

# My Long-Term Care Hospital (LTCH) CARE Data Set v3.00

## TRAINING ACTION PLAN



November 19–20, 2015  
Baltimore Marriott Waterfront Hotel  
Baltimore, MD

Action planning is a process to help you focus your ideas and thoughts into the steps you will need to take to accomplish your goal(s). This worksheet is designed to help you record the steps you decide need to be taken to educate others at your organization about the modifications and new additions to the LTCH CARE Data Set v3.00. Following each educational module, spend a minute or two planning your next steps. Consider educational needs as well as any processes or workflows that may need to change in order to meet the data collection needs of each section of the LTCH CARE Data Set v3.00.

As you consider 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)

Example:

Section/Topic	To do:	Any process changes to consider?	Coordinate with/who can help?	Timeline
<b>B. Hearing, Speech, and Vision</b>	<ul style="list-style-type: none"> <li>• <i>Evaluate current documentation to ensure terminology aligns with items in the LTCH CARE Data Set v3.00.</i></li> <li>• <i>Develop interdisciplinary triggers to assist with enhanced capture in the medical record of elements.</i></li> <li>• <i>Practice coding a variety of scenarios with staff.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Current nursing assessment process/ documentation</i></li> <li>• <i>Current therapy assessment process</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Nurse educator, unit-based nursing leaders</i></li> <li>• <i>Therapy leads</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meet with team by 12/15/15</i></li> <li>• <i>Evaluate needs by 1/15/16</i></li> <li>• <i>Train staff on new changes by 2/15/16</i></li> <li>• <i>Institute documentation changes needed no later than 3/1/16</i></li> </ul>

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
A. Administrative Information				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
B. Hearing, Speech, and Vision				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
C. Cognitive Patterns				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
GG. Functional Abilities and Goals				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
H. Bladder and Bowel				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
I. Active Diagnoses				



Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
J. Health Conditions (Falls)				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
K. Swallowing/ Nutritional Status				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
M. Skin Conditions				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
O. Special Treatments, Procedures, and Programs				

Section/Topic	To do:	Any process changes to consider?	Coordinate with/ who can help?	Timeline
LTCH CARE Data Submission and Reporting				