

Home Health Quality Reporting Program

ACTION PLAN



May 3–4, 2017
Radisson Hotel Baltimore
Downtown-Inner Harbor
Baltimore, MD

Action planning helps you focus your ideas into steps to accomplish your goal(s). This worksheet will help you record steps to educate others at your agency about the changes to the OASIS-C2, effective January 1, 2017. Following each educational module, spend a few minutes planning your next steps. Consider educational needs as well as any processes or workflows that may need to change to meet the data collection needs of each section.

As you deliberate what steps to take in your action plan, you will want to consider the potential impacts of each new or revised data standard on your organization's:

- » Policies.
- » Processes/procedures.
- » Tools (paper or electronic).
- » People:
 - Who will be impacted?
 - What will they need to do differently?
 - What skills will they need to adopt the new behaviors? Do they currently have the skills? Will the change require mainly communication or significant training efforts to build new skills?
 - What kind of communication will be needed ahead of time to ensure those who are impacted understand why the change is being made and how they will be supported through the change?
 - How will your organization ensure new behaviors are adopted? Are there feedback mechanisms that will need to be put in place?
 - What role will supervisors and managers play in helping to support the change?
- » Reporting requirements (both internal and external).



Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
M1060. Height & Weight	<ul style="list-style-type: none"> • <i>Current agency policies for obtaining height and weight.</i> • <i>Electronic health record (EHR) compatibility with OASIS-C2 additions/ changes.</i> 	<ul style="list-style-type: none"> • <i>Develop or revise agency policies to guide assessment of height and weight for OASIS-C2.</i> • <i>Assess need for additional field equipment (e.g., scales, measuring tapes).</i> • <i>Work with EHR vendor to ensure functionality of OASIS-C2 additions/ changes.</i> • <i>Ensure that all appropriate staff members have been trained.</i> 	<ul style="list-style-type: none"> • <i>Clinical supervisor(s)</i> • <i>Agency educator(s) and quality staff.</i> • <i>All applicable agency staff.</i> 	<ul style="list-style-type: none"> • <i>Meet with team to assess educational and organizational needs by May 11, 2017.</i> • <i>Create training plan by May 19, 2017.</i> • <i>Implement any required policy changes by May 26, 2017.</i> • <i>Provide education to staff trainers by May 26, 2017.</i> • <i>Trainers complete staff training by June 9, 2017.</i>

Example

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Home Health Quality Reporting Program Requirements, Definitions, and Assessment				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Data Submission and Reporting				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
<p>M1311. Current Number of Unhealed Pressure Ulcers at Each Stage</p> <p>M1313. Worsening in Pressure Ulcer Status Since SOC/ROC</p>				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
M1028. Active Diagnoses				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
M1060. Height & Weight				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
GG0170C. Lying to Sitting on Side of Bed				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
<p>M2001. Drug Regimen Review</p> <p>M2003. Medication Follow-Up</p> <p>M2005. Medication Intervention</p>				