

Skilled Nursing Facility Quality Reporting Program ACTION PLAN



July 31, 2018–August 1, 2018
Four Seasons Hotel
Baltimore, MD 21202

Action planning is a process to help you focus your ideas and thoughts into steps to accomplish your goal(s). This worksheet will help you record steps to educate others at your organization about the Skilled Nursing Facility (SNF) Quality Reporting Program (QRP) and the changes to the Minimum Data Set, Version 3.0 (MDS 3.0), effective October 1, 2018. 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 of the MDS 3.0.

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? Do feedback mechanisms need to be put in place?
 - What role will supervisors and managers play in supporting 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
Section N: Medications (Drug Regimen Review)	<ul style="list-style-type: none"> • <i>Develop, review, and revise the current hospital policies, as needed:</i> <ul style="list-style-type: none"> ◦ <i>Medication drug regimen review and reconciliation.</i> <ul style="list-style-type: none"> ■ <i>Define “potentially clinically significant” to assure consistency amongst staff.</i> ■ <i>Documentation of medication events and occurrences.</i> ■ <i>Admission and discharge policies and processes.</i> 	<ul style="list-style-type: none"> • <i>Develop or revise a process for admitting physicians to document any “potentially clinically significant” medication issues on admission and throughout the IRF stay.</i> • <i>Work with medical records to update any relevant assessments or forms.</i> • <i>Ensure all appropriate staff members have been trained.</i> 	<ul style="list-style-type: none"> • <i>Staff nurses.</i> • <i>Quality department staff.</i> • <i>Case manager.</i> • <i>Unit-based leader.</i> • <i>Clinical educator.</i> • <i>Pharmacy.</i> • <i>Medical staff.</i> • <i>Admitting.</i> 	<ul style="list-style-type: none"> • <i>Meet with team to assess educational and organizational needs by 08/31/18.</i> • <i>Create training plan by 09/07/18.</i> • <i>Implement any required policy changes by 09/24/18.</i> • <i>Provide education to staff trainers by 09/21/18.</i> • <i>Trainers complete staff training by 09/28/18.</i> • <i>Implement and assess prior to need to transmit.</i>

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section M: Skin Conditions Update				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Drug Regimen Review Conducted With Follow-Up for Identified Issues				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section I and J Updates				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Skilled Nursing Facility (SNF) Quality Reporting Program (QRP) Reports				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section GG: Functional Abilities and Goals and Associated New Quality Measures				

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

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Skilled Nursing Facility (SNF) Quality Reporting Program (QRP) Resources				