

Fun In Functional:

Functional Tool Kits for the Individual Resident in the Nursing Home & ALF

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Learning Objectives



- Explain the benefits and important components of functional exercise
- Compare & contrast functionally based activities with impairment based activities
- Define Functional Tool Kits and how to design kits that are meaningful, motivating and fun for the individual resident integrating the whole person wellness model
- Explore a variety of kits and understand how to adapt the kit to achieve the “just right challenge”
- Develop awareness and sensitivity of the generational culture and value/belief system for effective Functional Tool Kit implementation
- Critically analyze case scenarios in the ALF & SNF setting that could benefit from using Functional Tool Kits

Function: The root of all that we do!



- In order for the resident to obtain optimal functioning, intervention strategies must utilize functionally based movement and activities not impairment based activities
 - Functional activities that have meaning to the resident's life is the key to maximizing independence and maintaining motivation
 - Purposeful tasks help to challenge the brain and provides procedural memory familiarity



Functional Movement Patterns



- Uses multi-joint movements involving numerous muscle groups into patterns of movement that we use every day
- Most patterns of movement are performed in a diagonal direction across our bodies; utilizing pushing/pulling; reaching; bending, leaning forward and back; changing speeds & direction; turning, twisting; weight shifting on one leg and then the other
- Utilizing these movements in conjunction with purposeful activities that are performed daily and which the resident has familiarity (from past experience), will maximize results



Function In Our Daily Lives!



- Reaching to put dishes in a cabinet
- Bending down to pick up keys
- Turning around quickly to say hello to a friend
- Climbing up and down stairs
- Vacuuming
- Carrying a bag of groceries
- Opening a door
- Making a bed

Function All Around Us



Use your existing spaces in and around the community to engage the resident in functionally based activities

- Library
- Golf Course
- Bar
- Hair Salon
- Dining Room
- Outdoor Garden
- Ponds/Hiking Trails
- Grocery Store/Mini Mart
- Bank
- Post Office/ Mail room
- Office Supply Area-copy/file



Functional Exercises

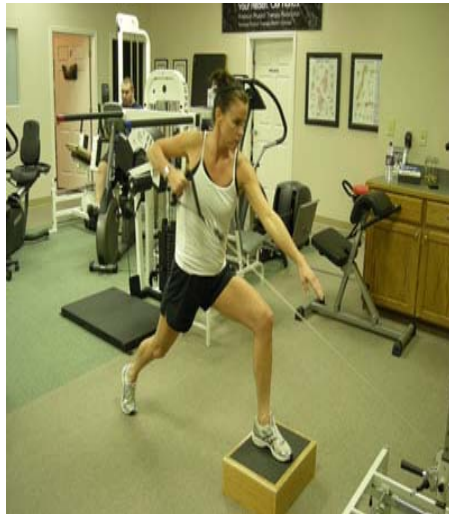


- We lose the movement because we don't train for the movement
 - Age-related losses → Use it or lose it!

Impairment or Functional?



Impairment or Functional?



Impairment or Functional?



Which Resident is performing a more functional exercise?



Impairment Vs. Functional Activities



Impairment Based

- Seated exercises
- Riding a bike
- Stacking cones
- Using a peg board
- Exercises with pulley/weights
- Random flashcards
- Videotape exercise programs
- Kicking a ball/catching a ball

Functionally Based

- Reaching into a cabinet
- Pulling out a drawer
- Making a bed
- Sweeping the floor
- Carrying a beverage while walking
- Using activity calendar
- Using a phone
- Reading a newspaper
- Preparing a snack

Functional Exercises for the Elderly



- Functional training for elderly adults needs to address each person's physical abilities, goals and general health, and it should never use a one-size-fits-all approach
- Besides strength, what other areas should be addressed with exercise in the elderly?

Components of a Functional Exercise Program



- Based on functional tasks directed toward **everyday life activities**
- **Individualized** – a training program should be tailored to each individual. Any program must be specific to the goals of an individual, focusing on meaningful tasks
- **Integrated** – It should include a variety of exercises that work on flexibility, core, balance, strength and power, focusing on multiple movement planes
- **Progressive** – Training that steadily increases the difficulty of the task

Components of a Functional Exercise Program



- **Periodized** – mainly by training with distributed practice and varying the tasks
- **Repeated** frequently
- Use of **real life object manipulation**
- Performed in **context-specific environment**
- **Feedback** should be incorporated following performance (self-feedback of success is used as well as professional feedback)

Evidenced Based Research



- Suggests that functional exercises are the best way to ensure successful outcomes
- Supports that there is minimal translation of carryover from performing impairment based exercises to functional everyday activities

What is a Functional Tool Kit?

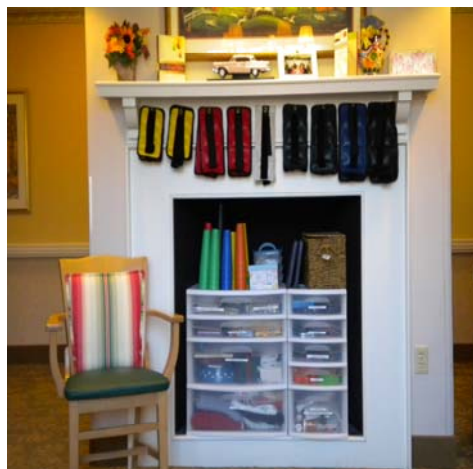


- A Functional Tool Kit is a collection of commonly used materials or items from everyday life that provide the healthcare professional and resident an opportunity to work on specific deficits or tasks that are challenging to the resident in a more meaningful, purposeful, fun and functional manner

Benefits of Functional Tool Kits



- Materials and items are easy to find
- Cost effective
- Adaptable to meet the resident's need
- Easily stored
- Available for use anywhere
- Transport ready
- Versatile



Benefits of Functional Tool Kits



- Encompass all aspects of the resident's present and past life activities and passions
- Enhances quality of life and well being
- Promotes active aging
- Motivates and provides fun for the resident
- Engages the resident in meaningful and purposeful activities throughout all levels of functional ability



Creating a Functional Tool Kit



How are items stored?

- Plastic bins
- Shoe boxes
- Large laundry bag
- Laundry basket
- Plastic crates

Keep items all in one place for easy access/grab and go so the kits can be used anywhere!



Creative Functional Tool Kits



Cooking/Baking Kit Contents:

- Recipe card
- Cookbook
- Measuring spoons/cups
- Bowls
- Spatula
- Baking pans
- Apron



Creative Functional Tool Kits



Cleaning Kit Contents:

- Sponge
- Various size spray bottles of water
- Paper towels
- Feather duster
- Broom
- Scrub brush
- Rubber gloves
- Cleaning caddy



Functional Movement Patterns through the use of the kits



Creative Functional Tool Kits



Handy Man Kit Contents:

- Tool box
- Different size nuts and bolts
- Different size screwdrivers
- Wrenches
- Goggles
- Toys/radios/devices for repair





Creative Functional Tool Kits



Phone & Communication Kit Contents:

- Phone
- Phonebook
- Envelope
- Pen/pencil
- Address book
- Writing paper



Creative Functional Tool Kits



Gardening Kit Contents:

- Flower pots
- Organic potting soil
- Seeds (flowers/herbs)
- Gardening gloves
- Watering can
- Soil scoop/small shovel
- Plant food



Functional Movement Patterns through the use of the kits



Creative Functional Tool Kits



Coffee Making Kit Contents:

- Coffee maker
- Pitcher of cold water
- Coffee
- Coffee mugs
- Measuring cup
- Spoon



Creative Functional Tool Kits



Golf Kit Contents:

- Golf putter
- Golf ball
- Golf glove
- Golf score card/pencil
- Golf tee
- Foam (for tee placement)
- Practice putting green (optional)



Creative Functional Tool Kits



Casino Kit Contents:

- Cards – Standard and Large Print
- Card Holders
- Pad/Score Sheets
- Dice – Standard and Jumbo
- Dominoes – Standard and Jumbo
- Poker Chips
- Velcro Darts
- Instruction Cards – 21, Poker, Craps, War, Darts, Dominoes



Creative Functional Tool Kits



Picnic Kit Contents:

- Picnic basket
- Tablecloth
- Blanket
- Plates
- Napkins
- Cups
- Silverware
- Snacks/drinks
- Condiments



Creative Functional Tool Kits



Party Planning Kit Contents:

- Decorations
- Balloons
- Invitations
- Party hats
- Party favors
- Snacks
- Serving dishes & tableware

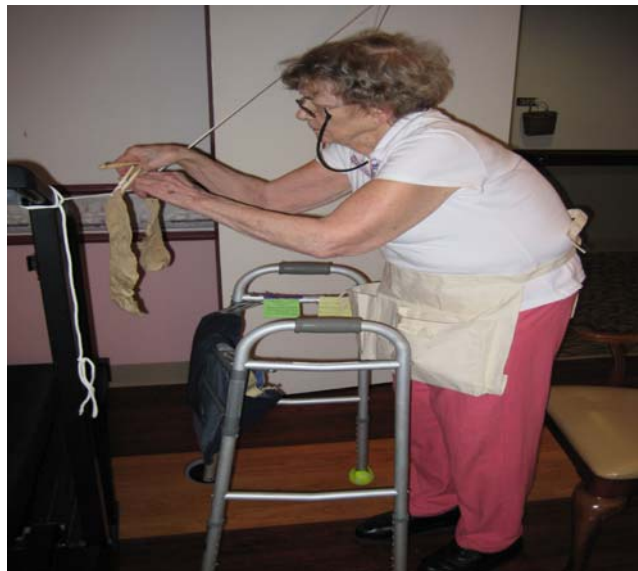


Creative Functional Tool Kits



Laundry Kit Contents:

- Laundry basket
- Laundry detergent with cap/measuring cup
- Fabric softener sheets
- Clothing/bed linens
- Clothespins/hangers
- "Spray & Wash" for spot removal



Creative Functional Tool Kits



Pet Care Kit Contents:

- Pet food
- Water bowl
- Pet grooming items
- Litter box/litter
- Pet toys
- Food bowl mat
- Leash/collar



Creative Functional Tool Kits



Meal Planning/Shopping Kit Contents:

- Different size boxes/cans of food
- Grocery ads/coupons flyer
- Scissors & Coupon holder
- Calculator
- Cook book
- Pad of paper for grocery list & pen/pencil
- Sample check & play money (different coins and dollars)



Seasonal Functional Tool Kits



December Holiday Kit Contents:

- Decorate a Christmas Tree and display Hanukkah menorah
- Bake and decorate cookies
- Share them with friends
- Decorate the center's main hallways and common areas to celebrate



Seasonal Functional Tool Kits



Pumpkin Carving Kit Contents:

- Pumpkin
- Spoon
- Safe carving utensils
- Newspaper
- Art supplies for decorating



Steps To Success!



- Step 1: Obtain a variety of Functional Tool Kits that are functional, fun, and motivating and have purpose to daily life for all residents

Functional Tool Kits

What Impairments can Functional Tool Kits Impact ?



- Daily materials and items are used to address problems that impact a resident's ability to function at a maximum level of independence in his/her environment
- Physical
 - strength, range, tone, balance, coordination, sensation, pain
- Cognitive
 - attention, memory, judgment, problem solving
- Emotional
 - depression, behavior, agitation, anxiety
- Vision
 - compensatory strategies for low vision and the aging eye
- Communication
 - compensatory strategies for language barriers; ability to make needs known



Functional Tool Kits: Maximizing Potential



When utilizing functional tool kits, you will draw on a range of activities and tasks that will positively affect various aspects of health and wellness

Some areas include:

- Physical
- Cognitive
- Socialization
- Leisure
- Creativity
- Spirituality
- Daily Living
- Self-Esteem
- Sensory Integration



Diagnoses That Benefit From Functional Tool Kits



- | | |
|----------------|-------------------|
| • Arthritis | • Dementias |
| • Depression | • Mental Health |
| • Low Vision | • Parkinson's |
| • Cancer | • COPD |
| • Osteoporosis | • Orthopedics |
| • Stroke | • Pain Management |



Functional Tool Kit Utilization in the Center



- Who should use the kits in the center?
 - Nursing/CNA's
 - Rehab-PT/OT/ST
 - Therapeutic Recreation
 - Families
 - Volunteers
 - EVERYONE!



Steps To Success!



- Step 2: Consider the diagnoses and physical & cognitive impairments of the resident to select an appropriate kit for use



Functional
Tool Kits

Meaningful & Purposeful Activity



- In order for the resident to attain and/or maintain functional abilities, therapeutic intervention strategies must be based on functional activities
 - Meaningful activity is the key to maximizing independence
 - Purposeful tasks help to challenge the brain and keep basic ingrained functions utilized

Meaningful & Purposeful Activity



- Health professionals must structure the therapeutic interventions that replicate everyday, common activities, tasks, interests and hobbies
 - Utilizing Functional Kits will allow the resident with any diagnosis (including dementia) the opportunity to engage in meaningful and purposeful activities



Consider this...



- How would you feel if you:
 - Lost your job?
 - Had a disability that prevented you from participating in your favorite pastime
 - Were unable to take a shower?
 - Or...all three??

“Forget-Me-Not”



- Discovery and Assessment
 - When determining what activities are appropriate for someone, you need to discover who the person is
 - Past and present skills and interests
 - Hobbies, occupation, community involvement, etc.
 - Religious and cultural background
 - What their role has been in the family
 - Personality
 - Current abilities
 - Physical, Sensory, Cognitive



“Forget-Me-Not”



- **Discovery and Assessment**

- Every resident has a fascinating story that needs to be investigated and captured!
 - Their passions
 - Greatest concerns and worries
 - Hardest thing in life they ever had to face
 - Their proudest moment
 - The best concert they ever went to
 - Their favorite film star
 - Their greatest achievement
 - And more!!



Steps To Success!



- **Step 3: Recognize individual interest, passions, past leisure activities that are motivating & meaningful to the resident**

Functional Tool Kits



Meaningful & Purposeful



- Now that we have carefully considered the resident's functional needs and personal story of pursuits in life that are meaningful and motivating to them, we need to focus on a segment of anthropology:

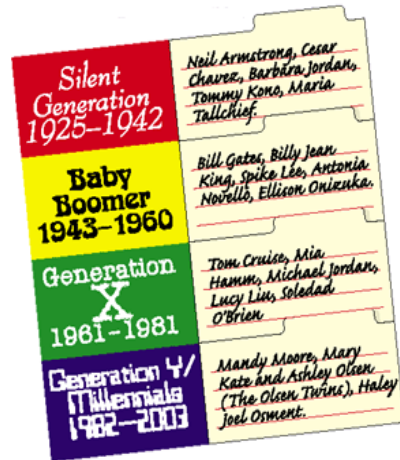
GENERATIONAL CULTURE



Generational Culture

- Definition: The cumulative deposit of knowledge, life experience, beliefs and values that shape and define a particular group of individuals born in the same time period
 - Every generation is influenced by events that occurred during their lifetimes and the lifetime of their parents
 - It does not matter whether you agree with the generation's collective mind set or not, you will be influenced by it
 - The start and ending dates of the different generations are not exactly defined in the literature. Different authors give different years for the beginning and end of the various generations (+/- 3 years)
 - The literature defines 4 to 5 Living Generations and names of the generations vary by author
 - "Cuspers" refer to those individuals born in the transition period between one generation and the another (ie. on the cusp)

The Living Generations



- G.I. Generation
- The Silent Generation

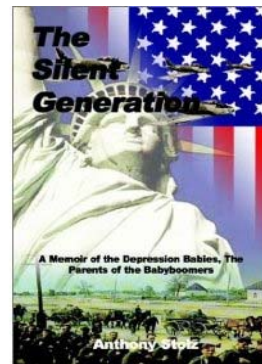
These 2 can be grouped together as the **Traditionalists**

- The Baby Boomers
- Generation X
- Generation Y or Millennials

Traditionalists (1900-1945)



- Other Names: Also known as the veterans, the Silent Generation, GI Generation, the matures, the greatest generation, radio babies, Moral Authority, The Forgotten Generation
- Ages: 100+ to 67
- Influencers:
 - WWII, Korean War, Great Depression, New Deal, Rise on Corporations, Space Age
 - Raised by parents that just survived the Great Depression
 - Experienced hard times while growing up followed by times of prosperity
 - Lowest birth rate in US history



Traditionalists (1900-1945)



- Core Values: Adheres to rules; conformers/conformity; dedication/sacrifice; delayed rewards; discipline; don't question authority/respect; duty before pleasure; family focus/community; "giving back" is important; hard work; law and order; loyalty; patriotism; patience; savers; stabilizing; trust in government; traditional gender roles
- Attributes: Competent; confident; conservative; ethical; fiscally prudent; thrifty-abhor waste; careful with items to keep for a long time; organized; patriotic; sacrifice; loyal (duty, honor, country)
- Education: A dream
- Technology is: The Hoover Dam

Traditionalists (1900-1945)



- Communication: Discrete; present your story in a formal, logical manner; show respect for their age; use good grammar and manners; use formal language; don't waste their time; like hand written notes; less email and more personal interaction; slow to warm up
- Motivated by: Being respected; security
- Family Experience: Traditional; Nuclear
- Work/Family Balance: Keep them separate

Baby Boomers (1946-1964)



- Other Names: “Me” Generation, Moral Authority
- Ages: 66-48
- # of people: 80 million; largest generation by population
- Influencers:
 - Civil Rights; Vietnam War; Sexual Revolution; Cold War/Russia; Space Travel; assassination of JFK
 - Highest divorce rate and 2nd marriages in history
 - Post war babies who grew up to be radicals of the 70’s and yuppies of the 80’s
 - “The American Dream” was promised to them as children and they pursue it. As a result they are seen as being greedy, materialistic and ambitious. They want to have it all!
 - Remodeled society as they have passed through it

Baby Boomers (1946-1964)



- Core Values: Anti war; anti government; anything is possible attitude; equal rights & equal opportunity; extremely loyal to their children; involvement; optimism; question everything including authority; personal gratification; personal growth; transformational; work; youth; holistic; want to make a “difference”; teams

Attributes: Ambitious; ability to handle a crisis; competitive and competent; highly educated; strong work ethic; idealism; ethical; consensus leadership; political correctness; rebellious against convention

Education: A birthright

Technology is: The microwave



Baby Boomers (1946-1964)



- Communication: Diplomatic; in person; speak openly with direct style; use body language to communicate; present options (flexibility); answer questions thoroughly and expected to be pressed for details; avoid manipulative/controlling language; get consensus-include them or they may get offended; establish a friendly rapport; appropriate to address by first name;
- Motivated by: Being valued, needed; money
- Family Experience: Disintegrating; "Cleaver Family"; mom stayed home as children were seen as "special"
- Work/Family Balance: No balance; "Live to work"; at this point in life interested in flexible hours to get some balance; have worked all of their life with no play & are wondering if it is worth it

Generation X (1965-1980)



- Core Values: Balance; diversity; entrepreneurial; fun; highly educated; high job expectation; independent; informality; pragmatism; lack of organizational loyalty; seek life balance; self-reliance; skepticism/cynical; suspicious of boomer values; think globally; techno literacy
- Attributes: Adaptable; angry but don't know why; antiestablishment mentality; big gap with boomers; can change; crave independence; confident; competent; ethical; flexible; focus on results; pampered by their parents; results driven; self starters; skeptical of institutions; strong sense of entitlement; unimpressed with authority; work/life balance; work to live
- Education: A way to get there
- Technology is: What you can hold in your hand; cell; PDA



Generation X (1965-1980)



- Communication: Blunt/direct; immediate; use straight talk, present facts; email as #1 tool; use informal communication style; talk in short sound bytes; share info immediately and often; has the potential to bridge gap between oldest and youngest generations; don't micro manage; avoid buzz words & company jargon; tie message to results; use "WIIFM"
- Motivated by: Freedom and removal of rules; time off
- Family Experience: Latchkey kids; mom's work; daycare generation; dual income families
- Work/Family Balance: Balance is important & work to live



Generation X (1965-1980)



- Other Names: Gen X; Xers; The Doer; Post Boomers; 13th Generation
- Ages: 47-32
- # of People: 51 million
- Influencers:
 - Watergate; Energy Crisis; Dual Income families & single parents; first generation of latchkey kids; Y2K; activism; corporate downsizing; end of the cold war; mom's work; increase in divorce rate; environmental movement
 - Perceptions are shaped by growing up having to take care of themselves early; politicians lie; parents get laid off
 - Came of age when America was losing its status as the most prosperous and powerful nation in the world
 - The first generation that will not do as well as their parents financially

Generation Y/ Millennials (1981-2000)



- Other Names: Gen Y; Generation Next; Echo Boomers; Chief Friendship Officers; 24/7's
- Ages: 31-12
- # of people: 75 million
- Influencers:
 - Digital media; child focused world; school shootings; terrorist attacks; AIDS; 9/11 terrorist attack; Afghan and Iraq Wars
 - Typically grew up as children of divorce
 - They hope to be the next great generation to turn around all of the "wrong" that they see
 - Grew up more sheltered than any other generation as parents try to protect them from the evils of the world
 - Came of age in a period of economic expansion
 - Kept busy as child; 1st generation of children with schedules

Generation Y/ Millennials (1981-2000)



- Core Values: Achievement; avid consumers; civic duty; confidence; diversity; extreme fun; high morals; highly tolerant; hotly competitive; like personal attention; members of global community; most educated generation; extremely spiritual realism; NOW!; street smart; extremely techno savvy
- Attributes: Ambitious but not focused; at ease of teams; attached to gadgets & parents; multiculturalism; eager to spend money; can't live without technology; fiercely independent; globalism thinking; parents are considered heroes; innovative & out of box thinking; political savvy; self absorbed; strong sense of entitlement; want to please others; seek responsibility early on in their roles
- Education: An incredible expense
- Technology is: Ethereal- intangible



Generation Y/ Millennials (1981-2000)



- Communication: Polite; use positive, respectful, motivational electronic communication style; communicate in person only if message is important; use action verbs; use language to portray a visual picture; be humorous; tie message to aspirations & goals; multimedia entertains while learning
- Motivated by: Working with other bright people; time off
- Family Experience: Merged families; coddled kids
- Work/Family Balance: “Work to Live”; balance is important; they value their lifestyle over upward mobility. If thrown a promotion that will unbalance their life they will decline

Why is Generational Culture Important ?



- Recognize that each generation:
 - is motivated differently
 - enjoys different activities
 - prefers different styles of communication and learning
 - demonstrates different strengths and weaknesses
 - embraces different values and beliefs

Intergenerational Diversity Matters

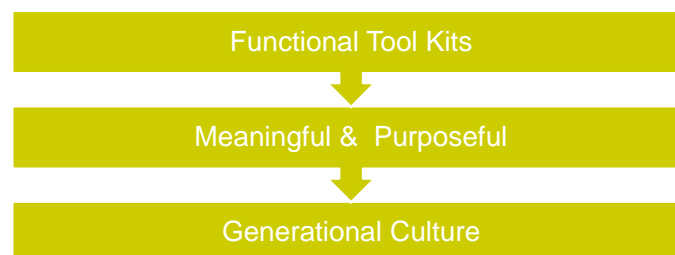


- Healthcare professionals and residents can be from different generations and awareness of the resident's generation will provide for an enhanced interaction
- Healthcare professionals may need to adjust their style of communication and interaction skills to match the generational culture of the resident
- Healthcare professionals will need to select and adapt interventions to meet the resident's need and to match the generational culture of the resident to gain the desired outcome

Steps To Success!



- Step 4: Understand the significance that generational culture plays in kit selection and the intergenerational relationship among staff and resident



Kit Adaptation for the “Just Right Challenge”



Tips to ensure the “just right challenge”!

- Use only a few items in the kit for an activity
 - Example: Cooking/Baking Kit- instead of having the resident bake a cake instead have them use paper/pen to create a shopping list of items needed to bake a cake
- Enhancement strategies for residents with low vision
- Keep verbal cues simplistic (one step command) for residents with difficulty in processing information
- Compensate for cognitive deficits
- Perform activities seated for those with orthopedic dysfunction, pain or endurance deficits

Kit Adaptation for Cognitive Impairments



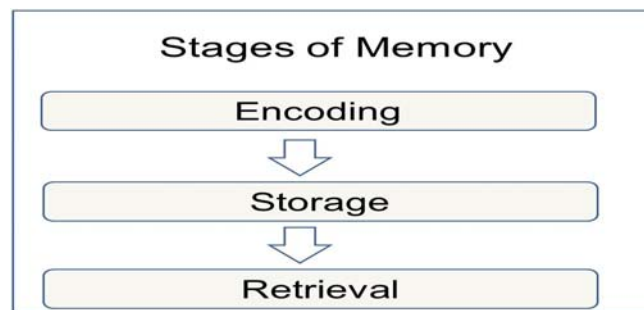
- Size of the group
- Attention span
 - Distractibility
 - Duration of activity
- Communication techniques
- Complexity of task
- Meaningful and purposeful activities
 - Utilizing procedural memory



Kit Adaptation for Cognitive Impairments



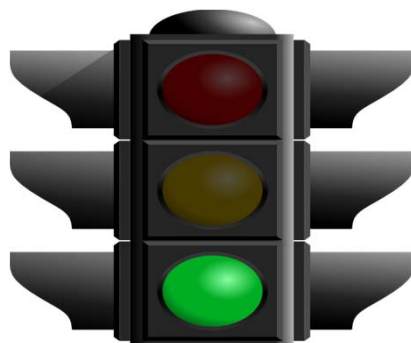
- Memory is not essential to enjoyment!
- Meaningful and purposeful activities call upon procedural memory, thus providing the resident with an activity that will not expose the extent of their cognitive impairment



Steps To Success!



- Step 5: Adapt the kits to ensure the “Just Right Challenge” accommodating for physical and cognitive impairments



JUST RIGHT CHALLENGE

Putting It All Together for A Successful Outcome



Ask yourself the following questions:

- What impairments/tasks are you working on?
- What are the interests and passions of the resident?
- What is the generational culture of the resident and his/her values and belief systems?



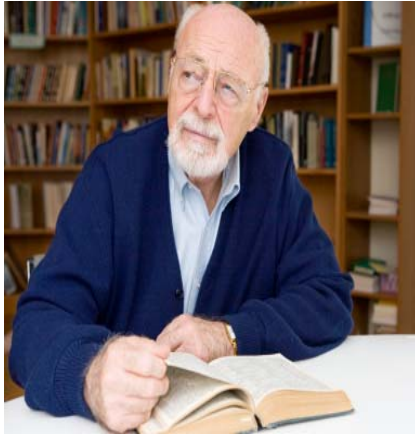
Putting It All Together for A Successful Outcome



- What Functional Tool Kit will allow you to achieve the desired outcome?
- What location will be most appropriate for working on the Functional Tool Kit activity?
- Who should be included in the session?
- How should the Functional Tool Kit be adapted to ensure the “just right challenge”?



Meet James



- James, 68 year old male from East Coast, residing in an assisted living community
- Retired College Professor; widower; no children
- Loves to read; enjoys cooking
- Current diagnoses:
 - recent onset of mild dementia
 - postural changes (kyphosis, rounded shoulders and forward head)
 - slow shuffling gait with inconsistent toe clearance
 - visual deficit

Thoughts?



1. What impairments does James currently possess?
2. What activities have been meaningful in James' life?
3. What Functional Tool Kit will be appropriate for James to use?
4. What generation is James a part of and how might that influence the kit selection?
5. How would you adapt the kit to create the "just right challenge" for James?
6. Where in your center would be appropriate for James to utilize the kit?
7. Who might you include in the session?

Meet Constance



- Constance, 79 year old female from Manhattan who resides in an assistive living community
- Former society woman involved with charity events, banquets, fund-raising; Widow; 2 sons
- Current diagnoses:
 - 10 year history of osteoarthritis of knees and left shoulder
 - episodic pain 4/10 in bilateral knees with prolonged standing >10 minutes and in left shoulder with overhead reaching
 - balance deficits; high risk for falls



Thoughts?



1. What impairments does Constance currently possess?
2. What activities have been meaningful in Constance's life?
3. What Functional Tool Kit will be appropriate for Constance to use?
4. What generation is Constance a part of and how might that influence the kit selection?
5. How would you adapt the kit to create the "just right challenge" for Constance?
6. Where in your center would be appropriate for Constance to utilize the kit?
7. Who might you include in the session?

Meet Jane



- 85 year old female NJ who resides in a SNF for several years
- Former homemaker who raised 5 kids
- Loves cats
- Current diagnoses:
 - Recent Left CVA with right mild hemiparesis and decreased fine motor control
 - mild sensory and visual loss
 - word finding difficulties
 - easily frustrated
 - becomes easily tearful

Thoughts?



1. What impairments does Jane currently possess?
2. What activities have been meaningful in Jane's life?
3. What Functional Tool Kit will be appropriate for Jane to use?
4. What generation is Jane a part of and how might that influence the kit selection?
5. How would you adapt the kit to create the "just right challenge" for Jane?
6. Where in your center would be appropriate for Jane to utilize the kit?
7. Who might you include in the session?

Evaluating & Measuring Success



- One can evaluate the success of the activity by asking themselves the following questions:
 - How long was the resident's interest maintained?
 - How could the activity be adjusted?
 - What was successful and why?
 - What about the activity didn't work and why?
 - What about the activity could be improved?



Positive Outcomes with Functional Tool Kits



Resident Outcomes:

- Decrease number of falls
- Decrease behavioral issues
- Decrease # of medications
- Create immediate pleasure
- Re-establish dignity
- Slow down or maintain chronic disease progression
- Improved carryover of skills
- Enhanced self esteem
- Decrease depression
- Improve quality of life and hopefulness
- Reduction in hospitalizations and readmits



Positive Outcomes with Functional Tool Kits

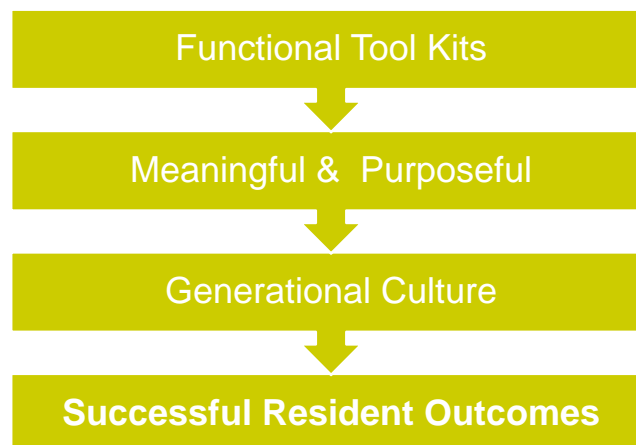


Community Outcomes:

- Decrease burden on staff and family
- Increased compliance & motivation with rehab process
- Improved functional outcomes
- Improve resident satisfaction
- Increased employee job satisfaction
- Reduced employee burn out
- Increase community census
- Promote healthy financials
- Enhanced marketability; improved community reputation



Steps To Success!



Where Do We Go From Here?



- Simple tips for the center to begin journey:
 - Locate areas in the center that can be used for functional space
 - Educate the center on generational culture
 - Ask Ther Rec & Social Work to showcase personal interests of the residents
 - Ask departments to participate in gathering items for assembling various functional kits

Where Do We Go From Here?



- Assembly kits and place them throughout the center
- Host a challenge to all employees to utilize kits & share success stories
- Identify seasonal celebratory events and plan a functional tool kit session for larger groups
- Set up a committee to review the program on a quarterly basis
- HAVE FUN!!!



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