Best Practice in the Delivery of Activities Services

Submit Completed Application to:

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

Deadline: April 1

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. 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**. 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 the 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, and/or Social):

Description:

Brief Overview
Purpose for Program
Innovative Techniques Used
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
Volunteer involvement in the delivery of the program
Family involvement in the delivery of the program
Resident/Participant recruitment strategies for marketing
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: