

## ACTION PLAN WORKSHEET: COMMUNITY INVOLVEMENT

### INSTRUCTIONS:

#### Before scheduling a time to write the action plan:

- 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 Community Involvement 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 Community Involvement core, supporting practice by supporting practice.
- Read the statement under the heading Core #2, “Opportunities are available to build new and maintain existing connections”. (KDADS Criteria page 22)
- 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: Opportunities are available to build new and maintain existing connections.

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: Internal Community**

### ***“Residents participate with chores or tasks as they desire.”***

1. Are residents in the home actively engaged in chores they want to help with?  
**Circle:** YES or NO
2. Do staff talk with residents about things they want to do themselves and things they want help with? **Circle:** YES or NO
3. Do caregivers actively look for opportunity to engage residents in chores? **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:** “Questions about chores the resident prefers to handle independently will be added to the routine and preference tool by January 1, 2018.”

#### **Sample Action Steps:**

- “Gather the Community Involvement team to create a question to add to the tool”
- “Add question.”
- “Discuss the benefit of Chores and purpose in next All team meeting”
- Etc...

### ***“Residents have opportunities to help others.”***

1. Do residents in the home serve in any volunteer roles? **Circle:** YES or NO
2. Does the team actively work to facilitate volunteer opportunities (helping others) for residents?  
**Circle:** YES or NO

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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 Objectives:** “The life enhancement team will post volunteer opportunities in the resident newsletter by January 1, 2018.”

#### **Sample Action Steps:**

- “Have learning circles with residents to brainstorm current volunteer needs in and out of the home.”

- “Decide where to post opportunities as they arise in the neighborhoods.”
- “Add volunteer opportunities to Neighborhood learning circles regular agenda.”
- Etc...

***“Residents contribute to community decisions through formal decision making processes.”***

1. Are residents actively engaged in daily decisions made in their home? For example: Decisions about hiring, purchases, staffing, décor, furniture placement, menus, activities, etc.  
**Circle:** YES or NO
2. Do formal opportunities exist beyond monthly Residents Council meetings to discuss such decisions with residents? **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 Objectives:** “A formal agenda will be developed for current neighborhood learning circles to prompt discussion of day to day decisions such as hiring, purchases, activities, etc. by January 1, 2018.”

**Sample Action Steps:**

- “Brainstorm a list of subjects in neighborhood learning circles with residents and team members.”
- “List items that should be discussed as a group.”
- “Create an agenda from this list.”
- Etc...

***“Residents have regular opportunities to express preferences and concerns.”***

1. Do residents have formal opportunities beyond monthly Resident Council meetings to voice ideas, opinions and concerns? **Circle:** YES or NO
2. Do formal opportunities exist for residents who do not attend group activities to voice ideas, opinions and concerns? **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:** “Community learning circles will be held on a regular basis in each work area to discuss day to day decisions affecting the home by January 1, 2018.”

**Sample Action Plans:**

- “Meet with residents in each work area to determine the frequency and time of these circles.”
- “Invite residents, family and staff to these circles.”
- “Develop a process to touch base with those who do not attend learning circles to gather ideas from them.”
- Etc...

**Supporting Practice #2: External Community*****“Home gathers information about resident’s current community connections.”***

1. Does the home ask questions about who the resident has relationships or group affiliations with in the external community and which of those relationships or affiliations they wish to maintain?  
**Circle:** YES or NO
2. Does the home record this information to share with team members in some way?  
**Circle:** YES or NO

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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:** “A question about community connections will be added to the Resident Routine and Preference form by January 1, 2018.”

**Sample Action Steps:**

- “Work with life enhancement team to craft a question for the interview tool.”
- “Edit the interview tool.”
- “Meet with current residents and add information to their Routine and Preference Form.”
- “Teach team members to gather this additional information.”
- Etc...

***“Care plans address ways staff support connections as desired by the residents.”***

1. Does each resident have a person-centered care plan that includes strategies to support individual preferences to maintain external relationships? For example: Assisting with phone calls or letters, Providing transportation or escort, Assisting residents in hosting an event, etc.  
**Circle:** YES or NO
2. Are residents supported as outlined in their person-centered care plans in maintaining external relationships? **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 resident will have a person-centered care plan that includes strategies to support their preferences re: external relationships by January 1, 2018.”

**Sample Action Steps:**

- “Review expectation with Care plan team.”
- “Complete interview with all current residents.”
- “Add question to intake forms about community connections.”
- “Review interview finding at the time of each resident’s next care plan meeting.”
- “Update care plans as due to include this information.”
- “Share information with care team.”
- Etc...

**“Outside community members and groups are welcomed by the home.”**

1. Does the home make efforts to encourage people who are important to the current residents to visit the home? **Circle:** YES or NO

If you answered **YES** to the question 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.

If you answered **NO** to the question above, you need to write an OBJECTIVE about this area on the action plan template and ACTION STEPS to meet the OBJECTIVE.

**Sample Objective:** “The Community Involvement team will intentionally ask visitors about their experience and follow up on concerns by February 21, 2018.”

**Sample Action Steps:**

- “Meet with Community Involvement team to discuss this required outcome.”
- “Invite residents and staff to a community circles to discuss ideas.”
- “Discuss welcoming outside community members while creating the activity calendars.”
- Etc...

**“Family and friends feel welcome in the home.”**

1. Does the team make efforts to help the residents host others in their home?  
**Circle:** YES or NO
2. Do current residents host any outside community meetings or groups in their 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:** “Every Friday the team will assist residents in baking cookies for the cookie jars to share with visitors over the weekend.”

**Sample Action Steps:**

- “Find out what kind of cookies the residents would like to make.”
- “Order supplies each week.”
- “Get cookies jars for each work area.”
- Etc...

**“Home engages in community projects and life outside the home in the surrounding community (e.g. community projects, civic organizations, festivals and fairs).”**

1. Have residents been actively engaged in community life outside the home during the past PEAK year? **Circle:** YES or NO
2. Does the team talk with residents regularly about what is going on in the outside community to discuss possible interest in participation? **Circle:** YES or NO
3. Does the home get involved in community projects throughout the year? **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:** “The Resident Life enhancement team will select a community project of interest to them in which to participate.”

**Sample Action Steps:**

- “Meet with the Life enhancement team.”
- “Invite all residents to discussion.”
- “Review possible opportunities of interest to residents.”
- Etc...

Now that you have Objectives and Action Steps for each supporting practice within the Community Involvement core,

- Go back to your action plan and have members volunteer to take the lead on the action steps. **Write/type their name as the Responsible person.** Work to spread out the work load among the team.
- Now 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 a target date on the plan.**
- Review the action plan to make sure it makes sense and compare the time line 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 working through 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.
- Your action plan has no impact on you 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.