

**REC 471 Theory & Design of T.R. Programs**  
**COMPREHENSIVE PROGRAM PLANNING PROBLEM**  
**100 Points**

Congratulations. You have just been hired by your chosen organization to develop a comprehensive therapeutic recreation program for the population associated with your chosen agency (**7D.01**). All programs will be held at your organization, but community outings are allowed. There is not a budget for initial program start up, but once the TR program is established, you will receive a \$200 budget each month. There is no budget for initial equipment, but remember if expensive equipment such as a treadmill is purchased, money will be needed for general maintenance.

The organization provides you with a fully equipped office with all general office supplies. The organization does not provide you with a cell phone, only a landline office phone. Community outings will need to be included within the budget. Your department will be responsible for the gas costs associated with transportation, but a fully equipped bus is provided for your clients (if needed).

The organization wants the entire TR program established and running within three months. You are the only CTRS in the TR department. No other CTRS's or aides are provided at this time. If the organization has PT's, OT's, and ST's the option to co-treat is available. You will be presenting your comprehensive TR program plan to the organization's board of directors. The written portion of this assignment will be in the form of a program proposal for your board and must include the items below.

With this scenario as a base, develop a 12-month program for the organization. Complete the following items and prepare a 15-minute presentation for the board of directors of the program you design.

1. Develop a name for your program and include it on the cover page of your report to the Board along with your name (0 pts).
2. Write a brief philosophy statement for your program. Do this with a set of belief statements. That is a group of sentences that begin with the words, "We believe...." (5 pts.)
3. Write a mission statement that tells everyone why your program exists. Begin your statement with the words, "The mission of \_\_\_\_\_ is...." (5 pts.) (**9D.01, 9D.07**)
4. Write a vision statement for your program (5 pts.)
5. Develop a set of 5 comprehensive program goals (5 pts.)
6. Develop a set of programs designed to accomplish your comprehensive program goals and ultimately your agency mission. These will be offered throughout the year. The minimum number of programs allowed is 5 (15 total points for items a thru c below). Examples of programs include: Leisure Education, Stress Management, Healthy Living, Fitness, Anger Management, Life Skills, Adaptive Sports, Arts, etc.
  - a. Write a brief (1 paragraph) description of each program that might appear in a program brochure. Each description needs to have a purpose statement for each program. In your description indicate which of your comprehensive goals each program will help meet and **write a set of TPO's, EO's and PM's for each program**, that if accomplished will lead to the accomplishment of each of the comprehensive program goals each program is aimed at. (As discussed in class)
  - b. Make sure all of the programs are **evidence (outcome) based** and can be **justified by research findings**. (**9D.12**) Be sure this is clear in your program description. The evidence to support the outcomes should be provided a citation at the end of the description, e.g. (Jones, 2013).

c. Your program description should be written in such a way that it is clear which comprehensive goal is being accomplished i.e. there is a connection of language or thought to the comprehensive goal in the objectives. (5 pts.)

7. For 1 of your specific programs write a TREATMENT protocol that will help lead to the accomplishment of one or more of your program objectives. (10 pts.) (9D.14)

8. Develop a schedule of where and when your programs will occur. You will have access to an education room that is big enough to have tables and chairs and to freely move around. If aligns with your program, you will have access to a regular sized gym, but the gym does not have any equipment (from volleyball nets/poles, basketballs to badminton equipment, does have bball goals,). But, there is currently no fitness center. Include in the schedule if additional staff is required. If working with high risk patients, such as in a state facility, the patient to therapist ratio is around 5 to 1. (10 pts. for schedule)

8a. Put your 12-month schedule into a matrix format (rows and columns showing date, time, location and staffing for each program) similar to the examples in shown in class. Show the time, place and number of staff or volunteers needed for each program. Use as many pages as needed. Remember, one schedule may be all that is needed depending on your organization. But, if you plan for programs outside during warmer months, this needs to be reflected in the schedule. (5 pts. for matrix) (9D.17)

9. Have a section of your report entitled Budget. Use Excel to develop a budget for your program. Use the Excel spreadsheet template found on Canvas. Be sure to include all of the items you feel you would need to actually begin a program. For instance, if you have an art program, take into consideration buying paint, canvas, paint brushes and the need to restock throughout the year. This needs to be considered for ALL programs. Consider the cost of gas for outings and maintenance for any equipment you buy.

The budget should reflect how you arrived at cost figures. For expenses the formula is Expense Item(s) x Unit Cost x Number of units (4 volleyballs x \$20ea = \$80).

Submit your Excel spreadsheet as part of the project. **Submit the Excel file to Dr. Covert Miller as an e-mail attachment.** (9D.17)

10. Have a section of your report entitled Evaluation. Provide a detailed explanation (including forms) of how you will evaluate your comprehensive program so that after one year you will be able to report the following information to your advisory board: (10 pts.) (9D.19)

a. How many participants were involved in each of your programs and how many total participants were involved throughout the year.

b. How well the programs accomplished your comprehensive program goals

This will be accomplished through an evaluation process completed in class. Items to be included: activities to evaluate within program, measurement method/tool, and the goals to accomplish that indicate the program was successful

11. Create a tri-fold brochure to advertise your program. This should include at a minimum the mission, vision and philosophy of your program. Include any other information you feel will help to educate your program to other departments, schools, community members, etc. **Also create a business card** for yourself and a **flyer** for one or more of your programs. All of these can be done using Microsoft Publisher, Power Point, Word, etc. (10 pts.) Only one copy of each is needed. Bring these to share with the class during the presentation.

12. Put all of this information into a folder or paper cover that you will turn in for grading. Also, prepare a 15 minute oral presentation with a handout for everyone that you will give to your advisory board (the class) as you tell them about the program you plan to develop. (10 pts.)

13. Be prepared to give your presentation to your board (Dr. Covert & the class) on the day the assignment is due. Be ready to answer questions about ANY aspect of your project. Prepare yourself well. Treat the experience as a professional presentation. Dress professional as though you were presenting to a real board. (50 pts.)

**Do not put this project off.** Work on it a little each day as we go through these items in class. During class, each section will be covered. In class assignments will relate to your project. Any part of the project may be submitted for my review prior to completion.

<b>Comprehensive Program Planning Problem Grade Form</b>					
Step # - Name	Points Given & Why	Points Given & Why	Points Given & Why	Points Given & Why	Points Given & Why
1. Program Name	5				
2. Mission	5				
3. Vision	5				
4. Guiding Philosophy	5				
5. Five Comprehensive Goals	5				
6. 5 Specific Programs					
a. Comp goal to be met	5				
b. 4 are evidence based	3				
c. Each w program described & purpose statement	2				
e. Each w TPO's, EO', PM's	5				
7. Protocol	10				
8. Schedule with time, place, staff required	10				
9. Schedule in matrix format	5				
10. Budget					
a. Budget printed	5				
b. Excel file submitted	5				
11. Evaluation					
a. Can tell participant #'s	5				
b. Can tell how accompl. goals	5				
12. Color 3 fold brochure, flyer and business card	10				
13. Project is in a folder	10				
14. Presentation	50				

**The following are options of areas to make TR program for.**

Mental and behavioral health hospitals (in-patient AND out-patient)

Examples: Truman Hospital, Springwoods Behavioral Health, Cottonwood Springs, KidsTLC, Heartland Behavioral Health, Freeman Health

Can be kids or adults

Typical cases

Bipolar, schizophrenia, addictions, anxiety, depression, anger management, aggression, disrespect authority figures

Assisted living/skilled nursing/long term care/memory care

Examples: Gran Villas, Via Christi Village, Carrington Place, Golden Living, VA homes

Typical cases

ADL's assistance, dementia/cognitive issues

Hospital/Rehabilitation Hospital (in-patient AND out-patient)

Examples: Madonna Rehabilitation Hospital, Craig Hospital, Freeman Health, Rehabilitation Institute of Kansas City, Ability Kansas City

Can be kids or adults

Typical cases

TBI's, spinal cord/paralysis, stroke

Community Therapeutic Recreation Program

Examples: Colorado Springs Therapeutic Recreation Program, Arlington County Therapeutic Recreation Program (Arlington, VA), Cincinnati Recreation Commission TR Program

Can be kids, adults or both

Remember: community programs are inclusive for disabilities, people of all ages and ability levels participate in community programming