

Long-Term Care Hospital Quality Reporting Program ACTION PLAN



December 6–7, 2017
InterContinental Dallas Hotel
Addison, TX

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 organization about the changes to the Long-Term Care Hospital (LTCH) Continuity Assessment Record and Evaluation (CARE) Data Set v4.00, effective July 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.

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
Section N: Medications (Drug Regimen Review)	<ul style="list-style-type: none"> Develop, review, and revise the current hospital policies, as needed: <ul style="list-style-type: none"> Medication drug regimen review and reconciliation. <ul style="list-style-type: none"> Define “potentially clinically significant” to assure consistency amongst staff. Documentation of medication events and occurrences. Admission and discharge policies and processes. Evaluate electronic health record (EHR) compatibility with the LTCH Care Data Set v4.00 additions/ changes. 	<ul style="list-style-type: none"> Develop or revise a process for admitting physicians to document any “potentially clinically significant” medication issues on admission and throughout the hospital stay. Work with an EHR vendor and internal IT department/resources to ensure functionality of LTCH Care Data Set v4.00 additions/changes. Work with medical records to update any relevant assessments or forms. Ensure all appropriate staff have been trained. 	<ul style="list-style-type: none"> Quality department staff Case manager Unit-based leader Clinical educator Pharmacy Medical staff Admitting IT staff 	<ul style="list-style-type: none"> Meet with team to assess educational and organizational needs by January 19, 2018. Create training plan by February 16, 2018. Implement any required policy changes by March 9, 2018. Provide education to staff trainers by March 30, 2018. Trainers complete staff training by April 30, 2018.

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Section N: Medications (Drug Regimen Review)				

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Section I: Active Diagnoses				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section O: Special Treatments, Procedures, and Programs (including items related to Ventilator Liberation)				

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Section M: Skin Conditions (Pressure Ulcer/Injury)				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section A: Administrative Information (Updates)				

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				

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Focused Review of Sections B, C, H, J, O (Influenza)				

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

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