


Activity Department Checklist

Checklist Area	To Do
<p>Regulations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of federal regulations https://www.nccap.org/federal-regulations <input type="checkbox"/> Copy of state regulations (AL, MC, ADC) https://codes.ohio.gov/ohio-administrative-code/rule-3701-17-09 https://codes.ohio.gov/ohio-administrative-code/rule-3701-17-07 <input type="checkbox"/> Company regulations/policies 	
<p>Critical Element Pathways</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activities <input type="checkbox"/> Dementia Memory Care <input type="checkbox"/> Behavior <input type="checkbox"/> Resident Council <input type="checkbox"/> Communication Sensory <input type="checkbox"/> Hospice End of Life <input type="checkbox"/> Pain Management <input type="checkbox"/> Resident Assessment <input type="checkbox"/> QAA / QAPI <input type="checkbox"/> Sufficient and Competent Staff. 	
<p>Resident Council</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation: minutes, follow-up <input type="checkbox"/> Officer list <input type="checkbox"/> Follow up with other departments <input type="checkbox"/> Ombudsman Contact <p>LTC Ombudsman Resource Center https://ltcombudsman.org/ Consumer Voice resource https://theconsumervoic.org/</p>	

<p>Policy and Procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Up to date <input type="checkbox"/> Reviewed annually <input type="checkbox"/> Copies in department <input type="checkbox"/> Policies with other departments 	
<p>Assessment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes wellness areas (see last page) <input type="checkbox"/> Include adaptations, modifications <input type="checkbox"/> Communication with staff <input type="checkbox"/> Used in care planning 	
<p>Care Planning & Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff know care plan goals and approaches <input type="checkbox"/> Time for documentation <input type="checkbox"/> Resident centered <input type="checkbox"/> Attendance tracking <input type="checkbox"/> 1-1 documentation 	
<p>Calendar and Program Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Based on assessed interests <input type="checkbox"/> Resident input <input type="checkbox"/> Distribution of calendar <input type="checkbox"/> Follow through; assessment-care plan <input type="checkbox"/> Working calendar <input type="checkbox"/> Regulatory, pathways impact <input type="checkbox"/> Monthly/Quarterly Audit <input type="checkbox"/> Activities occur as planned <input type="checkbox"/> Back-up for cancelled programs 	
<p>Calendar Audit Areas</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Emotional <input type="checkbox"/> Spiritual <input type="checkbox"/> Social <input type="checkbox"/> Sensory <input type="checkbox"/> Creative <input type="checkbox"/> Men / Women 	

<ul style="list-style-type: none"> <input type="checkbox"/> Evening and weekend <input type="checkbox"/> Community <input type="checkbox"/> Cultural Holiday <input type="checkbox"/> Functional <input type="checkbox"/> In-room, 1-1 programs <input type="checkbox"/> Variety of group size 	
<p>Quality Assurance/QAPI</p> <ul style="list-style-type: none"> <input type="checkbox"/> QA/QAPI Team members <input type="checkbox"/> Meeting attendance <input type="checkbox"/> Know how to collect data <input type="checkbox"/> Activity department goals <input type="checkbox"/> Activity department audit process 	
<p>Preparation Essentials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understanding the survey process <input type="checkbox"/> Activity citations <input type="checkbox"/> Current documents are up to date <input type="checkbox"/> Activity staff informed 	
<p>Department Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Budget <input type="checkbox"/> Supplies and equipment <input type="checkbox"/> Staff support <input type="checkbox"/> Professionalism <input type="checkbox"/> Perception of activities 	
<p>Network, Learn, Grow</p> <ul style="list-style-type: none"> <input type="checkbox"/> Professional Development; you, your staff <input type="checkbox"/> Department goals <input type="checkbox"/> Networking; where, how <input type="checkbox"/> Learning and growing <input type="checkbox"/> State, national associations https://www.nccap.org/state-and-national-associations 	
<p>Other/Notes</p>	

Wellness Model

