

ACTION PLAN WORKSHEET: RESIDENT USE SPACE

INSTRUCTIONS:

- Gather the ***KDADS Criteria/Guidance*** found in the PEAK Guidebook on the PEAK website.
- Gather a team together (approximately 5-6 people) who are interested in working on this topic. Include a couple members of your PCC change team.
- Have all the team members read through the KDADS Criteria and Core Considerations for Resident Use Space before meeting together.
- Bring copies of the KDADS Criteria and Core Considerations for everyone on the team when you meet to start writing the action plan.

At the time of the meeting:

- Make sure everyone has a copy of the Criteria and the Core Considerations.
- Have several hard copies or an electronic copy of the Action Plan Template. These can be found in both Word and PDF formats at: <https://www.hhs.k-state.edu/aging/research/peak20/action-planning/>
- Ask for a volunteer to scribe for the group. This person will record items on the Action Plan Template.

Now it is time to start action planning:

- Your team will work through the Resident Use Space core, supporting practice by supporting practice.
- Read the statement under the heading Core #2, "All spaces in the home are comfortable and accommodating." (KDADS Criteria page 20)
- This is the **GOAL** for this core area. Have the scribe write or type that exact goal statement in the goal box of the Action Plan Template as seen below.

Goal: All spaces in the home are comfortable and accommodating.

Now everyone is aware of the goal for this core area. Next, go through each of the supporting practices and consider the following questions as a team.

Supporting Practice #1: Private Space

“Space is available to host and receive family and friends.”

1. There are spaces available in the home for residents to host family functions such as birthday parties? **Circle:** YES or NO
2. There are spaces available, both private and public, for the elders to visit with family and/or friends? **Circle:** YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Each household will have established areas within the household that are available for residents to host and receive family and friends at any time by November 25, 2017. These areas will be in addition to the already available areas in the community.”

Sample Action Steps:

- “Household coordinator will meet with neighborhood elders to tour their household and determine what areas are currently available and what areas could be made available.”
- Etc...

“Bathing areas provide privacy and dignity.”

1. All bathing areas in the home provide & promote privacy and dignity for the elders? (Before answering this question, your team may want to tour the bathing areas in the home with some elders and discuss their current bathing experiences.) **Circle:** YES or NO
2. Caregivers receive ongoing education on the importance of privacy and dignity in the bathing experience for the elders, including how they are taken to the bathing areas? **Circle:** YES or NO
3. Supplies & equipment stored in the bathing areas are for bathing purposes only?
Circle: YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Shower and Whirlpool areas will be updated to be more comfortable and inviting for the elders and less institutional while promoting privacy and dignity by February 28, 2018.”

Sample Action Steps: Household coordinators will meet with the residents from each household to determine what they would like to be done to the bathing area. Based on input, bathing team will work with maintenance to collect bids for renovation.

“There is space available for solitude.”

1. Is there a place in the home where residents can go for solitude/privacy without being interrupted? **Circle:** YES or NO
2. Elders are aware of where they can go to make private calls or have solitude?
Circle: YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Each household will have a designated private area with a telephone available by January 22, 2018.”

Sample Action Steps:

- “Environmental services to tour the home to determine possible areas available and bring this information to the next PEAK meeting.”
- Etc...

“Boundaries are respected by staff in these spaces.”

1. Your home has an established protocol and all staff receive ongoing education regarding respecting boundaries in both private and public areas? **Circle:** YES or NO
2. When residents are using public areas such as a dining room, caregivers do not interrupt or enter the area to complete work related tasks? **Circle:** YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “All staff will receive ‘Respecting Boundaries’ training by December 20, 2017.”

Sample Action Steps:

- “Life Enhancement Coordinators will draft an outline for ‘Respecting Boundaries’ training prior to the next PEAK meeting. Team will review the draft training and offer input.”
- Etc...

Supporting Practice #2: Self-care & Mobility

“Resident use space is free of barriers to mobility and self-care.”

1. Doorways to the outside areas such as patios and courtyards are accessible for residents even those in wheelchairs without requiring staff assistance? **Circle:** YES or NO
2. Residents are able to move independently throughout all areas of the home?
Circle: YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “All resident use doors in the home will have automated openers affixed by June 30, 2018.”

Sample Action Steps:

- “Administrator to meet with corporate CFO to add this to the budget.”
- Administrator will explore regulatory implications of team’s plan.”
- Etc...

“Adaptions have been made to promote self-care.”

1. Elders in the home have access to self-care items such as bed linens, towels, etc. and do not require a caregiver’s assistance to access the items? **Circle:** YES or NO
2. The home is responsive to making adaptions requested by the elders when barriers are reported? **Circle:** YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Linen closets that are easily accessible for elders will be installed in each household by May 31, 2018.”

Sample Action Steps:

- “Homemakers will ensure that there are enough linens in each household.”
- “Homemakers will work with residents to identify products to order if linen supplies are low.”
- “Homemakers will work with the administrator to identify any regulatory issues with linen closets.”
- “Regulatory issues will be addressed.”
- “These products will be ordered and available to all in the accessible linen areas.”
- Etc...

Supporting Practice #3: Institutional Elements

“Overhead paging has been turned off and used only in emergencies.”

1. The home no longer uses overhead paging? **Circle:** YES or NO
2. There are systems in place to enhance communication that does not require overhead paging?
Circle: YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered NO to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Overhead paging will be eliminated by January 1, 2018.”

Sample Action Steps:

- “Compile a list of times/ways that overhead paging is currently used.”
- “Provide alternate way to communicate.”
- “Determine date to eliminate overhead paging.”
- Etc...

“Equipment and carts are not left in hallways.”

1. All lifts, wheelchairs, medication carts etc. have a designated storage place that is not in a resident use space (like the shower room)? **Circle:** YES or NO
2. A tour of the home, at any given time, would not find lifts, med carts, linen carts, etc. parked in the hallway or outside of a resident room? **Circle:** YES or NO

If you answered YES to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered **NO** to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “Medications will be stored in resident rooms and the use of medication carts will be eliminated by December 31, 2018.”

Sample Action Steps:

- “DON and CMAs to tour other PEAK homes who have implemented this practice in their home.”
- Etc...

“Nurse Stations have been eliminated.”

1. There are not any institutional type nurse stations in the home? **Circle:** YES or NO
2. There are not any barriers for a resident to talk to the nurse? **Circle:** YES or NO

If you answered **YES** to any of the questions above, write a detailed description of what you are currently doing to satisfy that question in the NARRATIVE BOX of the action plan template. Again, if your home has been recently evaluated on this area and passed it, note this and the evaluation date in the narrative box. Do this for all questions answered with “yes.”

If you answered **NO** to any of the questions above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE. Do this for all questions answered with “no.”

Sample Objective: “All current nurse stations will be eliminated and replaced with a ‘home-like’ office area in each household creating additional resident use space by July 31, 2018.”

Sample Action Steps:

- “Environmental Services director to assess what will be required to physically remove the current nurse stations and report back at the next PEAK meeting.”
- Etc...

Now that you have Objectives and Action Steps for each supporting practice within the Resident Use Space core,

- Go back to your action plan and have members volunteer to take the lead on the action steps and **write/type their name as Responsible person.** Work to spread out the work load among the team.
- Go through and identify deadlines for each action step. Get the person that volunteered to lead the step involved in setting the date. **Write this as the target date on the plan.**
- Review the action plan to make sure it makes sense, and compare the timeline with the other cores you are working on. Try not to overload your schedule with too many activities at one time.
- Once the plan is complete, turn it in to the KSU Center on Aging for feedback and get started on your plan. The feedback you will receive from KSU are suggestions to aid in your success in the program. You do NOT need to submit any changes or revisions you make to the action plan. Make changes internally and continue using the plan as a working document.
- The feedback you will receive on your action plan has no impact on your PEAK 2.0 level but a submitted action plan is required for receipt of your Medicaid financial incentive. We see a strong

correlation between homes that invest time in the action planning process and success at evaluation time. Feel free to contact the PEAK 2.0 team anytime for consultation on your work.