



## Best Practice in the Delivery of Activities Services

### Submit Completed Application to:

NCCAP/Best Practices  
PO Box 62589  
Virginia Beach, VA 23466

**Deadline: February 15, 2012**

### **Purpose:**

NCCAP is looking for individuals who have developed programs that meet the needs and interests of residents/participants in geriatric settings. Innovative programs that have been successful in your current settings that have been successful in the delivery of activities services can apply for a “Best Practices” presentation at the annual NCCAP Symposium. Those NCCAP certified professionals who would like to apply would present their program at the NCCAP Symposium, June 2 & 3, 2012 to be held in Cincinnati, Ohio. Includes Skilled Nursing, Assisted Living, Adult Day Care, Memory Care, Independent Living, Senior Centers, Retirement Center and Person Centered Services.

**Instructions:** Please use this form as an outline for your application. Address all sections that are relevant to the Best Practice. You can include attachments, but please limit your submission to 10 pages. The NCCAP Education Committee will review your application and you will be notified **after April 1, 2012**. Any photos submitted must be accompanied by a release from each individual and could be used in the NCCAP NEWS and posted on the NCCAP web site. Applications will not be returned to applicant. The winners will receive one night lodging at the NCCAP Symposium. If there is more than one presenter, the team will receive a group discount, but one night lodging will be given to the principle presenter only.

**Contact Information:**

NCCAP Member:  
Facility:  
Address:  
Phone:  
E-Mail:  
Website (if applicable):

**Information:**

Name of Program:  
Date Started:  
Duration (e.g. monthly, annually, ongoing):  
Target Audience (e.g. specific needs and/or interests):  
Category (Spiritual, Physical, Emotional, Intellectual, Social):

**Description:**

Brief Overview  
Innovative Techniques Used  
Resident/Participant Assessment  
Staff Assessment  
Resource Materials/Articles

**Setting (check setting in which program is currently being offered):**

- Skilled Nursing
- Assisted Living
- Adult Day Care
- Independent Living
- Retirement Center
- Senior Center
- Person Centered Services
- Other \_\_\_\_\_

**Planning:**

Who was involved in the planning of the program?  
What prompted the planning of the program?  
Where there other departments or staff involved in the planning?

**Implementation:**

- Materials developed, adapted or utilized from other sources
- Resources needed for the delivery of the program
- Equipment needed for the delivery of the program
- Volunteer involvement in the delivery of the program
- Family involvement in the delivery of the program
- Strategies for recruiting residents/participants

**Evaluation:**

- Include an evaluation tool completed by resident/participants
- Include an evaluation tool completed by staff implementing program

**References/Resources/Web Sites:**

- Recommended resources handout for presentation

**Presentation Equipment:**

- What presentation AV equipment will you need for your presentation?
- Who will present your program?

**Presentation:**

Presentation for your “Best Practice” will be **15 minutes in length.**

Name of Presenter: \_\_\_\_\_

Brief Introduction for presentation

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