



Calendar Building

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Regulatory Foundations

<u>F-Tag</u>	<u>Description</u>
F679	Activities must meet the interests and needs of each resident, supporting well-being and quality of life.
F680	Requires a qualified activity professional to design individualized and group activities as part of the care plan.
F741	Activities Director must have appropriate education/training (e.g., CTRS, ADC, or state-approved credential).
F656	Care plans must reflect resident participation and be updated regularly based on engagement and outcomes.

CMS Guidelines Stress:

- Resident choice and meaningful engagement
- Activities must address all domains: physical, cognitive, emotional, spiritual, and social
- Documentation of participation, refusals, and adaptations

Activities Critical Element Pathway

Use this pathway if there are activity concerns for a resident to determine if the facility is meeting the resident's activity needs.

Review the Following in Advance to Guide Observations and Interviews:

- ☐ The most current comprehensive and most recent quarterly (if the comprehensive isn't the most recent) MDS/CAAs for Sections C - Cognitive Patterns, F – Preferences for Customary Routine and Activities, and G – Functional Status.
- ☐ Pertinent diagnoses.
- ☐ Care plan (e.g., activity plan in the facility and community, continuation of life roles consistent with preferences and functional capacity, adaptations needed for activity participation, needed transportation assistance, and who is to provide the assistance to attend preferred activities).

Observations:

- ☐ For a resident whose care plan includes group activities:
 - How does staff inform the resident of the activity program schedule?
 - How does the facility provide timely transportation, if needed, for the resident to attend in-facility activities, and help the resident access transportation for out-of-facility and community activities?
 - Are the activities compatible with the resident's individual physical and mental capabilities? If not, describe.
 - How are the activities compatible with known interest and preferences?
 - How are the activities adapted, as needed (such as large print, holders if resident lacks hand strength, task segmentation)?
 - Are the activities person-appropriate? If not, describe.
- ☐ For a resident who participates in individual activities:
 - How has the facility provided any needed assistance, equipment, and supplies?
 - Does the room have sufficient light and space for the resident to complete the activity? If not, describe.

How do you
validate this?

Activities Critical Element Pathway

Resident, Resident Representative, or Family Interview:

- ☐ How did the facility involve you in care plan development, including defining the approaches and goals?
- ☐ Do the activities offered here reflect your (or the resident's) preferences and choices? If not, please explain.
- ☐ In what activities do you participate? If none, why don't you participate?
- ☐ Do you need any assistance, such as set up of activity materials or adaptation? If so, what is needed? How is the facility providing it to facilitate your participation in activities of choice?
- ☐ How are you notified of upcoming activities? Are you offered transportation assistance to attend the activities, both inside and outside of the facility?
- ☐ How has the facility made efforts to provide your scheduled care, such as bathing and therapy services, so they don't conflict with the activities you want to do?
- ☐ What equipment and supplies do you receive to complete activities?
- ☐ What assistance do you receive during group activities (e.g., toileting, eating assistance, ambulation assistance)?
- ☐ Are planned activity programs occurring on a regular basis? If not, describe. Are scheduled activities often cancelled? If so, do you know why that is?
- ☐ Are there activities that you like that the facility does not provide? If so, describe.

How is this communicated?

Consistency?

Activity Staff Interviews:

- ☐ What is the resident's program of activities and what are the goals?
- ☐ What assistance do you provide in the activities that are part of the resident's care plan?
- ☐ How regularly does the resident participate?
- ☐ How do you make sure the resident is informed and transported to group activities of choice?
- ☐ How are special dietary needs and restrictions handled during activities involving food?
- ☐ How do you make sure the resident has sufficient supplies, proper lighting, and sufficient space for individual activities?

Nurse Interviews:

- ☐ How do you assist the resident in participating in activities of choice?
- ☐ How do you coordinate schedules for ADLs, medications, and therapies, to the extent possible, to maximize the resident's ability to participate?
- ☐ How do you make nursing staff available to assist with activities in and out of the facility?
- ☐ If the resident is refusing to participate in activities, how do you try to identify and address the reasons?
- ☐ What role, if any, does nursing play when activity staff are not available to provide care-planned activities?

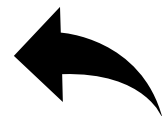
Activities Critical Element Pathway

Social Service Interviews:

- ☐ How do you facilitate resident participation in activities of choice?
- ☐ What role do you play in obtaining equipment or supplies needed by the resident in order to participate in activities of choice (obtaining audio books; assisting the resident to obtain new glasses or hearing aids, if needed; providing needed assistance to the resident for the purchase of music, crafts, and other supplies)?
- ☐ What role do you play in the resident accessing his/her funds for participation in activities of choice that require funds, such as restaurant dining events? (If redirected to a different staff member, interview that staff member).

Record Review:

- ☐ Review activity documentation, social history, discharge information from a previous setting, and other disciplines' documentation that may have information regarding the assessment of the resident's activity interests, preferences, and needed adaptations.
- ☐ Does the most recent RAI assessment accurately and comprehensively reflect the status of the resident:
 - Longstanding interests/customary routine and how the resident's current physical, mental, and psychosocial health status affects either the resident's choice of activities or ability to participate;
 - Specific information about how the resident prefers to participate in activities of interest (for example, if music is an interest --what kinds of music, does the resident play an instrument; if the resident listens -- does the resident have the music of choice available, does the resident have the functional skills to participate independently, such as putting a CD into a player);
 - Have any recent significant changes in activity pattern occurred prior to or after admission;
 - The resident's current need for special adaptations in order to participate in desired activities (e.g., auditory enhancement, equipment to compensate for physical difficulties, such as use of only one hand);
 - The resident's need, if any, for time-limited participation (e.g., due to short attention span, illness that permits only limited time out of bed);
- ☐ Was there a "significant change" in the resident's condition (i.e., will not resolve itself without intervention by staff or by implementing standard disease-related clinical interventions; impacts more than one area of health; requires IDT review or revision of the care plan)? If so, was a significant change comprehensive assessment conducted within 14 days?
- ☐ How does the facility encourage and support the development of new interests, hobbies, and skills?
- ☐ How does the facility provide activities to help the resident reach the goal?
- ☐ For a resident who is constantly mobile, how does the facility accommodate the resident's need to move about in a safe, supervised area?
- ☐ For a resident with severely limited attention span or who is medically compromised, how does the facility ensure activities are time-limited or low-energy programs and address pertinent medical, nursing, dietary, or therapy recommendations or restrictions?
- ☐ For a resident who is confined to his/her room, what is the plan for room-based activities?
- ☐ For a resident who is on a toileting program or special nutrition/hydration program, what is the plan for coordination among activity, dietary, and nursing staff so that needs are met?
- ☐ How does the facility monitor the resident's condition and effectiveness of interventions?



Assessed?
Structured?
Frequency?
Documented?

Activities Critical Element Pathway

- ☐ The resident's desired daily routine and availability for activities; and
- ☐ The resident's choices for group, one-to-one, or self-directed activities.
- ☐ Is the care plan comprehensive? Does it address identified needs, measureable goals, resident involvement, preferences, and choices? Has the care plan been revised to reflect any changes?
- ☐ How does staff accommodate activity changes because of the time of year (e.g., gardening in the summer)?
- ☐ If the resident refuses, resists, or complains about some chosen activities, what was the reason and what alternative interventions were offered?

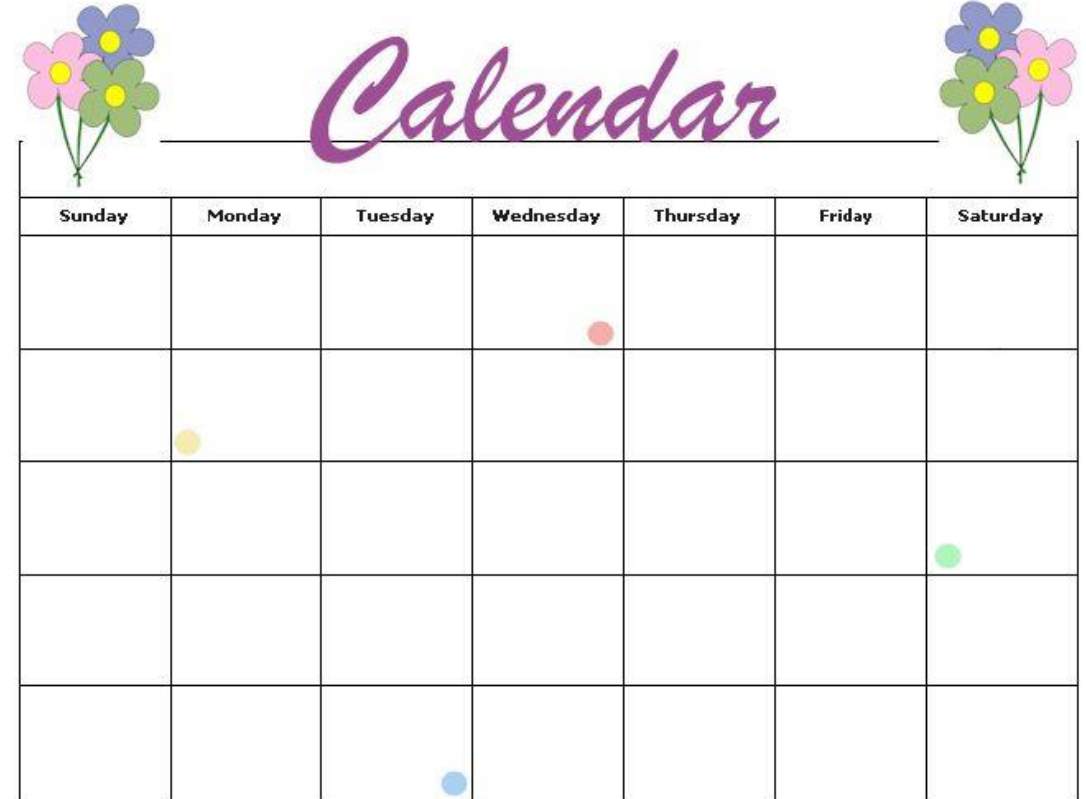
Critical Element Decisions:

- 1) **Did the facility provide an ongoing program of activities designed to meet, in accordance with the comprehensive assessment, the interests, and the physical, mental, and psychosocial well-being of the resident?**
If No, cite F679
- 2) For newly admitted residents and if applicable based on the concern under investigation, did the facility develop and implement a baseline care plan within 48 hours of admission that included the minimum healthcare information necessary to properly care for the immediate needs of the resident? Did the resident and resident representative receive a written summary of the baseline care plan that he/she was able to understand?
If No, cite F655
NA, the resident did not have an admission since the previous survey OR the care or service was not necessary to be included in a baseline care plan.
- 3) If the condition or risks were present at the time of the required comprehensive assessment, did the facility comprehensively assess the resident's physical, mental, and psychosocial needs to identify the risks and/or to determine underlying causes, to the extent possible, and the impact upon the resident's function, mood, and cognition?
If No, cite F636
NA, condition/risks were identified after completion of the required comprehensive assessment and did not meet the criteria for a significant change MDS OR the resident was recently admitted and the comprehensive assessment was not yet required.
- 4) If there was a significant change in the resident's status, did the facility complete a significant change assessment within 14 days of determining the status change was significant?
If No, cite F637
NA, the initial comprehensive assessment had not yet been completed; therefore, a significant change in status assessment is not required OR the resident did not have a significant change in status.

Building a Balanced Activity Calendar

Core Activity Categories

- ✓ Cognitive: trivia, discussion groups, current events
- ✓ Physical: chair exercises, ball toss, walking clubs
- ✓ Creative: art, music, poetry, crafts
- ✓ Spiritual: services, devotional readings, meditation
- ✓ Social: parties, games, group dining, outings
- ✓ Sensory: aromatherapy, tactile bins, fidget tools
- ✓ Purposeful/Functional: folding laundry, watering plants, “helper” tasks
- ✓ Intergenerational & Community: guest visits, calls, volunteer projects



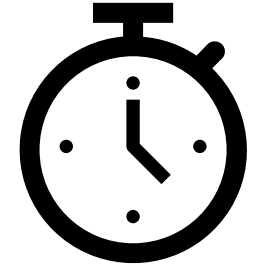
Let's Audit Our Calendar



Audit for Monthly Events/Programs

Category	Yes	No	Program Titles
Opportunities for independent choice and success			
Activities that teach or promote education			
Religious programs			
Programs for men and for women			
Programs that promote cultural diversity			
Programs that explore new interests, hobbies, or skills			
Programs that are physically active			
Programs that provide socialization opportunities			
Programs designed for specialty needs			
Activity outings			
Holiday Themed Programs			
Weekend Programs			
Evening Programs			

Practical Strategies



Resident Involvement

Use interest surveys quarterly

Create a resident programming committee

Offer rotating monthly themes (e.g., Veterans, Gardening, Decades)

Data Collection



Documentation

Track participation per resident daily

Log refusals with alternatives offered

Link calendar offerings to care plan goals

Document Response

Effective Date: 07/11/2018 14:29

Resident Not Available Resident Refused Not Applicable

Category	Resident Not Available	Resident Refused	Not Applicable
TOTAL DEPENDENCE - Full staff performance	Resident Not Available	Resident Refused	N/A
2. PERSONAL HYGIENE: SUPPORT PROVIDED - How resident maintains personal hygiene, including combing hair, brushing teeth, shaving, applying makeup, washing/drying face and hands (excludes baths and showers)			
No setup or physical help from staff	Setup help only	One person physical assist	Two+ persons physical assist
Resident Not Available	Resident Refused	Not Applicable	

Save View History View Details Cancel

Resident Questionnaire

Sample Questions:

1. Are you currently satisfied with the activity programs offered?
2. What program do you think is offered too often or not enough?
3. What is your favorite activity offered at this facility.
4. Do you feel your individual activity needs are being met.
5. Are there any areas the activity department could improve on?
6. Are activities held on time and in the stated locations?
7. Do you feel that activities are designed to meet both male/female needs?
8. Additional comments?



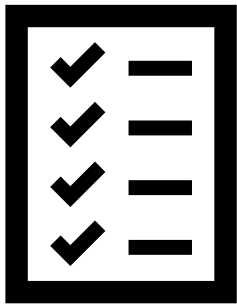
Checklist for Monthly Calendar Planning

- ☐ Includes at least 3–5 activity types per day
- ☐ Offers group and 1:1 options
- ☐ Contains evening and weekend programs
- ☐ Addresses diverse resident needs (men’s group, sensory programs, etc.)
- ☐ Resident council involved in suggestions and planning
- ☐ Calendar posted in resident-friendly format (large print, color-coded, photos)

Time Blocking Tips



<u>Time</u>	<u>Activity Type Example</u>
Morning	High-energy: exercise, music
Midday	Cognitive/social: trivia, devotions
Afternoon	Creative: art, reminiscence, games
Evening	Calm: movies, reading groups, meditation



Practical Strategies

Planning VS Cut & Paste

- Religious Services
- Movies
- Book Groups
- Events
- Event Titles
- Locations
- Program Titles
- Out of the Box
- Every Opportunity

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Programs are Subject to Change to Meet the Needs of our Residents Mail is Delivered Monday – Saturday (after 1:00PM) Join us Daily before Lunch for some Fun, as well as Dinner M-F!			<i>Happy Birthday Elizabeth</i> 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 2:00 Travelogue – <i>Falling for Niagara Falls</i> AR 3:30 Popcorn Party DR 6:30 Men's Game Night AR 6:30 Hearts & Hands	1 10:30 Spring or Snow Game DR 10:30 Coloring Phil DR 1:00 Five Alive SR 1:45 Hearts & Hands 3:30 Celebrating Black History Month, Heroes and Visionaries Lecture Series 6:30 Hearts & Hands <i>Groundhog Day</i>	2 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Happy Hour DR 6:30 Friday Night Movie & Popcorn – AR The Notebook	3 9:30 Daily Devotion FR 10:30 Discussion Group – <i>Well Grounded, The Story of Ground Hog Day</i> AR 1:00 Five Alive SR 1:45 Hearts & Hands 3:00 Cooking Club – <i>White Chocolate Strawberry Cookies</i> AR
9:45 Daily Devotion FR 10:30 Non-Denominational Church Service - DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Bible Study with Pastor Clark AR 3:30 Bingo DR	5 9:30 Daily Devotion FR 10:00 Activity Planning Committee Meeting AR 1:00 Five Alive SR 2:00 Book Club – <i>At Home in Mitford</i> FR 2:00 Music with Marla 3:30 Hallway Games RH 6:30 Hearts & Hands	6 9:30 Daily Devotion FR 10:30 Crafting – <i>Love Owls</i> AR 1:00 Five Alive SR 2:30 Balloon Ball DR 3:30 Bingo DR 3:30 Hearts & Hands 6:30 What Am I? AR 6:30 Evening Room Visits	7 9:30 Daily Devotion FR 10:30 Noodlecise DR 11:30 *Lunch Outing* – <i>McDonalds</i> 2:00 Caption This! DR 3:30 Popcorn Party DR 6:30 Men's Game Night AR 6:30 Hearts & Hands	8 9:30 Daily Devotion FR 10:30 Donuts & Trivia DR 1:00 Five Alive SR 2:00 Activity Salon 3:30 Chair Yoga Dancing DR 3:30 Hearts & Hands 6:30 Hot Chocolate & Fireside Chats – FR 6:30 Evening Room Visits FR	9 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Happy Hour DR 6:30 Friday Night Movie & Popcorn – AR The Princess Bride	10 9:30 Daily Devotion FR 10:30 Discussion Group – <i>Thomas Jefferson's Monticello Vegetable Garden</i> AR 1:00 Five Alive SR 1:45 Hearts & Hands 3:00 Cooking Club – <i>Valentine Shortbread Bites</i> AR
9:45 Daily Devotion FR 10:30 Non-Denominational Church Service - DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Bible Study with Pastor Clark AR 3:30 Bowling DR	12 9:30 Daily Devotion FR 10:30 Movin' & Groovin' DR 1:00 Five Alive SR 2:00 Book Club – <i>At Home in Mitford</i> FR 2:30 Hallway Games RH 6:30 Hearts & Hands	13 9:30 Daily Devotion FR 10:30 Noodlecise DR 11:30 Love is in the Air Trivia DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Valentine's Day Party 6:30 Discussion Group – <i>Love is in the Air</i> AR <i>Valentine's Day</i>	14 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 2:30 *Store Outing* – <i>Walmart</i> 6:30 Men's Game Night AR 6:30 Hearts & Hands	15 9:30 Daily Devotion FR 10:30 Donuts & Trivia DR 1:00 Five Alive SR 2:00 Activity Salon 3:30 Chair Yoga Dancing DR 3:30 Hearts & Hands 6:30 Hot Chocolate & Fireside Chats – FR 6:30 Evening Room Visits FR	16 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Happy Hour DR 6:30 Friday Night Movie & Popcorn – AR You've Got Mail	17 9:30 Daily Devotion FR 10:30 Discussion Group – <i>Celebrating African American History Month</i> AR 1:00 Five Alive SR 1:45 Hearts & Hands 3:00 Cooking Club – <i>Banana Crunch Pops</i> AR
<i>Happy Birthday Diane</i> 9:45 Daily Devotion FR 10:30 Non-Denominational Church Service - DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Bible Study with Pastor Clark AR 3:30 Crafts -Bird Baths AR	19 9:30 Daily Devotion FR 10:30 Movin' & Groovin' DR 11:30 Presidential Firsts Trivia 1:00 Five Alive SR 2:00 Book Club – <i>At Home in Mitford</i> FR 3:30 First Ladies Who Am I Game? DR 6:30 Hearts & Hands <i>Presidents Day</i>	20 9:30 Daily Devotion FR 10:30 Game: Throw me Something Mister - DR 1:00 Five Alive SR 2:30 Mardi Gras Parade & Party RH & DR 6:30 Hearts & Hands 6:30 Evening Room Visits <i>Mardi Gras</i>	21 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 2:00 Name that Tune DR 3:30 Popcorn Party DR 6:30 Discussion Group – <i>Mardi Gras, What a Mess</i> AR 6:30 Hearts & Hands <i>Ash Wednesday</i>	22 9:30 Daily Devotion FR 10:30 Donuts & Jeopardy DR 1:00 Five Alive SR 2:00 Activity Salon 3:30 Chair Yoga Dancing DR 3:30 Hearts & Hands 6:30 Hot Chocolate & Fireside Chats – FR 6:30 Evening Room Visits FR	23 9:30 Daily Devotion FR 10:30 Noodlecise DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Pizza Party & Leapfrog Bean Bag Toss DR 6:30 Friday Night Movie & Popcorn – AR Enchanted	24 9:30 Daily Devotion FR 10:30 Discussion Group – <i>Nobel Laureate Toni Morrison</i> AR 1:00 Five Alive SR 1:45 Hearts & Hands 3:00 Cooking Club – <i>Pink Crinkles</i> AR
9:45 Daily Devotion FR 10:30 Non-Denominational Church Service - DR 1:00 Five Alive SR 1:45 Hearts & Hands 2:30 Bible Study with Pastor Clark AR	26 9:30 Daily Devotion FR 10:30 Movin' & Groovin' DR 1:00 Five Alive SR 2:00 Book Club – <i>At Home in Mitford</i> FR 2:00 Music with Marla 3:30 Hallway Games RH 6:30 Hearts & Hands	27 9:30 Daily Devotion FR 10:30 Name that Movie DR 1:00 Five Alive SR 2:30 Balloon Ball DR 3:30 Bingo DR 3:30 Hearts & Hands 6:30 You Tube Men's Edition 6:30 Evening Room Visits	28	<h2>February 2023</h2>		

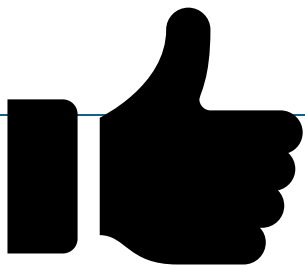
Be Survey-Ready

Ensure calendar activities link back to resident care plans.

Document attendance, engagement, and refusals.

Reflect resident choice and input (tie into F679 in long-term care settings).

Keep past calendars and participation logs for audits.

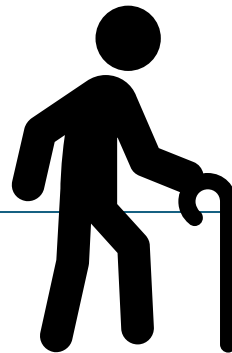


Adapt for Participation

Offer 1:1 and small group alternatives daily.

Modify tools (adaptive art supplies, large dice, soft materials).

Be flexible—engagement, not completion, is success.

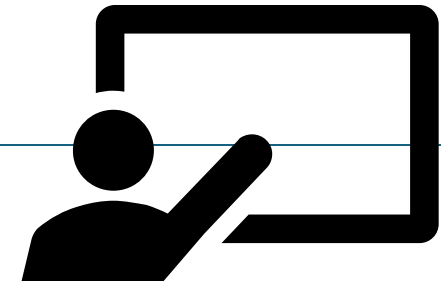


Ask for Resident Input

Resident council or planning meetings.

Add a “Resident Picks” day each week.

Celebrate resident-led activities (e.g., peer poetry reading, recipe sharing).



Questions?