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.
2) **Ongoing Cost of Versions Selected:**

- [ ] Average number of new admissions per month: __________
- [ ] Cost of version(s) selected: __________
  - [ ] Estimated monthly cost

III. **PROCEDURE**

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


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


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
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?

☐ Nursing

☐ Social Services

☐ Admissions

☐ Intake Coordinator

☐ Concierge

☐ Internal Case Manager

☐ Other

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

When will this occur?

Who will be responsible to make sure this happens?

___________________________________________________________________________

☐ 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?

___________________________________________________________________________

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?**

___________________________________________________________________________

___________________________________________________________________________

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

___________________________________________________________________________

___________________________________________________________________________

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

___________________________________________________________________________

___________________________________________________________________________

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

___________________________________________________________________________

___________________________________________________________________________

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