

# ComPASS-16 2.0 User Guide

## **Table of Contents**

#### 1. <u>Overview</u>

- a. What is ComPASS-16 2.0? (p. 2)
- **b.** Why Use ComPASS-16 2.0? (p. 2)
- c. About the User Guide (p. 3)
- d. Before Getting Started (p. 4)
- 2. <u>Set Up Instructions</u>
  - a. Creating an Account (p. 7)
  - **b.** Logging In (p. 9)
  - c. Setting Up a Care Provider Account (p. 10)
- 3. Preference Assessment and Satisfaction Interviews
  - a. Initial Interview (p. 15)
  - **b.** Follow-Up Interview (p. 24)
- 4. Tools to Share and Honor Preferences
  - **a.** PAL Cards (p. 28)
  - b. IPPI Cards (p. 34)
- 5. Producing Reports
  - a. Community Reports (p. 35)
  - **b.** Resident Reports (p. 36)

# 1. Overview

## a. What is ComPASS-16 2.0?

ComPASS-16 2.0 (Care Preference Assessment of Satisfaction) is a simple, efficient system to:

- Record nursing home residents' preferences for everyday living.
- **Track** resident satisfaction with the way their preferences are met over time.
- Identify opportunities for providers to improve care delivery.
- Communicate important preferences across care team members and shifts.

*ComPASS-16* 2.0 has five main components:

- 1. An electronic version of the *Preferences for Everyday Living Inventory (PELI)-Nursing Home-MDS-Section F.* This questionnaire asks about the 16 daily living and activity preferences covered in the federal Minimum Data Set 3.0-Section F, plus follow-up questions from the PELI to gather important information.
- 2. **Satisfaction questions** that ask nursing home residents how satisfied they are with the way their important preferences are being fulfilled.
- 3. **Graphic reports** show care team members at-a-glance how well they are providing preference-based person-centered care.
- 4. **Preferences for Activity and Leisure (PAL) Cards** are a simple and effective tool to communicate important preference information to staff to help spark meaningful conversations and promote engagement.
- 5. **Individualized Positive Psychosocial Intervention (IPPI) Program** provides evidence-based recommendations for honoring preferences and guides direct care workers as they engage in 1-to-1 activities with people living with dementia in positive ways that enhance wellbeing and address behavioral responses.

## b. Why use ComPASS-16 2.0?

ComPASS-16 2.0 key features:

- <u>Compatible with a variety of devices</u>. ComPASS-16 can be used on a tablet, laptop, or desktop computer as well as a smartphone. The application is compatible with both Android and iPhone.
- <u>Customizable to meet community needs</u>. Care provider accounts can be set up to reflect a community's organizational structure and assign user types with varying levels of access.
- <u>Captures resident comments</u>. Open text fields allow interviewers to record important details about a resident's specific preferences. These details can then be easily shared during care planning via the printable preference report.

- <u>Provides easy-to-interpret visual reports</u>. Once preference and satisfaction information is recorded, the system will automatically generate several reports, such as a pie chart showing an individual resident's satisfaction with how their preferences are being met and a color-coded table displaying the satisfaction with preference fulfillment.
  - O Linked Senior, the company hosting ComPASS-16 2.0, utilizes HIPPA compliant servers.
- <u>Enhances data-driven decision-making capability</u>. ComPASS-16 2.0 maximizes the use of resident data already being collected and helps communities identify areas for improvement, allowing them to focus energy and resources on what matters most to residents.

#### c. About the User Guide

The User Guide provides help in:

- Setting up your organization's account.
- Using *ComPASS -16 2.0* to conduct resident preference assessments, satisfaction interviews, and creating PAL Cards.
- Generating reports to track your progress in honoring resident preferences by individual, neighborhood and community.

Before creating an account, we recommend you take the time to review the User Guide. This resource explains the structure of *ComPASS-16 2.0* and will help you make key decisions upfront to ensure your start-up process goes smoothly and efficiently. If you have questions, feel free to email us at: PreferenceBasedLiving@gmail.com. We generally answer questions within 24 hours, Monday through Friday, 9am to 5pm.

## **Useful Resources**

For more information about *ComPASS-16 2.0*, see FAQs. For information on the *Preferences for Everyday Living Inventory* (*PELI*) on which *ComPASS-16 2.0* is based, visit our website, PreferenceBasedLiving.com. There you will find a variety of PELI assessment tools, tip sheets, training videos, webinars, and research articles that can assist your organization to assess preferences, integrate them into daily care, and pursue quality assurance and performance improvement initiatives.

#### System Requirements

*ComPASS-16* 2.0 can be used on a smartphone, tablet, laptop, or desktop computer. You will need Internet access to use the system on Google Chrome, Firefox, Safari or MS Edge browsers.

#### Privacy Guidelines and HIPAA

Preferences regarding the way care is delivered are not considered to be protected health information under HIPAA (Health Insurance Portability and Accountability Act of 1996).

ComPASS-16 2.0 has been developed with internal and external encryption for all data that is transmitted and stored. Although these protections are in place, we recommend you use your best judgment to protect your data. Be sure to align your ComPASS-16 2.0 account and use it with your organization's policy and practices for maintaining data privacy. Upon completing an interview in *ComPASS-16 2.0*, you will be asked if you give permission for the developers of *ComPASS-16 2.0* to access your responses for the purpose of furthering research on improving preference-based care. Later in the how-to section of the guide, we address consent for data sharing with the developers.

# d. Before Getting Started

*ComPASS-16* 2.0 is a flexible tool that can be customized to best meet the needs of your residents and your organization. We recommend you consider the following four key questions, which will inform how to set up your account for maximum benefit.

#### Question 1: Who will use ComPASS-16 2.0?

Before you create your account, you will first need to decide which team members will use *ComPASS-16 2.0*, what functions they need to perform, and what level of access each person should have. The Care Provider Account offers three user types, each with varying levels of access, as shown in the table below.

#### User Account Types, Functions, and Access Levels

	Guide	Navigator	Pathfinder
At a glance:	<ul> <li>Guides have the most restricted access within <i>ComPASS-16 2.0.</i></li> <li>Guides can interview and view reports for residents that have been assigned to them by a user with Navigator or Pathfinder status.</li> </ul>	<ul> <li>Navigators are limited in some of the functions they can perform in <i>ComPASS-16 2.0</i>.</li> <li>Navigators can access all of the features in <i>ComPASS-16 2.0</i>, but cannot add or edit residents and neighborhoods for your Care Provider Account.</li> <li>Navigators can view and generate reports for residents assigned to them.</li> </ul>	<ul> <li>This user type serves as the administrator of your organization's account and has access to all features and functions within <i>ComPASS-16 2.0</i>.</li> <li>The individual who sets up the initial account in <i>ComPASS-16 2.0</i> will automatically be assigned as the Pathfinder.</li> <li>After setting up an account, additional users can be assigned Pathfinder status as well. There is no limit to the number of Pathfinders you can assign.</li> <li>Note: This is the administrative account, but the role is <u>NOT</u> limited to the nursing home administrator.</li> </ul>
	Guide	Navigator	Pathfinder
What can they do?	<ul> <li>View all residents assigned to them.</li> <li>Conduct interviews for residents assigned to them.</li> </ul>	<ul> <li>View all residents assigned to them.</li> <li>Conduct interviews for residents in their neighborhood(s).</li> <li>View reports for individual residents and neighborhoods assigned to them.</li> </ul>	<ul> <li>Conduct interviews for any resident in the community.</li> <li>View reports for individual residents or the whole community.</li> <li>Manage their community's account.</li> <li>Create/edit/invite/view all users, residents, and neighborhoods.</li> <li>View community level dashboards.</li> <li>Share/unshare access to residents in their community with other users.</li> <li>Share/unshare interviews of residents in their facility.</li> </ul>

Who is it for?	Volunteers, family members,	Department directors (e.g.,	Nursing home administrators
	legal guardians, power of	Activities, Social Services, and	and/or department directors.
	attorney, or state-tested	Nursing), activity assistants,	<i>In short</i> : Those with primary
	nursing assistants	MDS RNs, or STNAs/CNAs.	responsibility for the PELI and/or
	(STNAs)/certified nursing		the major PELI and ComPASS-16
	assistants (CNAs).	In short: those who perform	2.0 users.
		PELI interviews and those who	
		need to view preference	
		information for care planning.	

#### **Question 2: How should we set up our Community?**

When you create your *ComPASS-16* 2.0 account, you will be prompted to enter an email address, a community ID, and resident IDs. You may wish to consult with Information Technology (IT) and electronic health record managers to assure the system you set up conforms with your organization's standard practices and policies for data management and use.

- **Community Name/CMS ID:** You can choose to use numbers or words, such as the name of your organization spelled out with initial capital letters or an abbreviation. You can customize the community name however it will work best in your organization.
- Email Addresses: Each user will need to use an email address to create an account and access *ComPASS-16 2.0*. Feel free to use any system that makes sense for your team.
- **Resident ID:** A standard format is useful here for example, first and last name or electronic health record number.

#### Question 3: Where and when will staff have access to ComPASS-16 2.0?

As you get ready to begin conducting PELI interviews, think through the infrastructure or work flow you may need:

- Does your facility have laptops or tablets that staff can use to conduct interviews?
- Does your facility have Wi-Fi everywhere, including resident rooms? Or is Wi-Fi available only in selected spaces, such as an activity room?
- Will Wi-Fi availability affect how or where your staff conducts interviews? Will quiet, private spaces be available anytime? Or will staff need to schedule appointments, transportation, and rooms to conduct interviews?
- Should staff be permitted to conduct interviews using their mobile phones?

Although it is not necessary to purchase additional equipment such as tablets or laptops, it is important to consider how staff will access *ComPASS -16 2.0* and any necessary adjustments to the current workflow. **Internet access is required**.

## Need further guidance? Have additional questions?

Email us at: PreferenceBasedLiving@gmail.com. We generally answer questions within 24 hours, Monday through Friday, 9am to 5pm.

# 2. Set Up Instructions

This section will assist you in learning how to navigate *ComPASS-16* 2.0. To begin accessing the features, you will need to create an account. This is where you will set up your community, add residents, and invite care team members to become users.

#### a. Creating an Account

To create an account in *ComPASS-16 2.0*, navigate to our home page. In order to do so, click <u>here</u> or type in this URL into your browser: https://compass.linkedsenior.com/

Login to	
ComPASS	Welcome to ComPASS
Email	ComPASS (Care Preference Assessment of Satisfaction) is a web-based application that gives providers a simple, efficient system to assess older adults' preferences, streamline care planning, and improve the
Password	quality of person-centered care. The app is available at no cost, thanks to funding from the Ohio Department of Medicaid and the Tennessee Department of Health.
Login	ComPASS offers users:
Forgot your password?	<ul> <li>An electronic version of the PELI (Preferences for Everyday Living Inventory), a valid and reliable assessment tool that asks individuals about their preferences for daily life.</li> <li>Satisfaction questions, long-term services and support providers can use to learn how satisfied care recipients are with the way their important preferences are fulfilled.</li> <li>Graphic, at-a-glance reports that track satisfaction over time and identify opportunities to enhance the delivery of preference-based, person-centered care.</li> <li>Easy-to-follow instructions for set-up, use and reporting.</li> </ul>
	Sign Up for ComPASS!

After selecting Sign Up for *ComPASS-16 2.0*, you will be prompted to provide information to create your account. To set up a Care Provider account, you will need to provide the community's name and/or CMS ID, your own name, and an email address. Also, you will need to create a password. Make sure to save your account information in a safe place (i.e., not on shared technology).



\* - Required

Please provide the following information to create a ComPASS account. All fields are required.

#### Care Provider

Provide the name of your community and optionally your CMS ID.

Community Name	Community Name

#### Administrative Account

Provide the details for an administrator account. Use this account to login and begin setting up your community and add additional users.

-		
	* First Name	First Name
	* Last Name	Last Name
	* Email	Email
	* Password	Password
	Password must meet the follow 1. Must contain 8 or more ch 2. Must contain a digit. 3. Must contain a lower case	haracters.

After you have entered all the required information, select the "**Create Account**" button. You will be automatically logged in to continue setting up your community.

**Note:** The individual who creates your community's Care Provider account automatically is assigned the "Pathfinder" user type. This account is used to set up your community and provides access to all features in ComPASS-16 2.0 once the account set-up is complete. Additional "Pathfinder" accounts with the same administrative privileges can be added **after** the initial set-up for your community.

### b. Logging In

To log into *ComPASS-16 2.0*, select the "**Login**" button located at the top left of the home page. You will be prompted to enter the email address (in the username space) and password you created as a part of the Account Set Up process.

Click to go forward, hold to see history			
Login to ComPASS	Welcome to ComPASS		
Email Password Login	ComPASS (Care Preference Assessment of Satisfaction) is a web-based application that gives providers a simple, efficient system to assess older adults' preferences, streamline care planning, and improve the quality of person-centered care. The app is available at no cost, thanks to funding from the Ohio Department of Medicaid and the Tennessee Department of Health.		
Forgot your password?	<ul> <li>ComPASS offers users:</li> <li>An electronic version of the PELI (Preferences for Everyday Living Inventory), a valid and reliable assessment tool that asks individuals about their preferences for daily life.</li> <li>Satisfaction questions, long-term services and support providers can use to learn how satisfied care recipients are with the way their important preferences are fulfilled.</li> <li>Graphic, at-a-glance reports that track satisfaction over time and identify opportunities to enhance the delivery of preference-based, person-centered care.</li> <li>Easy-to-follow instructions for set-up, use and reporting.</li> </ul>		
	Sign Up for ComPASS!		

Logging in will direct you to the *ComPASS-16 2.0* Dashboard, shown below. Once you begin using ComPASS-16 2.0, the dashboard will provide access to your community's data and reports. First, you will need to continue setting up your community in *ComPASS-16 2.0* according to the instructions in the next section.

슈 Home	🛗 Home							
Interviews								
PAL Cards							Viewing:	<b>G</b> Q3 2022 <b>O</b>
IPPI Cards	(i) Resider	nt Summary	/		<li>Interview St</li>	ummary		
ස Residents								
Assessments	5	5	3	0	0	2	0	0
嵤 Staff	active res	sidents	residents with no	residents who	incomplete	completed	incomplete	completed
Help			initial interview	need a follow-up interview	initial interviews	initial interviews	interviews	interviews
	③ Satisfac	ction Summ	nary					
					Satisfaction		Important Pre	eferences
		No	satisfaction fo	ound	Very Satisfied		• 0 (0.0%)	
		You have no	o Satisfaction data for	r Q3 of 2022.	Somewhat Satis	fied	• 0 (0.0%)	
					Not Satisfied		• 0 (0.0%)	
This website in affiliation with Preferenced	Based Living.				No Response or	Non-Responsive	© 20	10 - 2022 Linked Senior, Inc.

## c. Setting Up a Care Provider Account

This section shows how to finish setting up a Care Provider account. The individual who created your community's Care Provider account has automatically been assigned the Pathfinder user type, which has access to all administrative privileges in *ComPASS-16 2.0*. This individual's username and password must be used to complete the Care Provider account set-up process.

#### Step 1: Add Staff

The initial user has the ability to add new users as they are granted Pathfinder status. Anyone granted Pathfinder status can also add an unlimited number of users to the community's *ComPASS-16 2.0* account.

After logging into *ComPASS-16 2.0*, you will be directed to your dashboard. There, you can add new users to the community account by selecting "Staff" on the left side of the page. This leads to a page titled "Staff List". This page shows all the users you add to your community's account in *ComPASS-16 2.0*.

				Account, Test 🚇 🗸
<ul> <li>ᢙ Home</li> <li>☆ Interviews</li> <li>♥ PAL Cards</li> <li>♪ IPPI Cards</li> </ul>	Staff List	li <del>v</del>	Result	+ Staff & CSV s1-1of1 ⓒ ④ 형
온 Residents	Name	Email	Joined On	Actions
왐 Staff	2 Test Account Pathfinder	talmagaa@miamioh.edu	August 25, 2022	C <sup>4</sup> Reset Psw
Help				Results 1 - 1 of 1 🛞 🥥

From the "**Staff List**" page click the "+**Staff**" button on the top right.

er Staff List	t			+ Staff	ය CSV
List					
Status: Enabled -	Permissions: All 🕶	1	Results	1-1of1   Ə	ŝ
Name		Email	Joined On	Actions	
은 Test Account	Pathfinder	talmagaa@miamioh.edu	August 25, 2022	C <sup>4</sup> Reset Psw	
				Results 1 - 1 of 1	€ €

Next, you will be directed to a page that says "**Invite Staff**". Here you will be prompted to provide the user's first and last name and email address. The system will send an email asking new users to complete their account set-up. It will notify the new user that they have been granted access to *ComPASS-16 2.0* and provide them with a username and password. The username will be the email address used above.

		Account, Test 🤅	9 <b>-</b>
ය Home	Staff / Invite		
₹Ξ Interviews	答 Invite Staff		
PAL Cards			
🖾 IPPI Cards		* - Require	/d
음 Residents	* First Name	First name	
Assessments	* Last Name	Last name	
? Help	* Email	Enter email address	
	Community	Miami Student	-
	① Permissions	Pathfinder Navigator Guide	
		Cancel 🖾 Invite	

When creating a new user, you will also be prompted to assign them a "**Community**" and "**Role**." There are three user types or roles, each with a different level of access to the features in *ComPASS-16 2.0*. For more guidance on creating usernames and assigning roles, see the <u>Before Getting Started</u> section of the user's guide.

#### Step 2: Add Residents

When you log into *ComPASS-16 2.0*, you will be directed to your dashboard. Add residents to your community's account first by selecting the "**Residents**" tab on the left side of the page.

ComPASS							ount, Test 🔘
∃ Interviews	📋 Home						
PAL Cards						Viewing: O	Q3 2022
IPPI Cards	<ol> <li>Resident Sum</li> </ol>	imary		③ Interview	Summary		4
Residents	_	-					
Assessments	5	3	0	0	2	0	0
Staff	active residents	residents with	residents who	incomplete	completed	incomplete	completed
Help		no initial interview	need a follow- up interview	initial interviews	initial interviews	interviews	interviews
	③ Satisfaction S	ummary					
				Satisfaction		Important Preferences	
		satisfaction		Very Satisfied	ł	• 0 (0.0%)	
		of 2022.		Somewhat Sa	atisfied	• 0 (0.0%)	
				Not Satisfied		• 0 (0.0%)	

Next, you'll be directed to a new page that says "Residents."

)	List	ନ୍ତ୍ର Residents					t & Up	load & CSV
	Search by Status: Ac		Search Has Initial Interview: All 🗸	Has Recent Interview: All 🔻		Results 1 - 5 of 5 倿		) ④ (尊
	Name ▼	Status	Has Initial Interview	Has Recent Interview	Level of Care	Gender	Birthday	Location
	<u>으</u> Bezos, Jeff	Active	8	8	Independent Living	Male	Feb 2nd	Neighborhoc Wing 3
	은 Doe, Jane	Active	$\oslash$	$\oslash$	Assisted Living	Female	Jan 1st	Neighborhoc Wing A Floor: 1 Room: 1 Bed
	은 Doe, John	Active	$\oslash$	${}^{\oslash}$	Assisted Living	Male	Jan 2nd	Neighborhoc Wing 2
	으 Musk, Elon	Active	⊗	⊗	Independent Living	Male	Feb 3rd	Neighborhoc Wing B

To begin adding residents, click the yellow "**+Residents**" button at the top right side of the page and you will be directed to an "**Add Resident**" page.

esidents				
음 Add Resident				
Basic Information				* - Required
* First Name	First name			
* Last Name	Last name			
* Gender	Prefer not to say			~
<b>*</b> Date of Birth	mm/dd/yyyy			
* Neighborhood	Neighborhood			
Location Floor, Room, Bed	Floor	Room	Bed	
Health Information				
Health Record ID	Health Record ID			
Level of Care	Assisted Living			~

Enter the resident's first and last name, gender, date of birth, their Electronic Health Record (EHR) ID number (optional), and level of care (optional).

Assign each person to a "Neighborhood", which is simply a way to organize a group of residents. A neighborhood could be a corridor, wing, unit, or a component of your community such as skilled nursing, assisted living, or independent living section. Neighborhoods can be changed - for example, if a resident moves from independent to assisted living. You can choose the arrangement that best suits your organization, and potentially aligns with your concepts for structuring daily care, activities, and quality improvement initiatives. For example, if your facility is organized by four wings (North, South, East, West), you could assign all of the residents in the East Wing to the same neighborhood and name it "East Wing".

Then select "Add." Repeat this step as many times as needed to add residents.

The "**Residents**" page shows a list of all the residents that have been added. The search bar on the top left side of the page allows you to look up residents quickly.

)	පී Resider	nts			+ Resident	윤 Upload	& CSV
	List						
	Search by Name		Search				
	Status: Active 🔻	Has Ini	tial Interview: All 🔻	Has Recent Interview: All $\checkmark$	Results 1 - §	5 of 5   Ə	Ś

Selecting a resident from the list allows you to see their interview status as well as the preference information that has been recorded. The next section explains how to use the features in *ComPASS-16 2.0*.

Residents		
🛆 Resident Details		
		🖋 edit
Status Active	Health Record ID	
Name Jane Doe	Neighborhood Wing A	
Gender Female	Floor 1	
Birthday Jan 1st	Room 1	
	Bed 1	
Satisfaction Preferences Interviews		
No satisfaction found You must perform a follow-up interview before you can		
determine a resident's satisfaction.		

# 3. Preference Assessment and Satisfaction Interviews

After you have set up your community in *ComPASS-16 2.0*, you and others can begin using the system. This section explains how to use *ComPASS-16 2.0* to conduct a PELI interview, create PAL cards, generate reports showing data collected from completed interviews, and use IPPI cards. If your community does not have prior experience using PELI interviews or PAL cards, please consult the resources available at PreferenceBasedLiving.com to help your care team learn interviewing techniques. In particular, we recommend *Interview Tips*, *Interviewing Older Adults Using the PELI*, and *PELI PAL Cards* for a solid overview.

#### a. Initial Interview

ComPASS-16 2.0 offers two types of interviews:

 The "Initial Interview" is a resident's first interview in *ComPASS-16 2.0* and contains only the 16 MDS 3.0 Section F preference questions, plus follow-up questions from the PELI. This interview collects detailed information about a resident's most important preferences that will help your team provide preference-based, person-centered care.



ComPASS		Account, Test 🕲 🕶
分 Home ⅔ Interviews	Interviews	
PAL Cards IPPI Cards	Elon Musk (1 of 16)	C Save/Exit 《 PREV NEXT 》
음 Residents		5. Bedtime
봄 Assessments 왕 Staff	Satisfaction	6. Care Discussions
Help	NIA - Initial Interviews do not ask about satisfaction. Satisfaction is measured as a follow-up interview to make sure you are meeting the resident's preferences.	7. Phone Privacy
	Follow-Up Questions Rhide	<ul><li>8. Lock Up Items</li><li>9. Reading Materials ⊘★</li></ul>
	What do you usually like to wear for the day?	10. Music 📀 ★ 🛧
	Enter the resident's response here	11. Animals
	What do you like to wear to sleep?	12. News
	Enter the resident's response here	13. Groups of people
		14. Favorite activities 🔗 ★ 🚖

2) The "Follow-Up Interview" option becomes available after the initial interview has been completed. The Follow-Up interview asks residents how satisfied they are with the way their important preferences have been met. The responses form the basis for satisfaction reports, which are covered in depth later in this section.

🚸 ComPASS		Account	, Test 🕘 🕶
	Interviews ੱΞ Follow-Up Interview Jane Doe (16 of 16)	C+ Save/Exit 《 PREV	NEXT »
Residents	MDS F0500H Current Preference: Very	Ø - Answered	-16 i 🛨 - Importar
왕 Staff	16. How important is it to participate in religious services of practices?	1. Clothes 2. Personal	€ •
	<ul> <li>Very Important 《</li> <li>Somewhat Important</li> <li>Not Very Important</li> </ul>	belongings 3. Bath Type	⊘★≠
	<ul> <li>Not Important At All</li> <li>Important, But Can't Do</li> <li>No Response or Non-Responsive</li> </ul>	4. Snacks 5. Bedtime	© 1
	Satisfaction	6. Care Discussion	
	How satisfied are you with this preference being met?	7. Phone Privacy	ي ا

🚸 ComPASS		Account, Test 🚇 🕶
슈 Home Interviews PAL Cards IPPI Cards	S Interviews Follow-Up Interview Jane Doe (16 of 16)	C+ Save/Exit 《 PREV NEXT 》
පී Residents	Satisfaction	
Assessments	How satisfied are you with this preference being met?	7. Phone Privacy
음 Staff	✓ Very Satisfied	8. Lock Up Items 🛛 🛇 ★ 🕇
Help	Somewhat Satisfied	9. Reading Materials 🕑 ★ 🕇
	<ul> <li>Not Satisfied</li> <li>No Response or Non-Responsive</li> </ul>	10. Music 📀 🛨
	Follow-Up Questions	11. Animals 📀 ★
	What is your religious background?	12. News
	Enter the resident's response here	13. Groups of people 📀 🕯
	h	14. Favorite 🛛 🔿 ★ 🕇
	De very helene to a valigious experiention?	activities
	Do you belong to a religious organization?	15 Fresh Air

Initial and Follow-Up interviews have the following features (see examples below):

- When you are conducting an interview, the Question List located on the right side of the page contains all 16 MDS 3.0 Section F questions.
  - Each question has a one or two-word tag to identify the preference topic.
  - Each question shows the corresponding MDS question number.
  - To move through each question, click on the yellow "Previous" or "Next" navigation buttons at the top right of the screen or select a question from the vertical list on the right.
- The Follow-Up Question appears after you enter each preference. These follow-up (or "nested") questions ask for more detailed information about the person's preference.
  - Nested Questions automatically appear when the resident indicates a preference is "Very Important"
     "Somewhat Important" or "Important, but Can't Do"
  - Use the text boxes to record additional information about each preference.
- The "Save/Exit" button allows you to exit the interview and later resume where you left off. The system automatically saves your progress.

#### 3) Assessment Details

#	Question
1	How important is it for you to choose what clothes to wear? (F0400A)
2	How important is it to take care of your personal belongings? (F0400B)
3	How important is it for you to choose between a tub bath, shower, bed bath, or sponge bath? (F0400C)
4	How important is it to have snacks available between meals? (F0400D)
5	How important is it to choose your own bedtime? (F0400E)
6	How important is it to choose who you would like involved in discussions about your care? (F0400F)

7	How important is it to be able to use the phone in private? (F0400G)
8	How important is it for you to lock things up to keep them safe? (F0400H)
9	How important is it to have reading materials available to you? (F0500A)
10	How important is it for you to listen to the music you like? (F0500B)
11	How important is it to be around animals such as pets? (F0500C)
12	How important is it for you to keep up with the news? (F0500D)
13	How important is it to do things with groups of people? (F0500E)
14	How important is it for you to do your favorite activities? (F0500F)
15	How important is it to go outside to get fresh air when the weather is good? (F0500G)
16	How important is it to participate in religious convises or practices? (E0E00H)

16 How important is it to participate in religious services or practices? (F0500H)

ComPASS		Account, Test 🕘 🕶
☆ Home Interviews PAL Cards ▷ IPPI Cards	Interviews ⅔ Initial Interview Elon Musk (1 of 16)	C+ Save/Exit 《 PREV NEXT 》
응용 Residents 과 Assessments 전환 Staff ⑦ Help	MDS F0400A	ComPASS-16 ⊘ - Answered ★ - Important 1. Clothes ②★ 2. Personal belongings ③★★ 3. Bath Type 4. Snacks 5. Bedtime 6. Care Discussions
This website in affiliation with Prefere	NIA - Initial Interviews do not ask about satisfaction. Satisfaction is measured as a follow-up interview to make sure you are meeting the resident's preferences.	7. Phone Privacy 8. Lock Up Items © 2010 - 2022 Linked Senior, Inc.

ComPASS		Account, Test 🕘 🗸
<ul> <li>↔ Home</li> <li>← Interviews</li> <li>← PAL Cards</li> <li>↓ IPPI Cards</li> </ul>	Interviews ¥Ξ Initial Interview Elon Musk (1 of 16)	C Save/Exit 《 PREV NEXT 》
음 Residents Assessments 양 Staff	Satisfaction NIA - Initial interviews do not ask about satisfaction. Satisfaction is measured as a follow-up interview to	5. Bedtime 6. Care Discussions 7. Phone Privacy
Help	make sure you are meeting the resident's preferences.	8. Lock Up Items 9. Reading Materials $\bigcirc \bigstar$
	What do you usually like to wear for the day? Enter the resident's response here	10. Music     ⊘ ★★       11. Animals       12. News
	What do you like to wear to sleep? Enter the resident's response here	<ul> <li>13. Groups of people</li> <li>14. Favorite activities ⊘ ★★</li> </ul>

#### Conducting an Initial Interview

Begin by logging into *ComPASS-16 2.0*. From the dashboard page, select the "**Interviews**" button located at the top left, under the Home button.

仚	Home
≋≡	Interviews
<u>=</u>	PAL Cards
Å	IPPI Cards
ළු	Residents
	Assessments
00 00	Staff
?	Help

Next, you will be taken to the Interview page, which shows an alphabetical list of all the residents added to your community's *ComPASS-16 2.0* account. Select "Start Interview" at the top right corner of the Interview page. Resume or view a past interview by selecting the yellow "Resume" or "View" button to the right of the page.

Interviews	<		VS					¥Ξ Start Intervie
PAL Cards		Search by Name	Search	Status: All 🔻	Type: All 👻		Results 1 - 5	of 5 🛞 🏵
Assessments		Resident <b>V</b>	Interviewers	Туре	Completed	Consent	Elapsed Time	Action
Staff		은 Elon Musk	Test Account	Initial		$\bigotimes$	26 mins	€ Resume
Help		은 Jane Doe	Test Account	Initial	09-01-2022 03:00 PM	$\otimes$	165 hours	₹≣ View
			Test Account	Follow-Up		$\otimes$	13 mins	f⊟ Resume
		❷ Jeff Bezos	Test Account	Initial	-	$\otimes$	24 mins	∰ Resume
		오 John Doe	Test Account	Initial	09-01-2022 03:37 PM	۲	1 hours	}≣ View

After selecting the "**Start Interview**" button, you will see a page titled "Interview Resident". Here you can choose the assessment, *ComPASS-16 2.0*, and the resident you will interview. For instructions on how to complete the interview, click the yellow "Review Instructions" button. This describes the interview process and aligns with the resources described above. This information is particularly helpful for individuals who do not have experience conducting PELI interviews.

ComPASS	
슈 Home	Interviews
ž⊟ Interviews	ິ ≆≣ Interview Resident
PAL Cards	Assessment
IPPI Cards	
<u> </u>	Choose an Assessment
Assessments	Resident To start a new interview, residents must be active and not have an incomplete
嵤 Staff	interview.
Help	Choose a Resident
	□ Check here if this interview was completed with assistance from a family, friend, or care team member.
	E Start Interview



Note: Click on the checkbox if you are completing a PELI interview with assistance from a resident's family member, friend, or care team member. **If you complete the interview with the resident**, <u>do not check this box</u>.

To start a new interview, residents must be active and not have an incomplete interview. If this is the resident's first interview with *ComPASS-16 2.0*, the screen will say "Initial Interview". If the resident already has completed a preference interview, the interview will be titled "Follow-Up Interview".

Once you select the "**Start Interview**" button, you will be taken to the first question. You can begin here or select another question from the Question List on the right side of the screen. As you move through the interview, each preference question will appear at the top of the screen. The responses options are shown below. Ask the resident the preference question and record the response.

Interviews			
ž⊟ Initial Interview			
Oprah Winfrey (1 of 16)	C+ Save/Exit 《 PREV NEXT 》		
MDS F0400A	ComPASS-16		
1. How important is it for you to choose what clothes to wear?	🥝 - Answered 🔺 - Important		
	1. Clothes		
Very Important	2. Personal belongings		
Somewhat Important			
Not Very Important	3. Bath Type		
Not Important At All	4. Snacks		
Important, But Can't Do			
No Response or Non-Responsive	5. Bedtime		
Satisfaction	6. Care Discussions		
NIA - Initial interviews do not ask about satisfaction. Satisfaction is measured as a follow-up interview	7. Phone Privacy		
N/A - initial interviews do not ask about satisfaction. Satisfaction is measured as a follow-up interview to make sure you are meeting the resident's preferences.	8. Lock Up Items		

If the resident says the preference is "Very Important," "Somewhat Important," or "Important, but Can't Do," Follow-Up Questions will appear. Ask these questions to gain additional information about that particular preference and type the resident's response into the text box provided.

What do you	usually like to wear for the day?	
Enter the res	dent's response here	
What do you	like to wear to sleep?	
Enter the res	dent's response here	
What jewelr	/ do you like to wear?	
Enter the res	dent's response here	

If the resident says the preference is "Not Very Important," "Not Important At All, or does not give a response, the Follow-Up Questions will not appear. However, **it can be helpful to document the reason the preference is not important**.

# If you accidently select the wrong response, you can click on the selected response to return to the full response list.

Continue asking the preference questions until the PELI interview is complete, or select "**Save/Exit**" to continue the interview later.

#### Completing an Interview

When you complete a *ComPASS-16 2.0* interview, you will be taken to the "**Consent Form**" page. This screen asks whether the resident will give the system developers permission to access the resident's responses for the purpose of research to improve the quality of care for people receiving long-term services and supports. To maintain confidentiality, the resident's name will not be connected to their responses. Selecting "**Yes**" grants access and selecting "**No**" denies access to the resident's responses.

Please ask the resident if they would like to grant access. If you are conducting the interview with a family member, friend, legal guardian, or Power of Attorney, please seek their permission.

# **Consent to Share Interview**

The individuals who created this program would like to access your responses for the purposes of improving the quality of care people like yourself receive. Your name will not be connected to your responses. Do you give permission for the program developers to access your responses?



After selecting a response on the Consent Form page, you will be taken to a new page that displays the interview results.

📀 ComPASS				Acc	ount, Test	@ <b>-</b>
숤 Home	Interviews / List					
Interviews	Interview Deta	ail				
PAL Cards				:	≡ Edit Inter	rview
IPPI Cards				-		
S Residents	Details					
Assessments	Name	Elon Musk	Community	Miami Student		
Staff	Assessment	ComPASS-16	Date Completed	09-06-2022 07:41 PM		
) Help	Status	Complete	Elasped Time	6 hours		
	Туре	Initial	Consent	$\otimes$		
	Interviewers	Test Account				
	Insights		Note - Satisfaction is gather	ed in a Follow-Up assessment and will be empty in a	an Initial asse	.ssm
	# Question			Importance	Follow U	ps
	1 How important is it for yo	u to choose what clothes to wear	? (F0400A)	Somewhat Important	0/7	
	2 How important is it to tak	e care of your personal belonging	gs? (F0400B)	Very Important	0/2	
	3 How important is it for yo	u to choose between a tub bath,	shower, bed bath, or sponge	bath? (F0400C) Very Important	0/6	
	4 How important is it to have	ve snacks available between meal	s? (F0400D)	Very Important	0/3	
	5 How important is it to che	oose your own bedtime? (F0400E	)	Very Important	0/3	
vebsite in affiliation with Preferen		ose who you would like involved	in discussions about your ca		2022 Linked S	

### **b.** Follow-Up Interview

The "Follow-Up Interview" option becomes available after an initial interview has been completed. The Follow-Up Interview includes a satisfaction question related to each preference a resident rates as important. The Follow-Up interview supports users in learning how satisfied residents are with the fulfillment of their important preferences. The responses form the basis for <u>satisfaction reports</u>, which are covered in depth later in this section.

To begin a Follow-Up interview, start at the dashboard and click "Interviews" on the top left of the page. Then click "Start Interview" on the top right of the page.

<ul> <li>C := INTERVIEWS</li> <li>E Interviews</li> <li>Interviews</li> <li>Ist</li> <li>Ist</li> <li>Search by Name</li> <li>Search Status: All ▼ Type: All ▼</li> <li>Results 1 - 13 of 13 € ④</li> <li>Resident ▼</li> <li>Interviewers</li> <li>Type</li> <li>Completed</li> <li>Consent</li> <li>Elapsed Time</li> <li>Action</li> <li>Elon Musk</li> <li>Test Account</li> <li>Initial</li> <li>O9-06-2022 07:41 PM</li> <li>6 hours</li> <li>Image: View</li> </ul>	ComPASS							Account, Test @
IPPI Cards       Search by Name       Search       Status: All ▼       Type: All ▼       Results 1 - 13 of 13 € .       Results 1 - 13 of 13 € .       Test         Residents       Assessments       Resident ▼       Interviewers       Type       Completed       Consent       Elapsed Time       Action         Assessments       Staff       Assessments       Assessments       Assessments       Action       Action       Action         A Interviewers       Test Account       Initial       09-06-2022 07:41 PM       S       6 hours       Image: View         A Jane Doe       Test Account       Initial       09-01-2022 03:00 PM       S       165 hours       Image: View         A Jane Doe       Test Account       Initial       09-01-2022 04:47 PM       S       147 hours       Image: View         A John Doe       Test Account       Initial       09-01-2022 03:37 PM       S       140 nors       Image: View	✓ Interviews		3					E Start Interview
Resident ▼       Interviewers       Type       Completed       consent       Elapsed Time       Action         Staff       ≦ Elon Musk       Test Account       Initial       09-06-2022 07:41PM       ⊗       6 hours       Image: Staff         Help       △ Jane Doe       Test Account       Initial       09-01-2022 03:00 PM       ⊗       165 hours       Image: Staff         △ Jane Doe       Test Account       Initial       09-01-2022 03:00 PM       ⊗       147 hours       Image: Staff         △ Jane Doe       Test Account       Initial       09-01-2022 03:37 PM       ⊗       147 hours       Image: Staff         △ John Doe       Test Account       Initial       09-01-2022 03:37 PM       ⊗       1hours       Image: Staff	_	Search by Name	Search	Status: All 🔻	Type: All 👻		Results 1 - 13 of	13 ④ ④ 贷
Image: Staff       Image: Staff <td< td=""><td></td><td>Resident <b>V</b></td><td>Interviewers</td><td>Туре</td><td>Completed</td><td>Consent</td><td>Elapsed Time</td><td>Action</td></td<>		Resident <b>V</b>	Interviewers	Туре	Completed	Consent	Elapsed Time	Action
A Jane Doe       Test Account       Initial       09-01-2022 03:00 PM       Ito's nodrs       Ito's nodrs       Ito's nodrs         A Jane Doe       Test Account       Follow-Up       09-12-2022 04:58 PM       Ito's nodrs       Ito's nodrs       Ito's nodrs         A Jeff Bezos       Test Account       Initial       09-12-2022 04:47 PM       Ito's nodrs       Ito's nodrs       Ito's nodrs         A John Doe       Test Account       Initial       09-01-2022 03:37 PM       Ito's       Ito's nodrs       Ito's nodrs         A John Doe       Test Account       Follow-Up       09-12-2022 05:00 PM       Ito's       Ito's nodrs       Ito's nodrs	_	은 Elon Musk	Test Account	Initial	09-06-2022 07:41 PM	$\otimes$	6 hours	₹≣ View
A Jeff Bezos       Test Account       Initial       09-12-2022 04:47 PM       Item       Item       Item         A John Doe       Test Account       Initial       09-01-2022 03:37 PM       Item       Item       Item         A John Doe       Test Account       Initial       09-01-2022 03:37 PM       Item       Item       Item         A John Doe       Test Account       Follow-Up       09-12-2022 05:00 PM       Item       Item       Item	Help	오 Jane Doe	Test Account	Initial	09-01-2022 03:00 PM	$\otimes$	165 hours	¥⊟ View
A John Doe       Test Account       Initial       09-01-2022 03:37 PM       I hours       I term         A John Doe       Test Account       Follow-Up       09-12-2022 05:00 PM       I term       I term		오 Jane Doe	Test Account	Follow-Up	09-12-2022 04:58 PM	$\otimes$	147 hours	₹⊟ View
Le John Doe Test Account Follow-Up 09-12-2022 05:00 PM S 141 hours		으 Jeff Bezos	Test Account	Initial	09-12-2022 04:47 PM	$\otimes$	147 hours	ž⊟ View
		S John Doe	Test Account	Initial	09-01-2022 03:37 PM	$\otimes$	1 hours	ž⊟ View
Qorah Winfrey Test Account Initial 09-12-2022 04:54 PM (€) 141 hours      E View		S John Doe	Test Account	Follow-Up	09-12-2022 05:00 PM	۲	141 hours	ž⊟ View
		은 Oprah Winfrey	Test Account	Initial	09-12-2022 04:54 PM	$\otimes$	141 hours	ž⊟ View

Choose Assessment *Compass-16 2.0* and the resident's name. Then click "Start Interview" and the Follow-Up interview questions will automatically appear.

Interviews



#### Assessment



Check here if this interview was completed with assistance from a family, friend, or care team member.



If you are conducting a Follow-Up Interview, ask the preference questions as instructed in the Initial Interview. The interview screen will show the resident's previous answer at the upper right (called Current Preference). You should ask the preference question listed at the top of the screen and record their new response.

<sup>Interviews</sup> ¥Ξ Follow-Up Interview			
Ja	ne Doe (1 of 16)	C→ Save/Exit 《 PREV	NEXT »
MDS F0400A	Current Preference: Somewhat Important	ComPASS-	16
1. How important is it for yo	u to choose what clothes to wear?	<ul><li>⊘ - Answered</li><li>1. Clothes</li></ul>	\star - Importa
<ul> <li>Very Important</li> <li>Somewhat Important 《</li> </ul>		2. Personal belongings	⊘★≠
Not Very Important Not Important At All		3. Bath Type	⊘★★
<ul> <li>Important, But Can't Do</li> <li>No Response or Non-Responsive</li> </ul>	ve	4. Snacks 5. Bedtime	<b>≭</b> ⊗
Satisfaction		6. Care Discussion	s 🕑 ★ 🕯
How satisfied are you with this prefer	ence being met?	7. Phone Privacy	0

If a resident chooses either "Very Important" or "Somewhat Important", the satisfaction question will appear below.

How satisfied are you with this preference being met?

Very Satisfied

Somewhat Satisfied

Not Satisfied

□ No Response or Non-Responsive

The satisfaction question is worded the same way for each preference question: "How satisfied are you with this preference being met?" Response options to the satisfaction question are: "Very Satisfied," "Somewhat Satisfied," "Not Satisfied," and "No Response or Non-Responsive." The responses to the satisfaction question are the basis for satisfaction reports discussed in the next section.

After selecting a satisfaction response, the follow-up question responses will reappear. Type in the resident's new information.

v-Up Questions	
What do you usually like to wear for the day?	
Enter the resident's response here	
What do you like to wear to sleep?	
Enter the resident's response here	
What jewelry do you like to wear?	
Enter the resident's response here	
Do you carry a bag, watch, or wallet?	

As you answer the preference questions, a checkmark will appear next to each question on the right side of the screen showing that the question has been answered. Next to the checkmark, stars will appear depending on the importance of the preference. Two stars indicate the preference is "Very Important". One star indicates the preference is "Somewhat Important" or "Important, but Can't Do." No stars indicate the preference is "Not Very Important," "Not Important At All" or "No Response or Non-Responsive."

ComPASS-16					
⊘ - Answered	🕇 - Important				
1. Clothes	⊘★				
2. Personal belongings	⊘★★				
3. Bath Type	⊘★★				
4. Snacks	⊘★				
5. Bedtime	⊘★★				
6. Care Discussions	⊘★★				
7. Phone Privacy	$\oslash$				
8 Lock Un Items					

When you have finished the Follow-Up interview, complete the consent form and click on "Save/Exit."

# 4. Tools to Share and Honor Preferences

#### a. PAL Cards

#### What are PAL Cards?

PAL Cards summarize information collected through PELI Interviews. They are designed as small (5 by 7 inches) double-sided documents that can be laminated and placed on a wheelchair or walker or attached to a person's door.

PAL Cards provide an easy tool to exchange information at a glance about a community member's background and important preferences for daily life. PAL cards briefly profile each community member and highlight their recreation and leisure interests. PAL Cards aid staff in personalizing care, and foster relationships among older adults as well as with family and care team members. Organizations that use PAL cards find they promote more personalized care. Also, the cards spark conversations between staff, volunteers, and community members, contributing to a greater sense of connectedness.



Socializing	Outdoors
Really enjoys meeting new people and talking one-on-one, loves spending time with friends that visit him, likes sharing stories with staff and other residents, enjoys cookouts and attending birthday celebrations. Really loves picnics in the courtyard.	Used to be a member of Butler County Raccoon Hunters Association, loved hunting with his dogs and especially like Jack Russel Terriers. Enjoys fishing at Hueston Woods and Brookville Lake in Indiana. Likes all seasons
OMA	Church
One of his favorite activities, likes to get his mind thinking, enjoys the conversation, likes reminiscing about travels and people he has met	Has a Presbyterian and Baptist religious background, enjoys volunteering with the Presbyterian church, really likes to attend church services, likes to pray and read the Bible, Easter is a favorite holiday.
Exercise	Reading
Believes in the adage "use it or lose it." Likes to get fresh air daily, loves to take strolls outside, especially through the courtyard. Enjoys doing leg exercises in his chair.	Does a lot of reading, enjoys magazines about sports and fishing/hunting, likes learning about ancient history, likes all types of books

#### How to create PAL Cards

Once you have conducted a resident's Initial Interview, you can create a PAL Card by first selecting "PAL Cards" on the left side of the dashboard.



The PAL Card dashboard shows a list of residents that already have had PAL cards created. You can view the PAL Card for each person by clicking the yellow "View" button on the right.

🚸 ComPASS							Acc	ount, Test 🤇
<ul> <li>↔ Home</li> <li>✓ Interviews</li> <li>▲ PAL Cards</li> </ul>	< List	PAL Card	ls					+ PAL Ca
IPPI Cards	Sear	ch by Name	Search	Status: Activ	e 🕶		Results 1 - 2 of 2 侯	<ul><li>⊕</li></ul>
음 Residents	Nam	e▼ Bio			Resident Status	Creator	Created On	Actions
容 Staff ⑦ Help	ىر <u>م</u>	Keni scho Follk worl Elec dau One and reall girls take to m hom	s born and raised i tucky. After attendi ool, I joined the Nav d to have served c wing my time in the ked as an electricia yed being a part of trical Workers unic ghters with my life, of my daughters ii the other lives close y enjoy calls and v and grandchildrer care of apple tree hake fried sweet ap py. I used to play by y watching sports	ing high yy and am pour country. le service, I in and f the le service, I in and f the ves in Florida se to Oxford. I sists from my h. I used to s and loved pples with asketball and	Active	Test Account	September 05, 2022	E View

To create a PAL Card, select "+PAL Card" at the top right of the PAL Cards page. Next, choose a resident and either an Initial or Follow-up interview. You can see the resident's preferences displayed along the right-hand side of the screen. Click on each preference to see notes from the PELI Interview. You can drag and drop the preference information you wish to include into the boxes that appear under "Preferences." You can also rename PAL Card categories and type additional details.

You can choose up to six preferences to list on the resident's *PAL Card*. Select the preferences that are very important to the person -- for example, cooking, music, television, outdoors, games, and other interests. Be sure to include details obtained during the interview in order to truly personalize the card. It is important to note that PAL cards are for recreation and leisure activities rather than personal care preferences that the MDS and *ComPASS-16 2.0* also collect. Do not include <u>protected health information (PHI)</u> on the PAL card.

PAL Cards

#### Edit PAL Card

#### Biography

ыодгарпу		Resident
The bio is on the front of the PAL card next to the resident's	name.	Resident
		Choose a Resident 🗸 🗸
		Interview
		Choose an Interview
		Preferences
Preferences Define up to 6 important preferences for the resident below.		
Add your title	Add your title	
Add your text	Add your text	

PAL Cards

#### Edit PAL Card

Biography The bio is on the front of the PAL card next to the resident's name	ie.	Resident
		Jane Doe
	Interview	
	Initial completed on 09-01- $$	
	Preferences	
		Clothes
Preferences		=
Define up to 6 important preferences for the resident below.		What do you usually like to wear for the day?
Outdoors	Music	neutral colored cotton shirt and colorful pants
Enjoys birdwatching or going on walks, summer and winter, used to garden corn,	Fan of bluegrass music, especially artists like Bill Monroe and The Stanley Brothers	=
beans, potatoes, etc., favorite flower is an	ince bin work of and the stalley brothers	What do you like to wear
African Violet		to sleep? sleep gown

Next, you can write a short biographical profile for the resident. The information will appear on the front of the *PAL Card* in the "Biography" text box. The goal is to mention topics such as the person's birthplace, occupation, family and interests. It is best to use "I" language or first-person narrative on the *PAL Card* to promote person-centered care. An example is shown below:



Once you are done personalizing a resident's PAL Card, find the two buttons at the bottom of the screen:

- The "Save" button will save the PAL Card you just created.
- The "Reset" button will delete everything on the PAL Card

Reset	Save	

After you save the PAL Card, you can preview the finished version. Click the yellow "**View**" button on the right side of the screen to see the PAL card of the resident of your choice. When viewing the completed PAL card, there are three buttons at the top of the screen you may find useful.

- "Edit" button allows you to make changes to the PAL card
- "Download" button will take you to a PDF version of the PAL card for easy saving and printing
- "Delete" button will delete the PAL card

PAL Cards

PAL Card

## 🖉 Edit 🕹 Download 🗍 Delete



## b. IPPI Cards

Direct care workers often find it challenging to engage residents living with dementia in satisfying day-to-day activities. The Individualized Positive Psychosocial Intervention (IPPI) guides direct care workers as they engage people living with dementia in positive ways that enhance wellbeing and address behavioral responses. Research shows that nursing home residents experience more pleasure, alertness, engagement, and positive verbal behavior with IPPI activities.

IPPI kits and training videos show effective techniques to lead brief personal care and leisure activities specially designed for people living with dementia. The program uses data nursing home providers already collect in order to tailor activities to resident preferences. This flexible person-centered approach can be implemented meaningfully into daily care.

Click on "**IPPI Cards**" on the left side of the dashboard to view the full list of 57 IPPI Cards. The Cards can be saved, downloaded, and printed by clicking the yellow "Download" button to the right of the page.

<ul><li>ᢙ Home</li><li>☆</li><li>☆</li></ul>	Protocols			
PAL Cards				
IPPI Cards	Search by Protocol Name	Search MDS Code: All  Question: All  Re:	sults 1 - 20 of 57	⊕ ⊕ ⊕
온을 Residents 을 Assessments	Name ▼	Question	MDS Code	Download
咎 Staff	Acrylic Painting	How important is it to you to do your favorite activities?	F0500F	A Download
Help	Active Listening to Music	How important is it to you to listen to music you like?	F0500B	<b>쓘</b> Download
	Baking	How important is it to you to do your favorite activities?	F0500F	🖧 Download
	Bathing	How important is it to you to choose between a tub bath, shower, bed bath, or sponge bath?	F0400C	윤 Download
	Cleaning	How important is it to you to take care of your personal belongings or things?	F0400B	윤 Download
	Collaging	How important is it to you to do your favorite activities?	F0500F	A Download
	Coloring	How important is it to you to do your favorite activities?	F0500F	A Download

#### How to use IPPI cards

As instructed above in **"Resident Reports,"**, view the Care Recommendations listed under the resident report and satisfaction details. Bring the Resident Report to the care plan meeting and review it with your team. Celebrate the green successes that show the resident is very satisfied with preferences being met. Then discuss the yellow and red areas of the report that show the resident is somewhat or not satisfied with preferences being met. Use the IPPI Cards to help staff members engage residents in 1-to-1 activities that may improve the individual's level of satisfaction, and turn yellow and red areas to green.

To learn more about the IPPI Program, please check out our <u>website</u> or <u>Youtube</u> with the resources you'll need for the PLAN, DO, STUDY, and ACT phases of the program. Consult the IPPI Guidebook for information on how to use these materials. If you have questions, contact <u>PreferenceBasedLiving@gmail.com</u>.

# 5. Producing Reports

#### a. Community Reports

Once your community begins entering preference and satisfaction information into *ComPASS-16 2.0*, the system will automatically generate graphs and charts on the Home page dashboard. The reports summarize your community's progress in honoring preferences.



#### **③** Questions Preferences



## **b.** Resident Reports

Resident Reports provide information on an individual resident's preferences and their satisfaction with the way their preferences are being fulfilled. Pathfinders and Navigators can access this information.

To generate a Resident Report, a Pathfinder or Navigator must log into *ComPASS-16 2.0* and click the "**Residents**" button on the left side of the page. Next, you will be taken to the "All Residents" page, where you can select a resident from the list. Remember, residents must have completed the follow-up interview before you can access reports.

Then, the "Resident Details" page will appear. Three buttons on this page may be useful.

• The "**Satisfaction**" button will show a pie chart reporting the resident's satisfaction with preference fulfillment (if they have completed a Follow-Up interview).

Health Record ID	s edit		
	edit		
Neighborhood Wing A			
Floor 1			
Room 1			
Bed 1			
only available for completed follow-up inter	views.		
04:58 PM by Test			
Satisfaction	Important Preferences		
Very Satisfied	• 8 (57.1%)		
Somewhat Satisfied	• 3 (21.4%)		
	Room 1 Bed 1 04:58 PM by Test v Satisfaction P Very Satisfied		

- Please scroll down to view "Care Recommendations" at the bottom of the "Satisfaction" window. Based on the resident's follow up interview, *ComPASS-16 2.0* will provide you with 1-on-1 activities that may help to improve the resident's satisfaction with the way their preferences are being fulfilled.
- Click on the yellow "View Suggestions" button and you will be taken to a window titled "IPPI Cards."
   Download the IPPI Card by clicking the yellow "Download" button to the right of the page. See below to learn more about the IPPI Program and how to conduct an IPPI Activity to improve satisfaction.

#### Future ComPASS-16 Updates

 Upcoming versions of ComPASS-16 will offer new options such as neighborhood reports as well as printing and emailing capabilities.

#### **Care Recommendations**

Question	Recommendations
How important is it to have snacks available between meals?	View Suggestions
How important is it for you to listen to the music you like?	View Suggestions
How important is it to be around animals such as pets?	View Suggestions

#### 🛛 🖾 IPPI Cards

Search by Pro	tocol Nami Search	MDS Code: F0400D -	Question: All 🕶	Results 1 - 1	of 1 🛞 🏵 😫
Name <b>V</b>	Question			MDS Code	Download
Snack Time	How important is it to	you to have snacks availab	ble between meals?	F0400D	よ Download



• The "Preferences" window will show which preferences the resident reported being important and unimportant.

Satisfactio	n Preferences	Interviews	
Please select an	interview to view the pref	erences of the resident. Satisfaction is only available for completed interviews.	
Interview	ComPASS-16 Follow	v-Up completed on 09-12-2022 04:58 PM by Test $$	
Important	Preferences		Count: 14
MDS Code	Question		Preference
F0400A	How important is	it for you to choose what clothes to wear?	Somewhat Important
F0400B	How important is	it to take care of your personal belongings?	Very Important
F0400C	How important is bath?	it for you to choose between a tub bath, shower, bed bath, or sponge	Very Important
F0400D	How important is	it to have snacks available between meals?	Somewhat Important
F0400E	How important is	it to choose your own bedtime?	Very Important
E0.400E		14 4	V

• The "Interviews" window allows you to view the resident's completed initial and follow up interviews.

Residents							
요 Resident	t Details						
						🖋 edit	
tatus Active			Health Reco	rd ID			
Name Jane Doe			Neighborho	Neighborhood Wing A			
Gender Female			Floor 1				
Birthday Jan 1st			Room 1				
			Bed 1				
Satisfaction	Preferences	nterviews					
Status: All 🔻	Type: All 🔻				Results 1 - 2 of 2	€	
Interviewers	Assessment	Туре	Completed	Consent	Elapsed Time	Action	
Test Account	ComPASS-16	Initial	09-01-2022 03:00 PM	$\otimes$	165 hours	ž⊟ View	
Test Account	ComPASS-16	Follow-Up	09-12-2022 04:58 PM	$\otimes$	147 hours	₹≣ View	
					Results 1	- 2 of 2   ↔	

## Need further guidance? Have Additional questions?

Email us at: PreferenceBasedLiving@gmail.com. We generally answer questions within 24 hours, Monday through Friday, 9am to 5pm.