



**Ithaca College  
School of Health Sciences and Human Performance  
Center for Life Skills**

**Mission/Vision Statement**

**Vision Statement**

The Center for Life Skills program is committed to developing, implementing, and refining a model interdisciplinary, experiential, student-centered learning opportunity as an integral part of the School of Health Sciences and Human Performance curriculum while providing a service to the community.

**Mission Statement**

As a Sciences and Human Performance, the Center for Life Skills is an academic and experiential learning laboratory providing therapeutic activities to promote community re-integration for individuals who have experienced a neurological impairment.

To meet this mission we are developing, implementing, and sustaining a model program to provide a venue for comprehensive interdisciplinary training program for students involved in the School of Health Sciences and Human Performance.

Experiential learning- hands on therapeutic programs with community-based participants supported by faculty guidance and mentorship.

Interdisciplinary collaboration- through networking opportunities, co-operative intervention, team meetings, and community re-integration.

Service learning- by allowing students to bring classroom knowledge and skills to meet an important community need.

Providing evidence based practice as a means to enhance the quality of life and independence for individuals with chronic neurological impairments.

## **WELCOME!**

We hope you find this handbook helpful. We are excited to have you join our staff and look forward to getting to know you better. We hope that working with the Center for Life Skills program will be a fun, rewarding, and educational experience.

## **CRITERIA FOR PARTICIPANTS**

Participants are individuals who have experienced a CVA (stroke) and have residual deficits that prevent them from fully participating in the activities that would improve the quality of their life. Participants will have a medical clearance from their physician and will have sufficient endurance to participate in the length of the program. All participants will be assessed with an initial evaluation and with the Stroke Impact Scale, Version 2.0. Participants will need to display minimal difficulty with or supervision needed in at least three of these five areas:

- Mobility
- Communication
- Leisure/Recreation
- Memory/Thinking
- Daily Living Skills

These individuals must also be independent (or in some instances need supervision/set-up) in hygiene, toileting, and eating.

## **ON-SITE CONTACT**

Please contact Catherine Gooch, CTRS, Program Manager at 607-375-6312 or

[cgooch@ithaca.edu](mailto:cgooch@ithaca.edu)

Longview Emergency Number: 375-6310.

## **FACILITY**

Our facility is wheelchair accessible with wide doorways, ramps into the building, and accessible bathrooms. The Center has a main multi-purpose room, a full kitchen, private therapy room, Program Managers office, an exercise room, use of a conference room, and outdoor access.

## **HOURS**

The Center for Life Skills hours for the fall, 2006 session is:

Monday 10:00 am. to 2:30 pm.

Wednesday 10:00am to 2:30pm

Friday 9 a.m. to 11:00pm.

## **DIRECTIONS**

### **To Longview:**

From Ithaca, take 96B South towards Ithaca College. Longview is one half mile south of the College's Main Entrance. Turn right onto 1 Bella Vista Drive.

**To the Center of Life Skills:**

Enter Longview through the main entrance. From the lobby proceed straight to the elevators. Take the elevator down to level 2. Make a left out of the elevator and make another immediate left. Go through the one single door and the Center is on the right.

**INCLEMENT WEATHER POLICY**

In the event of inclement weather, the center will follow the Ithaca City School District's cancellations. If the schools are more than 1-1/2 hours delayed, the center will be closed for the day. The students will be responsible to contact their faculty member to make further plans on where to meet. Local radio stations that you can tune into to hear closings are: WHCU 870 AM, WYXL(Light) 97.3 FM, WQNY 103.7. As soon as a confirmation of a closing has been made the program manager will have the closing recorded on the Center's answering machine as soon as possible.

**SAFETY OF PARTICIPANTS**

In general, if there is an incident that does not require medical attention, please alert your clinical supervisor and the program manager so the incident can be documented appropriately.

If there is a medical emergency, please contact faculty member and program manager to assess the situation. The program manager will notify EMS, Longview, and a Family member if needed. Taking medication while at the Center is the responsibility of the participant. We will not dispense any medication for any reason.

If assisting with lunch or planning a cooking activity, please be informed of their diet restrictions, if any. Lunches are labeled and given to the appropriate participant, if they cannot do so independently.

**CONFIDENTIALITY**

Students are not to speak about participants or their work regarding participants to anyone outside the Center. When referring to participants via e-mail or correspondents students must use first and last initials, or first name only (not full name) when referring to the participants.

Remember that though we are a small, informal program, we must strive to always speak in a professional, mature manner.

**DOCUMENTATION**

Each participant has a chart at the Center. All documentation concerning the participant will be placed in this chart and will include: Initial intake, Evaluations, Progress Notes, Goal/Program Plan, and Family Conferences.

**Initial Intake:** SIS 2.0 version, initial assessment summary

**Evaluation:** All evaluations from each discipline

**Progress Notes:** To be recorded at least 1X per week each week for each discipline. The

progress note section is divided into weekly sections, notes are to be written in the week the program took place.

**Goal/Program Plan:** The participant's signed goal sheet (listing the participants goals for the semester) will be on top of the Participant Program Plans. Each participant has between 3-5 goals. Each program plan represents each long term goal. These program plans must be completed as soon as possible after the long term goals are developed.

**Special Notes:** Please do not write in pencil, use white-out, or completely cross out words or phrases. Use only established CLS forms. All progress notes and evaluations must be signed by your clinical supervisor.

**Mid-Term Summaries and the End of the Term Summaries:** These summaries are invaluable tools for all students, faculty, staff, participants and their families. Guidelines are at the end of this booklet (pg.10).

### **HEALTH & SAFETY**

If you are running a fever, or experiencing cold/flu symptoms please do not participate in the Center for Life Skills program. We do not want to jeopardize the health of our participants, faculty, staff, or fellow students. If you notice a rash, change in skin color, or another medical observation with a participant, please alert the program manager so she can address the situation with the participant.

A first aid kit is available for use it is stored under the kitchen sink in the kitchen area.

Please use universal precautions when working with the participants. If you are using physical contact with the participants, wash hands thoroughly between participants. Gloves will be readily accessible at the Center if needed.

All surface areas will be cleaned with a disinfectant (1:10 solution) at the end of the day. All exercise equipment shall be cleaned by the participant/staff/student immediately upon completion of their activity.

There are pillows available for positioning activities. Each pillow and pillow case should be labeled for use for that participant only. See Catherine for pillowcases, labeling, etc.

### **ATTIRE**

Please wear neat and casual clothing which will allow you to assist the clients in participating actively in therapy sessions. Sandals, open-toe shoes, tank-tops, halters, sleeveless shirts or jeans will not be permitted.

Center for Life Skills Nametags are to be worn at all times while present in the Center.

### **FACILITY**

All students and staff are responsible for keeping the Center clean and presentable. All tables and chairs must be clear and in good order at the end of your program. Please place

coats, backpacks, etc into the closet space. Please keep valuables at home or on you as we do not have a secure location to lock up personal items. After a program or activity, please be sure to have all table top surfaces clean, supplies stored away, and dishes dried and put away. The participants can assist in these activities as part of their individualized program goals!

## **SESSIONS**

There are two sessions per year.

*Fall session:* Early-September to mid-December

*Spring session:* Late January to early May

Please see session calendar for specific dates that the program will be closed (major holidays and Ithaca College breaks).

## **STAFF**

We have a wonderful multi-disciplinary staff. The staff includes:

Program Manager, Catherine Gooch

Occupational Therapy Clinical Supervisors, Mindy Cozzolino

Physical Therapy Clinical Supervisor- Ellie Buckley

Therapeutic Recreation Clinical Supervisor, Janice Elich Monroe

Speech-Language Pathology Clinical Supervisor, Susan Durnford

# Programs

**Occupational Therapy** focuses on planning and leading activity type groups with the goals of increasing endurance, motor performance, cognition and social interaction. The groups may consist of cooking groups, woodworking, ceramics, community outings, as well as activities determined by the participants. Graduate students will focus on activities of daily living, functional mobility, and general motor control as well as community reintegration (including car transfers, ordering from menus, grocery gathering, and shopping). Management of hypertonicity will also be addressed through home exercise programs. Relaxation techniques and possible splinting.

**Physical Therapy** will work on general flexibility, strengthening, and endurance activities. Focus will be directed to exercise that improve balance, activities to improve functioning and decrease physical barriers in the community (such as stairs, curbs, uneven surfaces, transfers, etc.) An individual exercise program will also address each client's individual needs.

**Speech Pathology** provides the identification, assessment and nonmedical management of speech, voice, language and swallowing impairments, as well as cognitive-communication impairments. Interpersonal social communication skills are also addressed (e.g. initiation of a conversation, appropriate tone of voice, etc.). Clients may be recommended for speech-language therapy even though they do not have apparent speech problems, but because they have higher level of cognitive-language impairments, which inhibit their ability to function effectively in their environment. Assessment of current communication environments and identification of communication partners will also be a focus. Referrals will be made in the following situations: physician referral if swallowing appears unsafe; an audiologist referral if hearing is questioned; and or a ear – nose throat physician referral in the presence of a voice disorder and or when clients complain of laryngeal pain.

**Therapeutic Recreation** will include therapy-based activities that encourage social interaction, activity skill development, development and maintenance of cognitive skills, leisure education and community reintegration. Activities may include pet assisted therapy, discussion groups, computer programs, crafts, tabletop games, and programs focusing on how to utilize leisure time wisely.

## **Center for Life Skills Meeting Guidelines**

### **Team Meetings**

**Involved Individuals:** Faculty, Staff, and Students

**Facilitator:** Program Manager or designated faculty

**Purpose:** Develop/Review participant's progress, status, goals.

**Frequency:** At least four times a semester.

**Documentation:** Minutes are recorded by the program manager, formalized, and placed in Team Meeting Minutes binder.

### **Family Conferences**

**Involved Individuals:** Faculty, staff, students, participants and their families

**Facilitator:** Program Manager or designated faculty

**Purpose:** Participant/family education, review of participant's progress (goals/objectives), and health status are discussed. Feedback from the family/participant are heard and the determination of continuing CLS services.

**Frequency:** At least once per participant each semester

**Documentation:** The minutes are recorded and finalized by the program manager. They are given to the participant/family and placed in the individuals chart.

### **Staff/Faculty Meetings**

**Involved Individuals:** Faculty and Staff only

**Facilitator:** Program Manager or designated staff

**Purpose:** Team development, communication, schedules and programming issues. Discussion/evaluation of participants accepted into the program at "Wrap Up" and "Start Up" meetings before and after each semester are also included.

**Frequency:** At least four times a semester, and as needed

**Documentation:** Program Manager will record and formalize minutes to be placed in the Staff/Faculty Meeting binder.

**ITHACA COLLEGE**  
**School of Health Sciences and Human Performance**  
**Center for Life Skills**

**Fall, 2006**  
**Program Schedule**

**Monday**

10:00am-11:00am	Occupational Therapy
10:00am-12:00pm	Occupational Therapy/Physical Therapy
12:00pm-12:30pm	Physical Therapy
12:30pm- 1:15pm	Lunch Break
1:15pm-2:30pm	Speech Therapy

**Wednesday**

10:00am-11:00am	Therapeutic Recreation/ Speech Therapy (at 10:15am)
11:00am-12:30am	Physical Therapy
12:30pm-1:15pm	Lunch Break
1:15pm-2:30pm	Speech Therapy

**Friday**

9:00am-10:00am	Therapeutic Recreation (with Speech Therapy after fall break)
10:00am -11:00am	Therapeutic Recreation (Headstart Program)
11:15am-12:30pm	Family Conference/Team Meeting

**Center for Life Skills  
Fall, 2006  
Session Dates**

<b>Friday, September 8, 2006</b>	- First day of fall session
<b>Friday, October 20, 2006</b>	- Center closed for fall Break
<b>Monday, November 20, 2006</b>	-Center closed for Thanksgiving Break
<b>Wednesday, November 22, 2006</b>	-Center closed for Thanksgiving Break
<b>Friday, November 24, 2006</b>	-Center closed for Thanksgiving Break
<b>Friday, December 15, 2006</b>	-Last Day of Program

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**Guidelines for Mid and End-Term Evaluation Summaries**

- 1. Place participants name (if sending via email-use only first name or initials) and your discipline,at the beginning of your summary, on top of the page.**

Goldie or GH  
Physical Therapy Summary

- 2. State the goals (from the goal sheet) that you are addressing, and any objectives that you may have developed for that goal. The objectives may differ from each discipline. Measurement outcomes do not have to be stated.**

1. Increase physical endurance
2. Increase spontaneous and expressive language

- 3. Write a summary/narrative stating the participant's current status/progress for each goal.**

Include recommendations for exercises, programs, or activities to continue (for End of Term eval). Write your summary as if you are speaking to the participant. Instead of stating "the client" make it more personable by using their name.

- 4. Please set line spacing at 1.5, 12 point Times New Roman**

- 5. Include your name and the clinician's name (with credentials) at the conclusion of the summary.**

George Clooney, Therapeutic Recreation Student  
Janet Reno, CTRS, Clinical Supervisor

