PDPM Checklist

Stage 2: Standardize

The second stage of your journey is where you need to ensure consistency across all areas of your business in order to get the right information as soon as possible.

We hope this checklist helps you work through this stage of your Journey through PDPM.

General Considerations for Standardizing Processes	Notes	Date Completed
Identify pilot group or how standardization will be implemented for each process that needs to change		
Identify milestones to determine progress and duration of the pilot.		
Develop clear guidelines and measures of success for each pilot.		
Standardize data collection processes	Notes	Date Completed
Ensure data collection points are validated and implemented		
Identify review points for the data to ensure consistent collection and that you are measuring what you intend to measure (Reliability and validity)		

Standardize evidence-based protocols and best practice workflows	Notes	Date Completed
Implement evidence-based tools to capture information		
Review and update triple check process to address gaps for PDPM identified in stage 1		
Audit documentation, review care plans to ensure consistent process and workflows being followed		
Review your technical capabilities	**Notes**	**Date Completed**
Ensure your current technology supports standardized approaches to care and administration of care and reimbursement		
Train staff on new processes	**Notes**	**Date Completed**
Update policies and procedures and any supportive materials needed for success prior to training and implementation.		
Train staff and implement new pre-admission screening process and any tools		
Train staff and implement new admission assessment process and any tools		
Train staff to best practice capture of supportive documentation		

Train staff on new processes (contintued)	Notes	Date Completed
Review and update care plans to address gaps for PDPM identified in stage 1		
Train staff to use standardized care content and implement approaches		
Train staff and implement any new workflows and tools		
Train staff and implement any other new process changes		

We're here to help answer any questions you might have.

YES, I HAVE A PDPM QUESTION.

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