

# Updated Toolkit

*in the Proactive Shop!*

**2024  
updates!**

Facility Assessment  
**TOOLKIT**  
Long Term Care

## *Toolkit Includes:*

- Comprehensive Facility Assessment Data Collection Template with guided instructions for conducting the facility assessment process
- Facility Assessment Annual Review Checklist
- Sample Facility Assessment Policy & Procedure
- Sample Contingency Plan
- Sample Recruitment & Retention Plan
- Sample Acuity Based Staffing Analysis based on PDPM Case Mix Group Assignment
- Sample Procedure for Using PDPM Case-Mix Nursing Minutes for Staffing
- Sample Guide to the Facility Assessment Process and Providing Feedback
- Sample letter to staff and resident/families on Facility Assessment and Annual Review Process

***Available in the Proactive Shop for \$399***

*Facilities that have previously purchased Proactive's Facility Assessment toolkit can email [info@proactiveltcexperts.com](mailto:info@proactiveltcexperts.com) for information on how to purchase the revised version for a discounted rate.*

View Sample

Purchase

# Need help with your Facility Assessment?

## Proactive offers these Facility Assessment consultation options:

### Data Collection Assistance Option

*(20 hours estimated)*

Our team will assist in gathering & organizing the necessary data for your customized Facility Assessment.

- **Initial Consultation:** We will meet with your team to understand your facility's specific needs and tailor our approach accordingly.
- **Data Collection Guidance:** Our consultants will guide your team through the data collection process, ensuring all required information is accurately gathered and will input your facility specific data into the Proactive Facility Assessment tool.
- **Training:** We will provide training and guidance for your team to accurately complete the Facility Assessment process
- **Handoff:** Once data collection is complete, your team will take over to review, make decisions, and finalize the Facility Assessment.

*Ideal for facilities looking for expert assistance in the data collection phase, but prefer to complete the assessment/analysis portion independently.*

### Comprehensive FA Completion Assistance

*(40 hours estimated)*

Proactive consultants will work alongside your team to guide and assist in completing the entire Facility Assessment process.

- **Data Collection Assistance** as described above with full access to the Proactive Facility Assessment Toolkit included in the project fee
- **Weekly Virtual Meetings:** Proactive Consultant will lead weekly virtual meetings to manage the project
- **Task Delegation and Management:** Clear listing of weekly tasks for data collection, ensuring responsibilities are effectively delegated among your team members.
- **Ongoing Support:** Our consultants will be available to assist with any challenges and provide expert advice throughout the data collection process.
- **Finalization Meetings:** Once data collection is complete, we will facilitate meetings to review the data, make critical decisions on resource allocation, and finalize the Facility Assessment.
- **Compliance Assurance:** Our goal is to ensure your facility meets all regulatory requirements and is well-prepared for any CMS surveys.

*Perfect for facilities seeking comprehensive support and expert guidance throughout the entire Facility Assessment process.*



*Questions? Contact us at 812-471-7777 or  
info@proactiveltcexperts.com*