of Directors

# President's Annual Report

By Michael A. Bower, BA, ACC

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This has been another exciting year for NCCAP. Several national and state association conferences saw the familiar NCCAP Logo in their exhibit areas. By sending the closest available board members to the man the booths, NCCAP was able to cover more conferences and keep the costs reasonable. In addition to the Symposium As your Board President, I joined Board Member John Rowlett in Indiana for the Pioneer Network conference in August, flew to Kansas in September to present on NCCAP Certification at the Kansas Activity Professionals conference, and in October roomed with Board Member Kathy Hughes in Long Beach, CA at the American Health Care Association conference. At each, we represented NCCAP and informed fellow professionals about Certification and the MEPAP.

November found me in the air and headed east again. How incredible it was to join over 80 leaders of the Activity Profession from all over the nation in Raleigh-Durham, NC for the first "Call to Action" meeting. During an intense day-long brainstorming and planning meeting we identified challenges to our profession; problems that need to be addressed; and we developed action items. As people returned home, they were charged with forming committees to further develop the action items and ways to achieve the identified goals. Those committees have been working since November and several will be giving preliminary reports during the symposium. Once the goals are reached, Activity Professionals and their state organizations will have tangible strategies and tools needed to promote and advance our profession at the state and national levels!

With all of the NCCAP Board of Directors and the Executive Director in attendance at the meeting, we decided to have our fall Board of Directors Meeting in Raleigh-Durham, thus saving the cost of a separate meeting or a conference call. One major topic was the plans for the celebration of our 25th year! Your Executive Director will be giving you information about the gains our organization has made this year, and some exciting hints about our plans for future growth. We are so glad that you have joined us for our "Silver" anniversary! Thank you to Kathy Hughes for chairing the Anniversary Planning Committee; we'll all be enjoying her vision of the NCCAP 25th Anniversary Cake!

While NCCAP is always moving forward and planning for the future, we never forget that our primary function is to provide Activity Professionals with credentials that they can be proud to have earned. Those credentials are granted when a person has worked very hard and met exacting standards. NCCAP certification is recognized and respected by state and national agencies. The NCCAP Executive Director and members of the Board of Directors are leaders in their states and active in national organizations, always promoting the activity profession and NCCAP certification. We continue to recruit state representatives, committee members and board members who can best represent you and NCCAP in the future.

With a Board of Directors that is spread across the country and an Executive Director that travels frequently representing and promoting NCCAP Certification, we are blessed to have a dynamic office staff in Kelly, Audrey and Dana. It is due in great part to their dedication and talent that NCCAP is able to accomplish so much and meet the needs of our many members.

NCCAP – we're celebrating history, facing today's challenges, and moving forward!

National Certification Council of Activity Professionals

## NCCAP Board of Directors

# Vice-President's Annual Report

By Kathy Hughes, ADC

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It has been an honor to serve the members of NCCAP the past six years. I look forward to continuing to volunteer as we move forward. And watch as we move and grow!

NCCAP has come a long way as we celebrate our 25th Anniversary. I would like to thank Nancy Best and Laurie Kleopper for their creativity with the celebration that we are having for our 25th Anniversary. They have been inspiring and a joy to work with. We have 12 organizations that sponsored our cake for our celebration and I would like to thank each and every one of you who joined our celebration.

This past year we not only had a successful Symposium we also had a "Call for Action" meeting where activity professionals have been able to set a path for the future of the activities profession. I would like to thank all who volunteered to chair the committees, Bonnie Ruchel, Jeanne Parker and Nancy Stone. We are still looking for chairpersons to head the other two committees. Your volunteer experience with NCCAP will be the best work that you can do for the activity profession.

I was able to represent NCCAP at various national conferences and have had a great experience meeting activity professionals from all over and networking with vendors, administrators, owners and other health professionals.

The NCCAP Chat team who moderates the Wednesday night chats is awesome. They are dedicated volunteers who made our National Activity Professionals Week awesome as well as being there every week to help NCCAP members earn clock hours for their certification. If you have not joined one of our chats, you don't know what you are missing. Sharing ideas with fellow activity professionals from all over the world is a great way to network. We also are looking for volunteers to facilitate conversations. The \$10.00 fee for your clock hour goes to the NCCAP Scholarship funds to assist other activity professionals. For contributing to the continuing education of your fellow activity professionals I would like to thank-you.

The entire NCCAP Board, the Executive Director of NCCAP and the many people who have spent numerous hours providing quality expertise to the activity profession have made a difference in our lives and in my life.

We now have an Official Facebook Page, NCCAP can be seen on YouTube and we have many ways to communicate with all of you. The e-mail updates, our online newsletter and our NCCAP Bulletin Board are made possible with the countless hours of volunteers who contribute regularly. You are all awesome.

National Certification Council of Activity Professionals

# NCCAP State Representative Report

By Debbie Hommel, ACC/MC/EDU, CTRS

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There are currently fifty-one state representatives from forty-six states. Monthly e-mails have been sent to the representatives, sharing resources and ideas to promote NCCAP certification. A listing of "Ten Ways to Promote NCCAP Certification", sample newsletter articles, an NCCAP PowerPoint Presentation and an NCCAP brochure has been made available to the State Representatives.

In response to the discussion held at the November, 2010, Call to Action Meeting, the Presidents or contacts for each state association (33) have been added to the contact list. Increased communication and networking between the state associations and representatives was suggested.

Promotional contests have been introduced to celebrate NCCAP's 25th year anniversary. State representatives have been invited to submit photos of their NCCAP displays, information about NCCAP sessions conducted at their state association meetings for a \$25 gift card raffle. Each state representative has received \$10 coupons for the 2011 NCCAP Symposium and the state rep who motivates the most members from their state will also win a prize.

National Certification Council of Activity Professionals

# NCCAP 2011 Election Results

By John R. Rowlett, ACC

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I am so proud of our profession that we have Certified Activity Professionals who understand it is important to step up to the plate and to give back their talents, time, and leadership to the Activity Professional organizations who has given us so much by taking the field of Activities from the three "Bs" (Birthdays, Bible and Bingo) to what it is today. I know there are Certified Activity Professionals who are serving in their State Associations who are there for any council and direction that might be needed. I'm very proud of each and every one of you.

I'm also very proud of the nine individuals who were willing to take the time to run for the 2011 NCCAP's elections. Yes, I said it right; there were nine who were willing to give back to NCCAP a part of their time to serve us as Activity Professionals. These wonderful individuals were: Sherry Barzak, ACC; Michael A. Bower, ACC; Laurie Kloepper, ADC; Andrea Newbury, ADC; Jennifer Nichols, ADC; Tammy Lea Point, ACC; Bryan Rife, ADC; Miquel Sarasa, ADC; and Renee J. Wersted, ADC.

I wish we had a position for each of the individuals but there were only two positions open on the board for the 2011 Elections. We had 717 ballots to come in, 713 that were eligible. Out of the 713 ballots the following are the results of the election: Michael A. Bower, ACC and Laurie Kloepper, ADC.

I really encourage those who did not get elected to not get discouraged and to please run again for the 2012 Elections. I had to run two times before I was given the privilege to serve.

Once again thank you for everyone who ran and for everyone who took the time to vote. You are very special people.

# NCCAP Assisted Living Annual Report

By Bonnie Ruggles-Ruechel BS/ACC/EDU/MC/ALC

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Change, change is a word you have heard so often and maybe sick of, but there have been a lot of changes in Assisted Living. The Affordable Care Act is something that I will be watching, as it will have an impact of all areas of health care, including Assisted Living. Many changes were made by states concerning Assisted Living. Some of the areas were life safety, disclosure of information, Alzheimer/Dementia standards, medication management, background checks, regulatory enforcement, and protection from exploitation, staff training and tuberculosis testing standards.

I am chairman of the Regulatory Committee and one area that we are to look at is Dementia. I will be looking at Assisted Living State Regulatory Review 2011, developed by National Center for Assisted Living (NCAL), where it states any requirements or training required for Alzheimer's. Eighteen states made statutory, regulatory or policy changes in 2010 or in January 2011 and Dementia is one area that had many changes. Some Assisted Living communities provide specialized services for people with Alzheimer's.

Just a recap for those of you, who are new to Assisted Living, in April 2003, the Assisted Living Workgroup (alwgroup) delivered a 343 page report called, "Assuring Quality in Assisted Living: Guidelines for Federal and State Regulation and Operations". You can read this report by going to [www.ceal.org](http://www.ceal.org) and click on alwgroup report. The U.S. Senate Special Committee on Aging hosted a three hour round table, on March 15, 2011, the first since the above report was submitted. This March 15th discussion had three parts; Quality and Oversight, Affordability and Access and lastly Discharges. None of the regulators called for federal regulations. Eric Carlson, attorney with the National Senior Citizens Law Center said, "That defining a federal minimum and maximum regulation concerning the types of services in assisted living was needed". It was agreed that residents has a right to appeal decisions about moving out, even if they were Medicaid recipients. As Activity Professionals we all believe in "person-centered" or "homelike" atmosphere in all our facilities and I will be watching the above issue, which will certainly affect Activity Professionals.

September 11th thru September 17th is National Assisted Living week. The theme this year is "Forever Proud". For more information visit [www.ncal.org](http://www.ncal.org)

NCCAP is still on the Advisory Council for the Center for Excellence for Assisted Living (CEAL). I represent NCCAP on this council. CEAL's, 2011 initiatives are:

1. Develop an Infection Control Pocket Guide
2. Partnering with UNC.CH on a research project to identify the elements needed to support person-centered care outcomes in Assisted Living and the pilot test the elements.
3. Write articles for "Geriatric Nursing".

4. Disseminate helpful and timely information to the AL field by creating a monthly E-News blast and distributing the blast, through a newly developed list serv/. The Education Committee is responsible for this and I am on that committee. We will have a meeting on May 2nd, but I need to get this report to the NCCAP before we meet. I will report on this at the NCCAP meeting.

5. Convening a forum on Affordable Assisted Living.

CMS will release its proposed definition of (Community Living), sometime in the near future. This will be open for public comment through the Federal Register. I will make sure that the NCCAP is able to respond on this definition.

If you have been checking the NCCAP bulletin board, I have asked if you have an assessment for activities, that you send me a copy. A uniform assessment for Assisted Living is one area that CEAL feels needs to be addressed. Thank you to those of you who sent me a copy of your assessment, but I can still use more ideas. This is my next project as soon as the Regulatory Committee has finished the tasks NCCAP has asked us to address.

The Regulatory Committee has been given the task of answering the following:

1. Research the state regulations and their variety of Activities related regulations
2. Develop a list of State Health Departments with specific contacts (ie names, titles, e-mail addresses, phone numbers and addresses).
3. Develop an educational session concerning educating Administrators and Surveyors about activities
4. Define "thing" in the MDS 3.0
5. Develop a list of specific contacts in CMS

The Regulatory Committee members are: Chrisoula De Laurentis (NJ), Sandra Dole (DE), Nichole Lipinski (PA), Anneliese Mendoza (NJ), Amy Vedova-Phillips (OH), Jeff Young (MO) and myself. The committee has sent a list of contacts for Adult Day Care and Assisted Living to the NCCAP and the information is being put on a disc. Hopefully by the symposium in June, we will have all the other contacts on a disc and can start working on the educational session for administrators and surveyors. We are also currently working on finding a definition the word "things".

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National Certification Council of Activity Professionals  
**NCCAP Special Interest Report**

By Nancy E. Best ACC, CTRS

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This was an interesting year for the activities professionals, NCCAP, and me. Beginning with the Annual NCCAP Symposium in June 2010 to the Call to Action in November 2010 and the issues facing activities in Long Term Care.

I did the annual treats for the Staff for Holidays, Birthdays, and National Administrative Week. I attended the Annual PAPA Conference in October in State College, PA representing NCCAP and the Board of Directors.

I attended the Call to Action in North Carolina in November. It was a positive meeting of the minds, so to speak. Professionals from around the country, met to discuss various issues and exchange ideas in the field. What a positive experience!

In February 2011 I was asked to speak at the Winter Crawford County Seminar. (I took the plunge) While at the Seminar, I promoted the 2011 Symposium in June. As a door prize, we raffled a \$25.00 discount coupon which benefited both organizations.

I am working with a PAPA board member, local State representatives and a Senator to recognize NCCAP as the certifying body in activities, and also to specifically insert it in the State Regulations. Presently, they are vague and should be more specific.

I am serving on the committee for the celebration of 25 years of NCCAP. This should be a great Symposium and celebration and hopefully, a great turn out.

Lastly, God works in strange ways. On my return flight from Phoenix in March 2011, I started conversing with the flight attendant. He was telling me of his Grandma, who was in a Nursing Home in Florida. He shared she was not content, due to some lack of quality of life and resident rights, no offering of card parties (which she loves) and some other areas. I informed him of her rights and suggested talking to the Activity Director and/or Administrator. We have kept in contact via email. Things are improving and Grandma is happier. Little things like that, makes all the long hours and hard work worth it.