

# Home Health Quality Reporting Program ACTION PLAN



November 6 and 7, 2018  
The Lord Baltimore Hotel  
Baltimore, MD 21201

Action planning helps you focus your ideas into steps to accomplish your goal(s). This worksheet will help you record steps to educate others at your organization about the changes from OASIS-C2 to OASIS-D, effective January 1, 2019. Following each educational module, spend a few minutes planning your next steps. Consider educational needs as well as any processes or workflows that may need to change to meet the data collection needs of each section.

As you deliberate what steps to take in your action plan, you will want to consider the potential impacts of each new or revised data standard on your organization's:

- » Policies.
- » Processes/procedures.
- » Tools (paper or electronic).
- » People:
  - Who will be impacted?
  - What will they need to do differently?
  - What skills will they need to adopt the new behaviors? Do they currently have the skills? Will the change require mainly communication or significant training efforts to build new skills?
  - What kind of proactive communication will be needed to ensure those impacted understand and why the change is being made and how they will be supported through the change?
  - What processes will your organization use to facilitate change?  
Do feedback mechanisms need to be put in place?
  - What role will supervisors and managers play in supporting the change?
- » Reporting requirements (both internal and external).



Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
<b>Section J: Health Conditions</b>	<ul style="list-style-type: none"> <li>• <i>Current agency policies and procedures regarding reporting and follow-up related to falls</i></li> <li>• <i>Incident reports</i></li> <li>• <i>EHR compatibility with OASIS additions/changes</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Review and revise agency policies and procedures to guide assessment and documentation of falls and fall-related injury</i></li> <li>• <i>Review of practices to promote interdisciplinary care coordination</i></li> <li>• <i>Assess need for revisions to incident reporting processes</i></li> <li>• <i>Work with EHR vendor to ensure functionality and support of Section J items</i></li> <li>• <i>Ensure all appropriate staff has been trained</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Clinical supervisor(s)</i></li> <li>• <i>Agency educator(s) and quality staff</i></li> <li>• <i>All agency staff with direct patient contact or care responsibilities</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meet with team to assess educational and organizational needs by 11/15/18</i></li> <li>• <i>Create training plan by 11/30/18</i></li> <li>• <i>Provide education to agency staff by 12/15/18</i></li> <li>• <i>Implement any required policy changes by 1/1/19</i></li> </ul>

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Overview of OASIS Changes				

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Section J: Health Conditions				

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Changes in Skin Integrity Post-Acute Care: Pressure Ulcer/Injury (M1311)				

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Home Health Quality Reporting Program Resources				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Home Health Quality Reporting Program Reports				

Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Section GG: Functional Abilities and Goals				



Topic	Policies, Procedures, Processes, and/or Documentation Systems and Tools Potentially Impacted	Action Steps Needed	Education Needed (Topic and Audience)	Timeline
Drug Regimen Review Conducted with Follow-Up for Identified Issues				