

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-012

SUBJECT: Activity Choices and Preferences

EFFECTIVE DATE: January 1, 1999

Policy:

It is the policy of Cottonwood, Inc. to facilitate involvement in innovative, age appropriate, and stimulating local experiences and activities for individuals served when paid work is not the primary preference or may not be meaningful to the individual.

Cottonwood, Inc. facilitates activities that reflect the choices and preferences of persons served and is conducted in a manner that promotes the safety and satisfaction of each person. Individuals also have the opportunity to participate in selected classes called "Learning Bursts" which can be provided at Cottonwood, Inc. or in the local area. These local activities and events are offered throughout all Day Enrichment programs. These locations serve as hubs for recreational, educational and volunteer activities in our local area. The locations also serve as bases for meals, learning, personal care and rest.

Activities outings and Learning Bursts may be cancelled or postponed, due to staffing limitations, inclement weather conditions, and guidance from the Center of Disease Control, Douglas County Health Department (regarding community health and wellness) or participants' preference. Alternate activities, Learning Bursts, or classes will be offered in place of the cancelled or postponed community activity. During inclement or extreme weather, Retirement Enrichment conducts program activities at the main Cottonwood site for fully retired participants.

Procedures:

1. Upon entering Cottonwood, Inc. services individuals indicate what service component best meets their needs and preferences. They may do a Trial Visit in more than one area to determine the best fit. The individual chooses how they want their day to look and what productivity and leisure means to them.
2. When an activity- based day is chosen as the primary interest, input regarding desired activities is generated in monthly meetings with consumers and staff. Staff solicit choices and preferences from consumers.
3. Team leaders and staff fill out a weekly schedule of Learning Bursts from the approved curriculum and other resources. Each Learning Burst is documented on the Learning Burst form. Each excursion is tracked on the Integration Log, separately from Learning Burst Activity. Integration logs reflect the individual choices and preferences of consumers.

4. All excursions are recorded on the Integration Log located on the department database. Documentation includes consumer suggestions and preferences, names of participants, date, participants' responses, and level of participation.
5. Regardless of daily staffing assignments, staffing is adjusted when possible, to reflect shared preferences of individuals. If a consumer chooses to remain on site rather than go on an excursion the decision of the person will be respected. The necessary staffing arrangements will be made, and alternate activities, classes or Learning Bursts are offered. Special considerations as described in the current Person-Centered Support Plan will be followed for each person.