

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**

Leisure Recreation/Community Lif Plan

**Chapter:**

**Effective Date:**

7/1/1992

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**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

### Leisure Recreation

1. Recreational taste varies widely and what is recreation to one person may be dull or unpleasant for another. As a staff member you need to recognize the importance of leisure recreation in the lives of the residents you serve. Recreation gives all of us a chance to do something without demands being placed on us. Part of our jobs involves planning and carrying out recreational activities. Every staff member has some experience and knowledge of recreational and play activities. For those of you who need assistance, there are many sources available at Keystone and the public library for your use.
2. Most people enjoy two kinds of recreation; solitary activities and activities with others.
3. There are four requirements that must be met to make an activity a recreational one: it must be **fun**, be **voluntary**, build **self-esteem**, and be **practical**.
  - The activity must be **fun**. The residents must experience enjoyment, find fun in it and love doing it.
  - The activity must be **voluntary**. The residents must have a choice of participating or not. Even a fun activity can become unpleasant if a person is forced to do it.
  - The activity must build **self-esteem**. The residents must feel strengthened by the activity. Using skills, the feeling of being involved in something meaningful, and using intelligence to accomplish something all contribute to a person's self-respect and sense of self.

- The activity must be **practical**. The activity must be able to be carried out in the persons environment. Many recreational activities can be adapted to the special circumstances of the individual and his/her environment.
3. In your facility, there is a written plan of recreational activities to follow for each resident. These are usually prepared by the Program Specialist or Residential Manager. S(he) relies on information from residents and staff in planning these.
  4. These schedules are revised to meet the changing needs of the resident and also change with the season. The schedules are important and must be adhered to by all staff. You are also required to document the success of the activity because this provides assurance that the plan was carried out and also allows for needed adjustments to be made.
  5. The annual service plan also specifies that a Community Life Plan be developed for each resident to increase their independence and interaction in the community. You may be asked to participate in developing plans with the resident whose interests you know well.
  6. To assist you we've developed the following model

### **How to develop a Community Life Plan**

1. **Likes** - Make a list of this person's likes and interest. Discover what the person likes by asking:
  - Asking the person.
  - Asking the person who knows the person well.
  - Reviewing the skill assessment with the person or someone who knows the person well.
  - Reviewing the interest inventory with the person or someone who knows the person well.

Example: Paul likes sports, especially baseball, and enjoys watching games o television. He collects sports magazines and trivia, like pictures, posters, and cards with pictures of his favorite players.

2. **Interest Statement** - Write a simple sentence stating what the interest is.

Example: Paul likes sports and enjoys collecting baseball trivia.

3. **Futuristic** - Write a sentence or two (no more, please) stating what the plan is to meet the interest in the future. Be sure to include details. What? Where? With whom? How often?

Example – Paul will attend a local baseball card show at least once this year. The Residential Manager for Paul’s home has volunteered to go with him because this is an interest he also shares.

4. **Enhance** – How will this experience enhance this person’s life? Write a simple sentence describing the benefit of this activity.

Example – Paul will get a lot of pleasure, socially, from the “card show” atmosphere. He will have an opportunity to add to his personal collection of cards, as well as interest with other local collectors and dealers.

5. Paul likes sports and enjoys collecting baseball trivia. Paul will attend a local baseball card show at least once this year. The Residential Manager for Paul’s home has volunteered to go with him because this is an interest he also shares. Paul will get a lot of pleasure, socially, from the card show atmosphere. He will have an opportunity to add to his personal collection of cards, as well as interact with other local collectors and dealers.

Remember:

Likes

Interest statement

Futuristic Plan

Enhance Life

Life – Be in it!

## **DISCUSSION:**