

# Decision Guide Implementation Assistant



Simply answer these questions and you will have accumulated the necessary information to effectively and efficiently implement the Guide in your facility.

## I. Who will decide how to use this Guide in our facility?

☐ One Person?

Name \_\_\_\_\_

Title \_\_\_\_\_

**OR**

☐ Committee?

Who will serve on this committee?

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

When should this committee meet and how often?

\_\_\_\_\_

### Who will be your Decision Guide Champion?

Name \_\_\_\_\_

Title \_\_\_\_\_

## II. POLICY - Which version(s) of the Guide do we want to use?

### 1) The following versions of the Guide are available:

- ☐ Printed 8-1/2 x 11" – Full Color – 13 pages
- ☐ Printed 8-1/2 x 11" – Black & White – 13 pages
- ☐ Printed 8-1/2 x 11" – Trifold Brochure – Full Color – Single Page
- ☐ Printed 8-1/2 x 11" – Trifold Brochure – Black & White – Single Page
- ☐ Electronic (online) Version – PDF File – Full Color – 13 page version
- ☐ Electronic (online) Version – PDF File – Full Color – Trifold version
- ☐ Audio recording
- ☐ Video recording

All formats in English, Spanish, Creole, French, Filipino, and Chinese can be viewed at [www.decisionguide.org](http://www.decisionguide.org).

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## 2) Ongoing Cost of Versions Selected:

- ☐ Average number of new admissions per month: \_\_\_\_\_
- ☐ Cost of version(s) selected                      x \_\_\_\_\_
- = \_\_\_\_\_ Estimated monthly cost

## III. PROCEDURE

### 1) Who will be responsible for monitoring our supply and ordering the Guide in the formats we choose?

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### 2) Where will we store the print versions of the Guide or tablets with Guide uploaded?

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\_\_\_\_\_

\_\_\_\_\_

### 3) How do we ensure the Guide gets into the hands of every resident/family member of our existing population?

\_\_\_\_\_

\_\_\_\_\_

- ☐ Family or Resident Council Meeting
- ☐ Facility Newsletter
- ☐ Facility Website

### 4) Do we want to use the electronic versions of the Guide?

**If yes, how will we ensure every resident/family member sees it?**

- ☐ Video Recording \_\_\_\_\_
- ☐ Audio Recording \_\_\_\_\_
- ☐ Electronic (online) 13 page Guide or Trifold

\_\_\_\_\_

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## 5) How do we ensure it gets into the hands of ALL NEW residents/families?

- ☐ Hand them directly to patients/families within 24 hours of admission (preferred)?

Who will do this?

- |   |  |
|---|--|
| <input type="checkbox"/> Nursing            | <input type="checkbox"/> Concierge             |
| <input type="checkbox"/> Social Services    | <input type="checkbox"/> Internal Case Manager |
| <input type="checkbox"/> Admissions         | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Intake Coordinator |  |

- ☐ Hand them directly to patients/families at the first planned care conference?

When will this occur?

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Who will be responsible to make sure this happens?

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- ☐ Place a physical copy of the Guide in all admission packets? ☐ Y ☐ N

If Yes, who will be responsible to ensure this is done and the Guide is read?

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## 6) Who will be responsible for training staff to ensure all relevant staff know about the Guide and can relate the information to residents/families if they ask?

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## 7) How will we ensure all new staff members are trained in the use of the GUIDE?

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## 8) Who will receive training on how to speak with the residents/families about the Guide?

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## 9) Who will be responsible for reviewing the Guide with the resident/family member?

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## 10) Can we put the PDF version or a link to the Decision Guide website on our facility/company website? ☐ Y ☐ N