

# APALS Training Manual

Goal: The aim of this tool is to assess the availability of physical activity opportunities within Congregate Living Facilities. This includes assessing features related to independence such as the physical activity opportunities, social and cognitive functioning, and quality of life. The tool will examine the inside and outside opportunities within each facility. In addition, the tool will assess the opportunities that exist to travel offsite for activities.

This manual is not intended to provide definitions for all items. Rather, its purpose is to clarify items of possible confusion.

## **Preparing for visit:**

- Get site ID number from Jacqueline.
- Print out Google Earth map of facility grounds (Include with final tool).
- Fill in as much of the general information as you can gather from the facility website
- Make sure to bring:
  - measuring wheel
  - two copies of the tool
  - pens
  - clipboards
  - Google earth map
  - list of questions for site contact

## **Beginning of visit:**

- Meet with Facility Manager/Contact first to explain purpose of site visit and get approval to walk around site. Ask questions on the tool that only facility contact can answer or that cannot be observed directly. If possible, obtain site map for the facility.
- Check Emergency Building Plan Maps to determine number of floors, stairwells, exits, elevators, etc.
- If possible, obtain a site map (w/ floor plans) & activity calendar from facility contact.

## **Part A. Facility information**

**License Status/Type:** What type(s) of care does this facility provide? Examples include whether the facility is licensed as an Assisted Living Facility, Independent Living Facility, Nursing Home, and Continuing Care Retirement Communities.

**Source of Funding and Percentage of funding received from source(s):** Where does facility funding come from and what is the percentage they receive from each if multiple sources. See examples listed below (Private, Local, Municipal, etc.).

**Name of organization:** Refers to a conglomerate if multiple sites are owned by the same company.

**Location/Cross Streets:** This refers the cross streets of the main entrance. Try to get this before going to the facility. List the address for the facility, including number, street name and zip code.

**Total # Staff:** This includes the total number of paid staff, including full-time and part-time staff.

## **Part B. Outside Positive PA Features/Functionality**

**Number of grassy areas (> 10ft x 10ft):** The number of grass areas refers to the grass areas around the buildings or within the facility grounds. If grass area is not separated by a building or path then consider one area.

**Exits:** Refers to formal exits (via streets or walking paths) provided by the site to access local neighborhood not just worn paths that have been created over time.

**Directional signs:** Pointing to destinations such as the dining hall, recreation center, main building, etc.

**Paths:** A path is a distinct and designated route with the primary function of linking elements within the facility or used for recreation. A path may be paved or unpaved. Do not count sidewalks. Sidewalks are defined by their function to allow visitors or residents to get to surrounding neighborhood.

**Slope of path:** Think of slope from the perspective of a 65 year old person in average health.

### **Part C. Outside Aesthetics**

**Water features:** Includes ponds, fountains, etc.

**Are there any places where there is an unpleasant view along the path:** If parking lot is located at the beginning or end of path, do not count as part of unpleasant view(s). This question refers to examples such as cracked paths, garbage cans, facing the wall of another building, etc.

### **Part D. Outside Hazards**

**Hazardous sections:** A condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation. This includes raised surfaces, single steps, and cords or clutter across the walkways.

**Number of roads to cross:** Include anywhere cars are moving and residents need to cross in order to get to other sections of the path.

**Obstructions on path:** Includes trees, shrubs, and other things that intrude upon the trail: anything to reduce trail width. Users could not easily move obstructions off the trail or easily walk around; do not include small twigs, rocks, or small areas of mud. an obstruction that stands in the way (and must be removed or surmounted or circumvented).

**Exterior lights:** This can include lights on the buildings or in open areas (e.g. walkways, courtyards, etc.).

### **Part E. Outside Exercise Facilities**

**Lawn bowling:** In this case, lawn bowling is referring to setting up pins and actually bowling outdoors. To be distinguished from bocce ball.

**Bike paths:** The path does not have to be dedicated for biking but it must be feasible for biking (no stairs, etc). A path can be both a walking and a biking path if feasible for both.

### **Part F. Inside Exercise Facilities**

If more than 1 building is present, assess either the main building only, or if multiple main buildings exist, mark "yes" if the feature exists in any of the main buildings, or take an average of the two largest main buildings. If the feature is present outside of a main building (e.g. aerobics classroom in separate building), still mark "yes" that the feature exists.

**Dedicated aerobics classroom:** This includes any dedicated room for strengthening the body's cardiovascular system, may include stationary bicycles, treadmills, free weights, weight bands, and dance bar.

**Combined fitness/aerobics classroom:** A room used for fitness/aerobics that is also used for something else such as social activities (a fitness room cannot be both dedicated and combined; it can only be one or the other).

**CV/aerobic equipment:** Mark yes if this equipment is present either in a dedicated or combined aerobics room or somewhere else in the facility (e.g. bicycle, treadmill, elliptical machine, etc.).

**Weights/resistance equipment:** Mark yes if this equipment is present either in a dedicated or combined aerobics room or somewhere else in the facility (e.g. weight bench, free weights, weight machines, etc.).

### **Part G. Inside Social Facilities**

**Mind fitness games:** Can be electronic or analog, such as Sudoku, puzzles, or other brain games.

**Multi-Purpose Room:** Designed or used for several purposes such holding meetings, game room, TV room, card room, etc.

### **Part H. Inside Buildings**

**Corridors:** Must be at least 20 ft. long (use measuring wheel if unsure size) and contain a residents room or another room residents may use. An L-shaped corridor may be marked as 2 corridors if both parts of the L are at least 20ft long. Each of the following questions about corridors refers only to corridors that are at least 20ft long.

**Corridors with varying thresholds, slippery or changing surfaces:** Can be a corridor that includes wet spots, permanent damage to the flooring, etc.

**Staircases visible from main entrance:** Stand inside of the main entrance and see if you can identify at least 1 staircase from this location.

### **Part I. Onsite Services**

**Number of outside open areas/courtyards/patios (not green):** may or may not have seating.

**Number of outside seating/eating areas (with or without tables):** organized seating (4 or more chairs, benches, or tables) arranged together to form a place to congregate/socialize. If the facility has an open patio area that has seating arranged for socialization, mark both this item and the previous item.

**Number of sheltered/covered areas:** Examples include sheltered/covered porches, tents, gazebos, and patios. Questions regarding sheltered/covered areas and benches or seating areas are only addressing public areas. Residents' personal benches, seating areas, or sheltered/covered areas should not be counted.

### **Part J. Additional Site Info**

**Land area (acres):** Obtain this information from the GIS.

**Building floor area (square feet):** Obtain this information from the building director or city.

**Number of residents:** Obtain this information from the site coordinator.

**Longest walking path (outside):** Start at the exit of main building if connects and continue along the perimeter path. If longest path does not start at the exit of building, just measure the path by itself. Longest path must be within the facility and **not** include sidewalks that are also part of the neighborhood. The perimeter route is only the longest route if the site is gated or separated in some way from the surrounding neighborhood.

**Longest continuous walking path through corridors (inside):** Only include path within one corridor from start to end. If the corridor turns right or left, this marks the start or end of the corridor. For example, any L-shaped corridor is made up of two paths. Measure the length of the longer side of the L.

**Percent independent residents:** Obtain this information from the site coordinator.

**# organized exercise activities:** Include activities from the most recent full week (from Monday to Sunday) of calendar or schedule. If site provides a monthly calendar, use the most recent full week (running from Monday – Sunday) of activities. If the site provides a weekly calendar, use the week provided. The activity can be on or off-site.

**# organized social activities:** Include activities from the most recent full week (from Monday to Sunday) of calendar or schedule. If site provides a monthly calendar, use the most recent full week (running from Monday – Sunday) of activities. If the site provides a weekly calendar, use the week provided. The activity can be on or off-site. Do not count exercise activities as social activities.