

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.

Decision Guide Implementation Assistant

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?

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

Decision Guide Implementation Assistant

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?

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