

PEAK 2.0 SAMPLE ACTION PLAN – SUPPORTING THE HUMAN SPIRIT
ACTION PLAN

Facility Name:	Provider Number:
Domain: Meaningful Life	Action Plan Contact:
Core: Supporting the Human Spirit	Phone number and/or e-mail:

WHAT HAS BEEN WORKED ON IN THIS CORE AREA SINCE STARTING THE PEAK 2.0 PROCESS?

Codi- Homemaker (Team leader)
Beth- CMA/ Neighborhood coordinator
Bridgette- CMA

Supporting Practice #1- Day to day life: The social service/life enhancement team completes an "about me" form, social history and life enhancement assessment with each resident or their family member. These are kept in each neighborhood in an "about me" notebook. Information about each residents' daily routine and pleasures is kept in this book. Direct care staff update these books as they learn new information from residents.

We hosted GERTI last year and 25 team members were trained on person-centered care planning. At that time we changed our care plan format to care planning by exception which is more conducive to person-centered care planning. Various disciplines, including direct caregivers, now complete a "care plan information sheet" by gathering information directly from residents prior to each care plan and then attend and participate in each care plan meeting. This helps the team develop a more person-centered care plan based on current resident preferences.

Each neighborhood currently has their own tradition around honoring residents when they pass away. Melody house and Simplicity house each have a designated area where they set up a memorial of sorts. A picture and often items that represent the resident's interests are arranged in that area. Sympathy cards are made available in that area for all residents who are interested in sending a card to the family. Residents can select a card, sign it and leave it in a basket and staff will deliver them to the family. In our special care area (Relaxation house) a personal celebration of life is scheduled that includes an activity based on the interests of the resident who passed away and neighborhood team members and residents reminisce. Staff members assist residents in sending a sympathy card.

Supporting Practice #2: The creation of neighborhoods has certainly increased resident involvement in activity planning both formally and informally but the team plans to solidify a more formal process to engage residents directly in planning formal activities and provide opportunity for discussion that may lead to spontaneous activity.

GOAL/SUPPORTING PRACTICE:
Team members work together to discover and support what gives each resident meaning and pleasure.

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Revise interview tools to increase the amount of person-centered information that is gathered at the time of move-in by 6/4/16.	Gather all the tools we currently use and bring to a core team meeting for review	Andre	5/12/16	
	Invite Max and Jillian to attend 5/12/15 meeting	Bridgette	5/6/16	
	Review and discuss the tools in a core team meeting to see that daily life routines are covered well.	Codi Team	5/12/16	
	Review to see that preferences re: care and routines are covered well.	Codi Team	5/12/16	
	Review to see that daily pleasures are covered well.	Codi Team	5/12/16	
	Edit tools as needed.	Codi Team	5/12/16	
	Type and format the edits on our electronic copies.	Andre	5/26/16	
	Train the teams on changes made (dining team, SS/LE team) in Neighborhood council	Beth	6/3/16	
	Provide neighborhood teams with new tools	Codi	6/3/16	
	Implement new tools	Beth	6/4/16	
	Train all staff members conducting interviews on interview techniques to gather as much information as possible.	Andre	6/30/16	
A decision will be made re: using new electronic kiosks rather than the current "About Me books" to make this information available to direct caregivers by 5/26/16.	Talk to Deion about the capacity of the new Kiosks and what kind of information can be entered in the profile area of the program.	Beth	5/22/16	
	Talk with Deion to see if the kiosks could replace the current hard copy Care tracker forms being used.	Beth	5/22/16	
	Report findings back to the Core team.	Beth	5/26/16	
	Discuss and make a decision whether to continue with paper copies or move information to kiosks.	Codi Team	5/26/16	

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	Develop a specific action plan based on this decision. (If decision is to continue with paper process, be sure we address adding more routine information to the Care tracker sheet)	Codi Team	5/26/16	
Core team will monitor care plans for the next 6 months to assure our Person-centered care plan initiative is moving forward by reviewing care plans in each core team meeting until November 1,2016	Assign a team member to bring one care plan to the next core team meeting	Beth	Start 5/26/16 On-going	
	Invite Emily, the care plan coordinator, to this portion of each meeting	Codi	6/1/16	
	Review and discuss one care plan in each meeting	Codi Team	On-going	
Implement a process to assure team creates individualized plans to support resident spiritual preferences by 5/12/16.	Add the following questions to the interview tools: • What are your spiritual/cultural preferences? • How do you want us to support you in this area?	Codi Team	5/12/16	
	Talk with SS/LE team about their role in developing care plan approaches in this area.	Codi Team	5/12/16	
	Add this area to the Care plan template used by the team.	Andre	5/12/16	
Investigate the idea of creating Garden "Memorial" rocks for residents who have passed away by 7/7/16.	Research what is involved in creating the Garden rocks	Bridgette	5/12/16	
	Get an estimated cost for this	Bridgette	5/12/16	
	Report to Core team	Bridgette	5/26/16	
	Take idea to Neighborhood council	Beth	5/27/16	
	Take idea to Neighborhood meetings: • Relaxation house • Melody house	Beth Codi Bridgette	6/23/16	

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	<ul style="list-style-type: none"> • Simplicity house 			
	If Neighborhoods are in favor, develop an action plan to implement.	Codi Team	6/23/16	
	When decision is made on how to honor residents at time of their death, write a formal procedure for it.	Codi Team	6/23/16	
	Type and format procedure	Andre	7/7/16	
Create a neighborhood "Command Center" in each neighborhood like we have at home with neighborhood calendar to encourage direct resident involvement in planning life in the neighborhood by 7/21/16.	Print some pictures of command centers to show team members when discussing idea.	Codi Team	6/9/16	
	Put together an outline of how this works and examples of how it would be used.	Codi Team	6/9/16	
	Present idea to Neighborhood council.	Beth	6/10/16	
	Talk about idea in Neighborhood meetings. <ul style="list-style-type: none"> • Relaxation house • Simplicity house • Melody house 	Beth Bridgette Codi	6/23/16	
	One core team member will work with each neighborhood to obtain the calendar, bulletin boards etc. they want to use to implement the idea. <ul style="list-style-type: none"> • Relaxation house • Simplicity house • Melody house 	Beth Bridgette Codi	7/21/16	
Each neighborhood will conduct a regular "Family meeting" with residents, staff and interested family members to discuss neighborhood issues (for example menus, groceries, repairs, happenings, planning activities, holidays). These meetings will start by 7/15/16.	Create an agenda outline to guide teams through each meeting. For example: Staffing updates/needs Hiring decisions Household issues, repairs, physical issues, decor Organizational updates Holiday planning Upcoming community events Birthday planning (Resident/staff) Grocery lists, menu planning Special events and	Codi Team	6/23/16	

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	visitors Activity planning			
	Talk about idea in Neighborhood council	Beth	6/24/16	
	Take idea to each Neighborhood leadership team meeting: <ul style="list-style-type: none"> • Relaxation house • Melody house • Simplicity house 	Beth Codi Bridgette	7/15/16	
	Offer support to Neighborhoods by offering to attend and help facilitate first few meetings	Codi Team	7/15/16	
	Begin Family meetings in each Neighborhood	Codi Team	7/15/16	
Include residents in the formal LE community calendar planning meetings by 9/1/16.	Invite SS/LE team members to 7/21/16 core meeting to discuss goal of getting residents directly involved in planning formal activity schedules	Codi	7/14/16	
	Discuss the best way to create an LE council to help with planning	Codi Team	7/21/16	
	Create an action plan based on this decision	Codi Team	7/21/16	
	Team had idea to create a couple groups or "clubs" for a few residents with similar interests, for example: Art club, Cooking club, Book club etc. Clubs would then work together to plan activities for their club/group. Select one topic and develop a specific action plan to get one started.	Codi Team	8/4/16	
	Report progress at each Core team meeting.	TBA	8/18/16 and on-going	
	Select another topic and develop a specific action plan to start another club/group.	Codi Team	10/13/16	

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Adopt "What do you want to do today?" into our culture with daily breakfast conversations with each resident by 10/1/16.	Brainstorm ideas to get team members thinking of this.	Codi Team	8/18/16	
	Core team members will go to Leadership team meetings in each neighborhood to discuss ideas. <ul style="list-style-type: none"> • Melody house • Simplicity house • Relaxation house 	Codi Bridgette Beth	9/8/16	
	Core team members will facilitate learning circles at an All Team meeting, "How to encourage and support spontaneity in the neighborhoods".	Codi Team	9/17/16	
	Invite SS/LE teams to 9/28/15 core team meeting.	Bridgette	9/20/16	
	Discuss current residents in each neighborhood and items we might strategically make available in each neighborhood that would prompt spontaneity, (based on current interests)	Codi Team	9/28/16	
	Develop specific action items to move this forward based on the above discussion.	Codi Team	9/28/16	
	NEXT TEAM MEETING : May 12, 2016 at 1:30pm			