

Archival Material for Policies and Procedures

Name and ID of Facility \_\_\_\_\_

1. Collect monthly activities program.
  - a. Count of group activities for residents inside facility (not religious services or activities).  
\_\_\_\_\_
  - b. Count of religious services and activities in the facility. \_\_\_\_\_
3. Count of excursions outside facility. \_\_\_\_\_
4. Count of events, socials etc. that involve family and guests. \_\_\_\_\_

2. Are manicures listed on activity program?

\_\_\_ yes  
\_\_\_ no

If no, are manicures performed at beauty parlor?

\_\_\_ yes  
\_\_\_ no

3. Get/record hours posted for beauty parlor.

Monday Open \_\_\_ to \_\_\_  
Tuesday Open \_\_\_ to \_\_\_  
Wed. Open \_\_\_ to \_\_\_  
Thursday Open \_\_\_ to \_\_\_  
Friday Open \_\_\_ to \_\_\_  
Saturday Open \_\_\_ to \_\_\_  
Sunday Open \_\_\_ to \_\_\_

How many people are employed at the beauty shop in peak hours? \_\_\_\_\_

Lowest number of employees at beauty shop ? \_\_\_\_\_

Highest number of employees at beauty shop ? \_\_\_\_\_

NOTE: KAREN S WANTED THE ABOVE BECAUSE IT IT NOT ONLY HOURS BUT AMOUNT OF OPERATOR TIME THAT MAKES DIFFERENCE. NO LONGER WILL BE ARCHIVAL, HOWEVER. WOULD HAVE TO ASK. OFTEN BEAUTY SHOPS JUST RENT SPACE AND NH STAFF WOULD NOT KNOW.

4. Is there a barbering program in the beauty/barber shop or elsewhere.

\_\_\_ yes, combined beauty shop and barber  
\_\_\_ yes, barbershop  
\_\_\_ yes, barbering done on unit  
\_\_\_ yes, beard trimming done on unit.

5. If there is a restaurant, snack shop, record posted hours.  
     \_\_\_ no restaurant or snack shop that is staffed  
     list days open \_\_\_\_\_  
     list hours open \_\_\_\_\_
  
6. Is there a sundry shop or gift shop open to residents? (Record posted hours)  
     \_\_\_ no sundry shop or gift shop  
     list days open \_\_\_\_\_  
     list hours open \_\_\_\_\_
  
7. Get resident council minutes/records  
     Number attending at last meeting. \_\_\_\_\_  
     *Note need to develop way to classify topics.*
  
8. Get family council minutes/records  
     Number attending at least meeting \_\_\_\_\_  
     *Note need to develop way to classify topics.*
  
9. In-service education program/listing for last 6 months.  
     *Note need to develop way to classify extent, nature, and targeting of offerings.*  
     ***POWELL SUGGESTS WE MAKE A LIST OF THINGS RELATED TO QOL AND SIMPLY***  
     ***NOTE WHETHER THEY WERE OR WERE NOT COVERED IN LAST 6 MONTHS***  
     ***PROGRAM.***
  
10. Look at curriculum for orientation.  
     \_\_\_ specifically developed by facility  
     \_\_\_ written curriculum available
  
11. Look at curriculum for in-service education.  
     \_\_\_ specifically developed by firm.  
     \_\_\_ specifically developed by facility  
     \_\_\_ videos available for instructors  
     \_\_\_ videos available for staff
  
- Note: Curriculum is often much too voluminous to copy.*
  
12. Get copy of resident handbook.  
     *Note: Need to develop way to classify topics and content.*
  
13. Get copy of standard resident agreement.
  
14. Get copy of any specific assessment tools used by facility (beyond MDS)
  
15. Look at resident sign-out book.  
     a. How many times did any residents signed out in last week. \_\_\_\_\_

b. How many residents (unduplicated count) signed out in last week. \_\_\_\_\_

16. Look at guest book.

a. How many times did any visitors come last week? \_\_\_\_\_

b. How many individual visitors came last week (unduplicated count). \_\_\_\_\_

c. How many residents had visitors last week? If book records who is visited. \_\_\_\_\_

**Later addition:**

17: Ask for records of care conferences. Determine how many conferences were attended by residents and how many by families in 4 care conferences.