

ICF COMMUNITY OUTINGS – Policy and Procedure

Purpose

- For the Elizabeth Richardson Center ICF/DD to provide for the residents an activities program that promotes self-worth, self-esteem, and meets intellectual needs and interests of the residents.

Scope

- These policies and procedures apply to all Elizabeth Richardson Center ICF staff.

Background

Activities are relevant and valuable to residents' quality of life. Residents will have a choice of what activities they wish to attend and/or participate in.

Activities should:

- Encourage and help build a trusting and caring relationship with staff
- Help reduce stress and anxiety
- Provide emotional, social, intellectual and physical stimulation and support
- Provide residents a sense of self-worth, esteem, and purpose
- Help to relieve boredom
- Allow for feelings of self-satisfaction
- Provide opportunities to learn something new or be refreshed in old skills
- Maintains, increases, and promotes cognitive function
- Allow the resident to explore their creative side and express themselves

Definitions

Community Outing-An event in which the clients are provided the opportunity to participate in a variety of activities in the community to foster involvement, enrichment, and teaching opportunities.

Policy

ACTIVITIES CALENDAR

An activities calendar will be planned monthly. The calendar will consist of activities that will promote self-worth, building self-esteem, and meet social and intellectual needs and interests of the residents. The Activities Director/Recreation Therapist along with input from the residents will plan a monthly calendar with a minimum of two activities per day.

The calendar will be posted in a visible location for all too see.

INDIVIDUAL ACTIVITIES:

Individual activities/programs are designed to meet the needs on an individual basis for residents who cannot participate in group activities due to health issues or will not participate because they choose not to.

These activities may include but are not limited to: reminiscing, current events, reading to resident, providing music, or other activities that the resident may enjoy, benefit from or request.

Individual activities provide reassurances, boost self-esteem, and maintain individualism.

Individual activities motivates, maintains, and/or increases the mental and physical wellbeing of the resident.

GROUP ACTIVITIES

A variety of structured group and social activities are provided for the residents each day. The group activities vary from day to day. Group activities are planned by the Activity Director/Recreation

Therapist with input from the staff and residents. Group activities are provided some mornings, afternoons and some evenings.

Procedure

Outings:

- When taking residents out on the van a "Community Outings" form must be filled out. One person will be responsible for completing attendance/head count for the outing. All clients need to be counted prior to leaving for the outing and again prior to heading home.
- Elizabeth Richardson Center ICF staff will be present for all ICF outings. Some outings may require more staff persons or volunteers to assist with the outing.
- An ICF Client Emergency Data book containing resident Emergency Data Forms and a cell phone is to be taken on outing trips. If an emergency occurs while on an outing call 911 and then the facility.
- Ensure supervision of clients by a staff member at all times. Remember the rule of thumb about supervision - if you can't see the client, you are not supervising them.
- A final resident head count/attendance must be completed prior to any vehicles leaving the outing location. All clients must be accounted for prior to leaving the outing location to return to the facility.
- Ensure all clients are off of the van and the van is locked when not in use.
- Upon returning from the outing turn the completed Community Outing sheet in to the supervisor on duty.

Developed/Revised/Reviewed / Approved by

- ICF Management team created this policy in August, 2016 and presented to the Organizational Health Committee of the Board of Directors on 9/20/2016, reviewed 9/2017.
- Board approved on 9/29/2016.
- Last Reviewed: 6/2019, 11/2019
- Last Revised: 8/2016

Zaran Reed

Asst. Executive Director, or designee

11/13/19

Date

Cathy Pava

Corporate Compliance Officer

11/13/19

Date

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