

Community Participation Requirements & Agreements



LEADERSHIP PROGRAM

Learning Facilitation &
Program Sustainability

The Core Dementia Care® program materials are copyright and trademark protected and may not be used or altered without the written permission of the Starling Center for Organizational Development, Stacey Starling, PhD ©2024. Questions regarding the Core Dementia Care® program may be directed to:

Stacey Starling, PhD
Starling Center for Organizational Development
P: 313-909-2432
stacey@starlingcenter.org
www.starlingcenter.org

**Core Dementia Care® is an evidence–based education protocol founded
in person–centered, empowerment–oriented learning methods.**

The Core Dementia Care® (CDC) curriculum provides information about dementia diseases and expands skills to effectively respond to symptoms of the disease (that is, cognitive impairment, behavioral symptoms and care-related needs) such that resident care outcomes are improved.

The course content is structured in ten, two–hour modules, delivered over consecutive weeks; equaling 20–hours of education. In addition to formal care requirements and competencies needed by staff to effectively care for people with dementia, the program also incorporates advanced learning lessons in:

- trauma–informed care,
- sexual expression in persons with dementia,
- end of life,
- handling difficult discussions with resident representatives
- and, self care strategies to assist care partners in stress regulation.

An adaptation of the Core Dementia Care® program is also included that is appropriately targeted for the family member / responsible party learner.

Benefits For Communities

- The Core Dementia Care® QAPI training model will improve individualized care and enhance the person-centered dementia capable culture in Michigan Assisted Living Communities.
- The project will enable AL staff to effectively modify strategies to discover what contributes to the person with dementia feeling content, engaged, and enriched in everyday life. Learned strategies improve efforts to prevent or avoid unnecessary pain and suffering for the person with dementia which often leads to behavioral expressions.
- Leadership Competency Development in Program Management, Core Dementia Care®, and Learning Facilitation
 - Organizations will have two certified CDC Facilitators and implementation Stakeholders.
 - The competency skills acquired in the Leadership Program (T3 equivalent) will impact community operations well beyond the CDC program.

PROGRAM SUSTAINABILITY

- Communities will receive 9–months of implementation support from Core Dementia Care® Administration.
- Communities will receive the materials and tools to sustain the education programming well beyond the implementation commitments.
- Communities will receive published best practices to further enhance Facilitators' Leadership competency skills.
- Communities receive a free 4–year subscription to the Core Dementia Care® LMS.

PROGRAM ASSETS

- A. The Core Dementia Care® (CDC) Instructor Set is an asset of the care community participating in the Leadership Program. Two Instructor Sets will be given to the participating care community, provided there is a minimum of two Facilitators per community, for Facilitators' use who have successfully completed the Leadership Program.
- B. The Core Dementia Care® Learning Management System (LMS), learning videos, and all program materials are copyright and trademark protected by Starling Center.
- C. Participating care communities will receive login credentials for the LMS. The credentials should not be shared with individuals outside of the Leadership Program.
- D. The Leadership Program participant workbook is copyright and trademark protected by Starling Center. Leadership Program participants will receive a workbook and it will be the property of the participants at the completion of the program. However, all

Community Participation Requirements & Agreements

intellectual property rights to the materials in the workbook will remain the property of the Starling Center.

- E. If the community–based Leadership Program participants do not successfully complete the program and submit evaluation data within the program timeline, the program materials must be returned to HCAM and program digital resources will be deactivated.

Leadership Program Schedule Overview

This document serves to detail the program and the care community's requirements and agreements to participate in the CDC Program.

Full program, from initial CDC education, community implementation, and evaluation is a 9-month commitment.

LEADERSHIP PROGRAM:

The Leadership Program learning is a virtual/in-person hybrid program, segmented into distinct sessions, scheduled between August 2024 and April 2025.

The Leadership Program sessions must be attended sequentially.

There are 4 different offerings for each Module.

Community participants select ONE Track to follow for the entire 10 Modules. Community participants must attend the same Track.

There are limited spaces in each Track and preferences are secured upon enrollment as available.

Orientation to the Core Dementia Care® Leadership Program 1-HOUR SESSION

Participants select to attend **ONE** of the four sessions.

August 6 & 8 (9:00–10:00 am)

August 6 & 8 (1:00–2:00 pm)

Core Dementia Care® Program Experience TEN 2.5-HOUR SESSIONS DELIVERED OVER 10 CONSECUTIVE WEEKS

Module 1 – Module 10

THURSDAY TRACK A

Aug. 15 – Oct. 17, 2024 (9:00–11.30am)

THURSDAY TRACK B

Aug. 15 – Oct. 17, 2024 (1:00–3.30pm)

TUESDAY TRACK C

Aug. 20 – Oct. 22, 2024 (9:00–11.30am)

TUESDAY TRACK D

Aug. 20 – Oct. 22, 2024 (1:00–3.30pm)

Community Participation Requirements & Agreements

The Train–the–Trainer program equivalent is held in Lansing. Community participants will select to attend **ONE** of the three offered sessions. Community participants must all attend the same session.

Program Implementation Training: Learning Facilitation & Program Sustainability

THREE 8–HOUR CONSECUTIVE DAYS

Participants select to attend **ONE** of the three sessions.

November 6–8, 2024 (9:00am–5:00pm daily)

November 11–13, 2024 (9:00am–5:00pm daily)

November 18–20, 2024 (9:00am–5:00pm daily)

CDC PROGRAM IMPLEMENTATION:

The community–based CDC Facilitators will be supported by the CDC Administration Team during the implementation cycle.

JANUARY–APRIL 2025

Facilitators will implement the **10–week program** in their community following Program Implementation Training.

Facilitators will be conducting two concurrent programs.

- A staff education model.
- A family education model..

CDC coaching and guidance takes place in scheduled Zoom meetings. Facilitators will have an off–boarding conversation with their CDC Coach at the conclusion of the program implementation.

Program Implementation, Evaluation Requirements & Agreements

After the community-based participants have successfully completed the Leadership Program, the community then enters the Program Implementation phase. The following outlines the evaluation activities required by the Grantee. The data gathered will evaluate specific outcomes related to improvement in resident quality of life, staff and family learner competency, and stress reduction.

FIDELITY REQUIREMENTS

- A. The CDC program must be facilitated as designed and presented in the Instructor Set during the grant period.
- B. The community-based Facilitators will implement two concurrent programs. One with a staff learner group and the second with a family learner group.
- C. Implementation activities include the evaluation requirements and data submission protocols as outlined in the Leadership Program.
- D. Individual Lessons and Modules can be utilized for topic related in-services outside of the CDC program (E.g. Trauma Informed Care, Person-Centered Care) at any time upon completion of the first 10-week Implementation cycle.
- E. Upon completion of the evaluation requirements, the community is able to carry forward the program and initiate more training cohorts without further evaluation requirements.

IMPLEMENTATION & EVALUATION AGREEMENT

Baseline data and post program data is submitted for Sample Resident and Learner Pairs. The CDC program includes week-to-week application assignments and application debriefing. The learner / resident sample pair is a critical component of the learning to ensure learners are carrying forward the learned strategies in their caregiving practice. Intentional skills application and practice, yields more successful outcomes and retention. Submission of this data supports the Implementation Coach to guide the Facilitators in their “coaching skills” development over the duration of their engagement with the Core Dementia Care® Administration team.

6–12 Residents are identified as the evaluation sample.

- Appropriate resident candidates will receive attention and care from the staff enrolled in the CDC program.
- Interaction between residents and staff, and residents and family who participate in the training will assist learners to practice their new skills and improve communication and quality of life for the resident.

Community Participation Requirements & Agreements

- Residents selected for the sample include those in moderate stages of dementia, with demonstrated behavior such as, evidence of anxiety, agitation, sadness, or lack of involvement in social engagement or activities.
- It is recommended that sample residents have active representatives who visit regularly.

6–12 Staff Learners will be identified for the training based on their role in the community, experience working with people with dementia, interaction with targeted residents, interest in the CDC program, and work schedules.

- Since the training will occur during normal business hours, staff will need to be available to attend all the sessions of the program as scheduled within the AL community.
- Learners will need access to computers, tablets, or phones with internet capabilities to complete Pre / Post–Tests and course evaluation.

6–12 Family Learners will be identified for the training based on their frequent interactions with their loved one who is a resident with dementia.

- Since the training will occur during normal business hours, family learners will need to be available to attend all the sessions of the program as scheduled within the AL community.
- Learners will need access to computers, tablets, or phones with internet capabilities to complete Pre / Post–Tests and course evaluation.

Community–based CDC Facilitators will submit baseline and impact data.

Two submissions per resident sample and learner pair is required. The Facilitators will divide the learning group as self-determined. Data submission includes:

- A brief resident assessment of demonstrated behavior and incidents.
- Observations of the interactions between the staff and resident sample pair. The electronic observation tool is concise and can be completed within a few minutes per resident interaction.

A community–based CDC Facilitator will attend and upload QAPI meeting data to their Basecamp folder monthly through the end of the implementation period. Basecamp is the project management platform that hosts all implementation materials and tools. QAPI data is used as part of the coaching and program mentoring relationship.

At the conclusion of the One 10–week implementation cycle, the implementation support provided by the CDC Administration Team concludes with an off-boarding conversation. Going forward the community is encouraged to carry on with additional programming for additional staff learners, family groups, etc.

Qualified Candidate for the CDC Trainer

Organization Administration will select key staff to attend the Leadership Program to become implementation stakeholders and CDC Trainer. **Communities are offered two enrollments in the Leadership Program.**

The ideal candidates:

- must have worked with residents with dementia for at least 4–5 years.
- will have daily interactions with residents with dementia as part of their ongoing work. Examples would be:
 - Social Workers
 - Life Enrichment Professionals
 - Nurses
- must be supported to attend the scheduled learning sessions and implementation sessions without conflict or compromise to work schedule and work accountabilities.
- must have the ability to interact through a virtual platform and have access to the equipment needed to support this learning environment.
- must be provided a learning space to be able to fully participate in the learning without interruptions or distractions. The space should ensure privacy as resident examples are often used in the discussion materials.

We ask that communities make the commitment to refrain from pulling program participants during the Leadership Program Sessions unless it is an emergency. Program participants will need to fulfill all learning requirements to successfully complete the program and become a CDC Trainer.

Successful Completion of the Leadership Program

In order to receive the CEs, participants must fulfill the following requirements as mandated by the institutions awarding the CEs:

- Attend each session in its entirety.
- Be visible on the Zoom platform / computer camera for the entire session.
- Submit a sign-in & out form after every session.
- Complete and submit all Leadership Program learning and evaluation assignments.

Upon completion of the program, participants will be awarded the following CEs as appropriate:

- Social Workers: 40 CEs
- Life Enrichment & Activity Professionals: 40 CEs
- Nurses: 40 CEs
- NHA: 40 CEs

System Requirements

This is a virtual program delivered via online video streaming (Zoom) and supplemented with communication tools and assignments that Leadership Program participants will need to access in the collaborative learning portal (Basecamp). **To meet these requirements, the following is mandatory for all communities.**

WIRELESS INTERNET ACCESS

- Consistent high-speed internet—broadband wireless (3G or 4G/LTE, 3.0 mbps up/down).
 - Wi-fi access in a private room (E.g. classroom or conference room) where participants can privately attend the session and complete the application activities.
 - Access to Zoom. <https://zoom.us>
 - If unable to access Zoom, the facility may require firewall changes. Please consult the IT department to reconfigure the network firewall using the settings found here:
<https://support.zoom.us/hc/en-us/articles/201362683-Network-Firewall-or-Proxy-Server-Settings-for-Zoom>
 - Additional links program participants will need to access:
 - <https://coredementiacare.org/Videos>
 - <https://3.basecamp.com/>
 - <https://www.surveymonkey.com/>

COMPUTERS

- Ideally, each participant should have access to their own computer with audio/visual capabilities to attend sessions. At a minimum, the group must have access to at least one computer that has the following camera and audio features enabled:
 - Speakers and a microphone—built-in or USB plug-in or wireless Bluetooth.
 - A webcam or HD webcam—built-in or USB plug-in.
 - Or, a HD cam or HD camcorder with a video capture card.
- Evaluation will be electronically submitted. It is recommended that communities consider the use of an iPad with the ability to access Survey Monkey, google docs and Basecamp to facilitate collection and submission of data.

EMAIL

- Leadership Program Participants will need to have an **organization email address (not a personal email address)** to be enrolled in the Leadership Program digital platforms.

Community Participation Requirements & Agreements

Please list your Participants.

Email the executed Agreement to Stacey Starling at stacey@starlingcenter.org.

NAME

ROLE & CREDENTIALS

EMAIL

LICENSE NUMBER AS APPLICABLE

NAME

ROLE & CREDENTIALS

EMAIL

LICENSE NUMBER AS APPLICABLE

By signing this document you acknowledge that your Community is committing to the Core Dementia Care® Leadership Program and all requirements as stated to execute the program.

SIGNATURE

DATE

PRINTED NAME

TITLE

EMAIL

COMMUNITY
