



# The Java Project

## Programs Guide

## Important Java Project Information

**Grant Applicant:** LeadingAge California Foundation

**Grant Dates:** May 1, 2022 – April 30, 2025

### **What Materials are included in the Java Project:**

- Java Music Box
- Java Memory (Time) Box
- Java Mentorship Box

### **Quarterly Reporting:**

**Java Scale Surveys and Observation Survey can be done at any time during the quarter, but all surveys need to be submitted by the following quarterly deadlines:**

- **Year 1 – November 2022 – October 2023**
  - Quarter 1 (Nov 22 – Jan 23) – Submit Surveys by **January 16, 2023**
  - Quarter 2 (Feb 23 – April 23) – Submit Surveys by **April 14, 2023**
  - Quarter 3 (May 23 – Jul 23) – Submit Surveys by **July 14, 2023**
  - Quarter 4 (Aug 23 – October 23) – Submit Surveys by **October 16, 2023**
- **Year 2 – November 2023 – October 2024**
  - Quarter 1 (Nov 23 – Jan 24) – Submit Surveys by **January 15, 2024**
  - Quarter 2 (Feb 24 – April 24) – Submit Surveys by **April 15, 2024**
  - Quarter 3 (May 24 – Jul 24) – Submit Surveys by **July 15, 2024**
  - Quarter 4 (Aug 24 – Oct 24) – Submit Surveys by **October 15, 2024**
- **Year 3 – November 2024 – April 2025**
  - Quarter 1 (Nov 24 – Jan 25) – Submit Surveys by **January 15, 2025**
  - Quarter 2 (Feb 25 – Apr 25) – Submit Surveys by **April 15, 2025**

### **The Java Project Contacts:**

- **Amanda Davidson – Grant Director – LeadingAge California**
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## How to Complete the Surveys

### Java Scale Survey (multiple residents surveyed)

- In Survey Monkey, choose the **Facilitator** survey.
- Observe as many of the participating residents that you can. **Do not assess the group, just individual members.**
- **You will need to provide one survey for each resident. A minimum of half of the group is required but you can assess as many as you want.**
- The questions asked are as follows: on a scale of 0 -10, what changes are you observing **in participation, in connection, and in happiness** before the group starts and again during the group.
- At the beginning of the activity, assess each resident before the Java session starts from a scale of 0 -10. For example, if you are assessing their participation, choosing 0,1, or 2 means that there is little participation, which is typical before a group starts.
- Then assess them again once the program is well underway using the same scale.
- Small changes matter. What might seem like a very small increase in participation for some counts. E.g., for those who don't normally participate, lifting up their head and looking around at fellow group members, could be two points on the scale.
- Other positive changes you might watch for include reading a quote, playing the windchimes, choosing a theme or song, singing, tapping toes, vocalizing, etc.
- Typically, residents will have some positive changes as the group progresses.
- If a group member sleeps through the group, do NOT assess.
- **IMPORTANT!** Take care inputting scores with no change, e.g., 6 – 6 or 10 - 10. Typically group members will participate in some way and their scores increase. Assess change carefully.

### Observation Survey (one survey)

- In Survey Monkey, choose the **Observer** survey.
- Once per quarter you will be asked to observe one Java Programs activity and answer a series of Yes or No questions regarding the activity session, with examples such as:
  - Were participants offered roles (e.g. greeter) and did a participant pick a theme?
  - Was the "Getting Centered" practice conducted?
  - Was the closing affirmation read by the whole group?

**The Facilitator and the Observer should always be two different staff members**

**Please reference the survey deadline dates on the Important Java Project Information sheet**

## Java Scale Survey and Observation Survey Examples

In Survey Monkey, you will be asked to choose which survey you will be taking, the Java Scale (Facilitator) Survey, or the Observation Survey:

### QUARTERLY REPORTING

Thank you for taking the time to submit this information - we appreciate all that you do!

If you have any questions about the Observation Form or the Java Scale, please contact Lindsay Fowks at lfowks@leadingageca.org or call (916) 469-3373.

\* 1. I am the (pick one):

- Observer and I'm completing the Observation Form
- Facilitator and I'm completing the Java Scale

For the Observer Survey, you will be asked a series of Yes or No questions regarding the Java Program activity session that has been observed:

### QUARTERLY REPORTING

#### OBSERVATION FORM

\* 1. Facility name

\* 2. Name of Facilitator

\* 3. Name of Observer (Your Name)

\* 4. Which program are you observing?

\* 5. Were participants offered roles (e.g. greeter), and did a participant pick the theme?

- Yes
- No

\* 6. Was the opening welcome read, and the opening song played?

- Yes
- No

\* 7. Did a participant read the guidelines?

- Yes
- No



## Step by Step – Java Music Club

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- Put on coffee and background music before the group starts.
  - Offer valued roles to group members coming in, example: greeter, windchimes/singing bowl player, coffee server, song leader, quote reader, etc.
  - Invite one member to be your assistant and choose a theme
  - Find the chosen theme and photo in the group binder
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### Opening:

- Read the opening welcome (next page)
  - Sing the opening song (CD1, Song 1)
  - Read the guidelines (Found in front of songbooks – assistant reads if possible)
  - Read the Getting Centered Practice (next page)
    - Read this very slowly – give time to breathe. Windchimes/singing bowl played before and after
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### Middle:

- Invite group members to share using the talking stick. Here are some tips:
    - Start with: “How has your week been?”, end each sharing by inviting them to name one thing they are grateful for this week and why (don't forget the why!)
    - Try not to rush. Give the members time to speak – there are no right or wrong answers.
    - Alternate 1 or 2 members sharing, then a song, quote or use the photograph from the theme.
    - Invite group members to choose which songs, quotes, etc. Note: it is not necessary to get through all of the questions, photos and quotes each time.
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### Closing:

- Invite a Guest of Honor and/or plan the next Java Party! Ask the group:
  - “Before we do our closing, who can we invite as guest of honor next week – is there someone who is new here or who may be feeling lonely or not included? Or should we invite a staff or family member?”
  - “Let's plan a Java party. We do this every 2-3 months to help those who feel isolated join in and feel more a part of our community.” \_\_\_\_\_ (Date/Time)
- Java Gives Back
  - “Our Group is currently giving back by \_\_\_\_\_ (description of project). We meet each week on \_\_\_\_\_ (Date/Time). Who would like to join us?” (See ‘Java Gives Back’ on CD9 for how to set this up).
- Read the Closing Affirmation (next page)
  - Invite group to read this together. Windchimes played before and after.
- Sing the closing song (CD1, Song 2) Invite everyone to offer a hug or handshake (COVID protocols permitting) to the person next to them. Thank everyone who took on a role.
- Group Ending: “What happens at Java, stays at Java!”

## Welcome, Getting Centered, Closing Affirmations

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### **Opening Welcome:**

Welcome everyone to the Java Music Club! We are glad you are all here. Is there anyone here for the first time? Do we have any guests of honor with us here today? We get together every week at this time. We hope you enjoy it and come back again next week!

As William Butler Yeats (the poet) said: "There are no strangers here – only friends you haven't met yet."

For those who wish, please join us in our Opening Song called "The Java Music Club"

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### **Getting Centered:**

NOTE: Before doing this make sure everyone has the Getting Centered page in the songbooks open. Start by inviting the windchime player to play the chimes slowly. Then read the following. Keep it very slow and allow group members time to breathe in and out with you.

- Getting centered means putting all of our worries aside for a little while and becoming present.
- It helps us have compassion and understanding for ourselves and for one another.
- People who are centered and present are happier

I now invite you to close your eyes for just a few moments.

- Take a deep breath in – and breathe out
- Breathe in calm – breathe out worry
- Breathe in peace – breathe out fear
- Breathe in happiness – and relax.

For those of you who wish, please join me in saying: "I am still, present and at peace."

(together..) *I am still, present and at peace.* Thank you, you may open your eyes. Windchimes again please.

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### **Closing Affirmation:**

NOTE: Please make sure everyone has the Closing Affirmation page open (front of songbooks)

"Before we sing our closing song, please join me in our closing affirmation:

I love, accept and appreciate all of me, just as I am today. I bring understanding and compassion, and I receive understanding and compassion. I bring love and I receive love. I bring peace and I am at peace."

## Step by Step – Java Memory

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### Opening: (Set up using CD#8. Invite high-functioning residents as assistants.)

- Facilitator Invites roles:
    - **“My name is \_\_\_\_\_ and I thank you for the privilege of being present here with you.” Invite members to take on a role, example: “\_\_\_\_\_, would you consider being our group leader/song leader/quote reader?”**
  - Resident reads the ‘Opening Welcome’ (group leader – see next page for Welcome)
  - Play the Opening song (CD#1, Song 1) – Greet each person. Pass a handshake around and introduce members, ask “How are you/how’s life?”
  - Start the Getting Centered Practice (ask a resident to play windchimes before and after)
    - Read this very slowly – give time to breathe.
    - **“I now invite you to take a deep breath in..... and breathe out. Breathe in calm.... Breathe out worry. Breathe in happiness.... And relax.”**
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### Middle: (choose one or more options depending on the day/group)

- Invite a resident to choose a theme – then a song. Offer two themes using the photos, then two song choices from theme/song list – talk about lyrics and feelings.
  - Show the theme photograph and create a story with resident ‘storyteller’.
  - Add Movement (upbeat song, clapping, tapping toes, etc.) or sensory materials.
  - Explore the theme questions, quotes and more songs (use group roles to start conversations)
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### Closing:

- Read the Closing Affirmation (next page) – Group leader reads and cues windchimes before and after.
  - **I bring love and I am loved. I bring peace and I am at peace.**
- Sing the Closing Song (CD#1, Song 2)
- Pass a hug or handshake around – can be done during closing song!
- Serve coffee/tea/treats after (or during depending on the needs of your group)

**JAVA MEMORY – Opening Welcome + Closing Affirmations**

**Opening Welcome**

Welcome to Java Memory!

**We are here to support one another and to remember that everyone matters, and has something to share.**

**We have one guiding principle and that is – loving kindness.**

Please join me in our opening song.

**Closing Affirmation**

Here is our closing affirmation – (*windchimes before and after*)

**I bring love and I am loved.**

**I bring peace and I am at peace.**

Please join us in our closing song.

## **JAVA MENTORSHIP– Program Materials**

### **For the Facilitators:**

- Facilitators Guide
  - Introduction (how to set it up)
  - How to facilitate the program
  - The education modules
  - Handouts
- Forms CD
- Visits Record Binder and Forms
  - “Residents to visit”
  - “Who’s visiting and where”
- Welcome sign

### **For the Mentors:**

- Mentor’s Binders
  - For Handouts
  - Gratitude pages
- Mentor’s Bags
  - Visits guide (with discussion topics)
  - “Wrinkles don’t hurt”
  - Treats and other ideas

## JAVA MENTORSHIP– Team Meeting Guide

\*Before each meeting make sure all have the guidelines/closing affirmation/mentors' pledge\*

- **Welcome and Guidelines** – Welcome to the Java Mentorship Team meeting. Could someone please read our guidelines?
- **New Mentors Welcome (and Initiation Ceremony)** – Do we have any new Resident or Volunteer Mentors? (If so, conduct the Mentors' Initiation Ceremony and skip the education module).
- **Check in and Gratitude Practice** – We will now go around the table and do a quick check-in. Let us know briefly how you are doing. Then share one thing you have gratitude for and why.
- **Cycle through the Education Modules** – At every meeting we like to offer some new learning. The topic for today is \_\_\_\_\_ (refer to education module chosen).
- **Restocking the Mentor's Bags** – Do any of the Mentor's Bags need restocking? Extra pages of 'Three Rounds of Gratitude', invitations to the Java Music Club, treats, etc.?
- **Review Visitees, who could Contribute and Confirm Pairing Up**
  - **Visitees List:** Now we will go over who could use a visit in our community here – is there someone you've noticed that may be lonely, or is not participating in things, or isn't doing well in some way?
  - **Who Could Contribute:** Which visitees could we involve in giving back or contributing to our community – helping others helps them! What creative way could we entice them to participate in a project? Example: Share their singing talent, be a greeter at an event, write up a card for someone who is ill then visit them, create a poster with a positive quote to decorate a bare wall, etc.
  - **Confirm Pairing Up:** Who is going to pair up this week for visits and where? (Use the "Who's visiting Who from Where" form)
- **Debriefing Time after the Visits** – Please check back in with me (group leader) after your visits – share challenges and successes!
- **The Team's Closing Affirmation** – As we prepare to go on our visits, let us read our closing affirmation together:

*"Together we can really make a difference. Need and ear, need a hug? – see me!"*

## **JAVA MENTORSHIP– Mentor's Initiation Ceremony**

Those who express interest in becoming a mentor are given a copy of the 'Mentor's Pledge' and then invited to take part in a short initiation ceremony. Before conducting the ceremony, be sure that:

- The new mentor and your team have a copy of the 'Mentor's Pledge' handy
- You have the new mentor's name tag ready

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### **The Initiation Ceremony**

An established mentor or staff facilitator says: **"Today is a special day! I have the privilege to initiate \_\_\_\_\_ (new mentor's name) as a new mentor to our Java Mentorship Program. This is an important and happy occasion for \_\_\_\_\_ (name) and our group! (Ask the new mentor to stand if they can):**

**"\_\_\_\_\_, as a mentor of Java Mentorship Program, you are joining a movement to build a culture of positive peer support. You will become part of an outstanding group of people who are dedicated to helping others. Mentorship in this group is a privilege that carries with it many rewards. Yet it also asks you to make a pledge.... Are you ready to take this pledge now?"**

New mentor agrees.

### **The Java Mentor's Pledge**

The facilitator or established mentor reads the pledge to the new mentor(s):

**As a mentor in the Java Mentorship Program, do you pledge:**

- **To attend meetings as often as you can**
- **To help with set-up and clean-up as much as you are able**
- **To encourage and support new team members**
- **To do your best to help others and practice gratitude daily**
- **To listen to other's sharing with an open mind and give them your attention**
- **To invite others to attend the Java Mentorship or Java Music Club programs**
- **To share your experience and optimism**
- **To express kindness and appreciation**

New mentor agrees.

Established mentor or staff facilitator give them new mentor their badge and says: **"Congratulations! You are now officially a mentor of the Java Mentorship Program!"**. Staff Facilitator and others lead applause.

**"To complete the ceremony, I invite all mentors to join me in reading the Mentor's Pledge. Together, we can really make a difference."**

## **Activity Calendars**

- Keep a copy of your monthly activity calendars behind this tab for the entire grant period
- Highlight each Java Program on the monthly calendar
- Note how many residents attended each session
- Note if there are any new residents who have not previously attended the Java activity
- Note which session you are evaluating (some ADs highlight each in a different color)
- A best practice would be to highlight all the Java Programs in yellow highlighter and then highlighting the session that you provide the evaluation in blue highlighter. Behind each of the activities write in the number of participants/ new members (see example on next sheet)

Activity Calendar with JAVA – EXAMPLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Java Music 10/0	5	6 Java Memory 4/1	7	8
9	10	11 Java Music 7/1	12	13 Java Memory 3/0	14	15
16	17	18 Java Music 8/2	19	20 Java Memory 5/0	21	22
23	24	25 Java Music 4/2	26	27 Java Memory 3/1	28	29
30	31					

## **The Java Project – Success Stories, Best Practices, and Challenges**

Feel free to jot down things you want to remember. At the end of the project, you will be asked to provide a recap of the last three years. If you write them down as they happen, they will be easier to remember.

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

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