

INTERACT Version 4.0 Tools

Tools	Use	Suggested Formats
Overview Figure		
Overview of INTERACT Program and Tools	All facility staff • Provides a visual depiction of INTERACT in daily practice	• 8.5" x 11" laminated cards • 8.5" x 14" glossy prints for posters
Implementation Guide		
Implementation Guide	INTERACT champion, facility leadership • Provides overview of purpose of each tool and tips on implementation, sustainability and overcoming barriers	• 8.5" x 11" wire bound booklet with glossy cover
Quality Improvement Tools		
Hospitalization Rate Tracking Tool	INTERACT champion, other facility leadership, and members of the facility quality committee • Calculate hospital transfer outcomes (<i>unplanned admissions, 30-day readmissions, emergency room visits without admission</i>) using standard definitions, and identify trends	• Paper and pencil Acute Care Transfer Log (8.5" x 11" pads) • Excel template with embedded formulas to calculate and trend rates (<i>Advancing Excellence also has an Excel-based tracker</i>)
Quality Improvement Tool for Review of Acute Care Transfers	INTERACT champion, other facility leadership, and members of the facility quality committee • Root cause analysis of individual transfers	• 8.5" x 11" pads
Quality Improvement Summary	INTERACT champion, other facility leadership, and members of the facility quality committee • Summarize findings and trends from individual QI Reviews • Trends should guide educational and care improvement efforts	• Excel template that illustrates trends in findings • Paper and pencil worksheet also available (8.5" x 11" pads)

INTERACT Version 4.0 Tools *(cont'd)*

Tools	Use	Suggested Formats
For Communication within the Nursing Home		
Stop and Watch Early Warning Tool	Certified Nursing Assistants, Other Direct Care Staff <i>(rehabilitation, environmental services, dietary, others)</i> ; consider providing to Family Members <ul style="list-style-type: none"> • Regular evaluation of and recognition of changes in residents' condition • Reporting changes to licensed nurses • Documentation in medical record <i>(or other location)</i> 	<ul style="list-style-type: none"> • 4" x 6" laminated cards • 4" x 6" pads with NCR copies
SBAR Communication Tool and Change in Condition Progress Note	All nursing home licensed nursing staff <ul style="list-style-type: none"> • Evaluation and communication of acute changes in condition to MD, NP, and/or PA • Documentation of evaluation and communications 	<ul style="list-style-type: none"> • 8.5" x 11" pads with hole punches for insertion into medical record
Medication Reconciliation Worksheet for Post-Hospital Care	All nursing home licensed nursing staff <ul style="list-style-type: none"> • Structured medication reconciliation for new admissions from the hospital or residents returning from the hospital to identify discrepancies and other issues related to safe and appropriate medication orders 	<ul style="list-style-type: none"> • 8.5" x 11" pads
For Communication between the Nursing Home and Hospital		
Engaging Your Hospitals	Nursing home champions and leadership <ul style="list-style-type: none"> • Tip sheets for better communication and collaboration with local hospitals 	<ul style="list-style-type: none"> • 8.5" x 11" laminated cards
Nursing Home Capabilities List	All nursing home licensed nursing staff and ER staff <ul style="list-style-type: none"> • Standardized pre-populated checklist explaining nursing home capabilities for decisions about transfers back to the facility • Recommend distribution for posting in emergency rooms and for hospital discharge planners 	<ul style="list-style-type: none"> • 8.5" x 11" pads on heavy stock

INTERACT Version 4.0 Tools *(cont'd)*

Tools	Use	Suggested Formats
Communication Tools: Between the Nursing Home and Hospital <i>(cont'd)</i>		
NH – Hospital Transfer Form	All nursing home licensed nursing staff and ER staff • Recommended format for paper or electronic forms at time of acute care transfer from nursing home to hospital to make key information easily accessible to receiving clinician	<ul style="list-style-type: none"> • 8.5" x 11" laminated cards • 8.5" x 11" pads with NCR copies
NH – Hospital Data List	All nursing home licensed nursing staff and ER staff • Recommended data elements to be included in paper or electronic forms	<ul style="list-style-type: none"> • 8.5" x 11" laminated cards
Acute Care Transfer Checklist	All nursing home staff at time of transferring residents to acute care • Recommended list of documents to send to the ER <i>(or hospital for direct admits)</i> at time of transfer from nursing home to the hospital	<ul style="list-style-type: none"> • Printed on oversize heavy stock envelopes <i>(in which documents are placed)</i>, or • 8.5" x 11" pads with NCR copies that can be taped to envelopes
Hospital – Post-Acute Care Data List and Sample Form	All nursing home licensed nursing staff and primary care clinicians; hospital discharge planners, nurses, and discharging physicians • Recommended data elements to be included in paper or electronic forms at time of transfer from hospital to nursing home or SNF	<ul style="list-style-type: none"> • 8.5" x 11" laminated cards <i>(Data List)</i> • 8.5" x 11" pads

INTERACT Version 4.0 Tools *(cont'd)*

Tools	Use	Suggested Formats
Decision Support Tools		
Acute Change in Condition File Cards	All nursing home licensed nursing staff and primary care clinicians <ul style="list-style-type: none"> • Provide guidance on when to communicate acute changes in status to MD, NP, and/or PA • Recommend placement at nurse's station or on med carts for quick reference 	<ul style="list-style-type: none"> • 4" x 6" laminated cards put in a flip-chart or rolodex format for placement by nursing station phones, or • 4" x 6" laminated cards that can be kept in a file box near the phone at the nurses' station, or • 4" x 6" laminated cards with hole punched in upper left corner and hooked onto the med carts
Care Paths <ul style="list-style-type: none"> • Acute Mental Status Change • Change in Behavior: New or Worsening Behavioral Symptoms • Dehydration • Fever • GI Symptoms – nausea, vomiting, diarrhea • Shortness of Breath • Symptoms of CHF • Symptoms of Lower Respiratory Illness • Symptoms of UTI 	All nursing home licensed nursing staff and primary care clinicians <ul style="list-style-type: none"> • Educational tool and reference for guiding evaluation of specific symptoms that commonly cause acute care transfers 	<ul style="list-style-type: none"> • 8.5" x 14" glossy prints for posters • 8.5" x 11" laminated, 3-hole punched for education for inclusion in a ring binder

INTERACT Version 4.0 Tools *(cont'd)*

Tools	Use	Suggested Formats
Advance Care Planning Tools		
Advance Care Planning Tracking Tool	Social workers, licensed nurses, primary care clinicians, clergy <ul style="list-style-type: none"> Documents and tracks when advance care planning discussions occurred and refers to more detailed information about the discussions 	<ul style="list-style-type: none"> 8.5" x 11" pads (<i>each page can document multiple discussions</i>) with hole punches for insertion into medical record
Advance Care Planning Communication Guide	Social workers, licensed nurses, primary care clinicians, clergy, direct care staff <ul style="list-style-type: none"> Educational tool for guidance on how to communicate with residents and family members for those appropriate for a palliative or comfort care, or hospice care 	<ul style="list-style-type: none"> Full or half page laminated cards in a flip-chart format for education Full or half page laminated cards in a plastic ring binder
Identifying Residents Appropriate for Hospice or Comfort Care	All nursing home staff <ul style="list-style-type: none"> Lists criteria for residents who may be appropriate for hospice or palliative care, or comfort care orders 	<ul style="list-style-type: none"> Full or half page laminated cards in a flip-chart format for education Full or half page laminated cards in a plastic ring binder
Comfort Care Order Set	Licensed nurses, primary care clinicians <ul style="list-style-type: none"> Guidance on examples of orders that may be appropriate for residents on palliative or comfort care plans who decline hospice 	<ul style="list-style-type: none"> 8.5" x 11" laminated cards for nurses' stations and for education 4" x 6" laminated cards for primary care clinicians
Educational Information for Residents and Families <ul style="list-style-type: none"> Deciding About Going to the Hospital Decision Making Vignettes <ul style="list-style-type: none"> CPR Tubefeeding 	Directed at residents and families <ul style="list-style-type: none"> Educational information designed to supplement what is available on various websites that have links on the INTERACT website, and POLST, MOLST, and POST forms Illustrated vignettes discussing DNR and No Enteral Feeding decisions 	<ul style="list-style-type: none"> 8.5" x 11" pads (<i>glossy preferred</i>) for Benefits page to hand to families 8.5" x 11" laminated flip chart for vignettes for education