Discharge Summary

Policy and Procedure

Training Plan

**Training Plan: Discharge Summary – All Staff**

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All Staff

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| **Training Name: Discharge Summary - All Staff**  |
|  | ❑ **Training** ❑ **Simulation** ❑ **Workshop** 🗹 **Presentation** |
| ***Training Objectives*** | 1. Understand the regulation that guides our practices regarding development and release of a discharge summary
2. Understand the facility’s responsibilities for creating and releasing a discharge summary.
 |
| ***Connection to Overall Project Goals*** | * This training is part of the overall project to educate and support nursing, facility operators and staff regarding the revised requirements of participation for nursing homes as it relates to the Discharge Summary Policy and Procedures.
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| ***Participants:******Who should attend?*** | Social Workers, Nurses and Nurse Leaders, Administrator, Therapy manager, Dietician, Activities manager, Medical records staffFor the purposes of this education, we will refer to the regulations for the new Discharge Summary policy and procedure. Education is offered in slide presentation form with speaker’s notes for use by each facility. |
| **What training should they attend before this one?** | * No pre-requisite
 |
| **What training should they attend after this?** | * Annually or as needed
 |
| ***Facilitators:******(How many trainers should participate and whom?)*** | ***One presenter will be needed to facilitate the presentation, discussion and post-test*** |
| ***Logistics Requirements*** | ***What is needed?*** |  |
| * Room for training
* Projector
* Screen or other blank light colored surface
 |  |

**Training References**

Medicare and Medicaid Programs; Reform of Requirements for Long-Term Care Facilities 10/04/16:

<https://www.federalregister.gov/documents/2016/10/04/2016-23503/medicare-and-medicaid-programs-reform-of-requirements-for-long-term-care-facilities>

State Operations Manual Appendix PP – Guidance to Surveyors for Long-Term Care Facilities, 06/10/16:

<https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_pp_guidelines_ltcf.pdf>

CMS Memo Ref:  S&C 17-07-NH:  Advance Copy – Revisions to State Operations Manual (SOM), Appendix PP- Revised Regulations and Tags, 11/09/16:

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-17-07.pdf>