

NADSA Publications



Adult Day Services:

Secrets, Systems, and Strategies for Excellence:

Sourcebook for Directors and Administrators

What started as a national curriculum for training the leaders in our field has become a one-volume, essential Sourcebook for all of those planning, management and administrative positions. The Sourcebook covers the following subjects: The Essentials of Good Leadership; The Planning Process from Beginning to End; Assessing Your Community's & Participants' Needs; Programming; Managing the People Process; Financial Management; Marketing, Public Relations & Community Affair; Environment, Atmosphere & Design; Ethics & Liability; and Evaluation, Problem-Solving and Continuous Quality Improvement. 202 pages; published 1999.

NADSA-member price: \$99 • List price: \$149
Item # AD001

Adult Day Services:

Secrets, Systems, and Strategies for Excellence:

Leader's Guide

The Leader's Guide allows a community or group of providers to use the Sourcebook as a curriculum in the way it chooses but will give an instructor, trainer or leader some guidance on how to maximize the value of the Sourcebook as a curriculum with a group of peers. For each of the subjects, there is guidance on goals, the main message and key points, the teasing out of management skills, handouts, thought-provoking questions, exercises and suggestions for self-study. 28 pages; published 1999.

NADSA-member price: \$55 • List price: \$75
Item # AD002

Standards and Guidelines for Adult Day Services

This is the 1997 revised edition of the National Standards and Guidelines for Adult Day Services manual. This edition provides a comprehensive outline of "best practices" in all areas of facility operations and service delivery. Emphasis is placed on the importance of target population identification and assessment, administration, organizational structure, individualized plans of care—including the "new service categories," direct service provision, staffing requirements, facility design and program evaluations. The Standards and Guidelines manual provides information to prepare any Adult Day Service program for accreditation. 98 pages; published 1997.

NADSA-member price: \$55 • List price: \$75
Item # AD003

Training the Program Assistant in Adult Day Services

This manual makes training your program assistants easier than ever. The curriculum sets the standard for quality training in the field. It offers techniques, material, activities and handouts to improve program assistant effectiveness and performance. Topics include Understanding Adult Day Services, Participants' Rights, Role of Staff, Observation & Recording, The Aging Process, Therapeutic Activities & The Role of the Program Assistance in the Delivery of Services. 174 pages; published 1993, revised 2005.

NADSA-member price: \$59 • List price: \$99
Item # AD004

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