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| STAFF TRAINING – MEASUREMENT OF OUTCOMES DATA | | | | NO. 419 | |
| POLICY:  It is the policy of Winning Wheels, Inc. to maintain the integrity of information gathered and to ensure its accuracy.  PROCEDURE:  Training is provided as appropriate (both internally and externally, as indicated) for staff members who collect data to assure they are consistently utilizing the same measurement and assessment techniques.  Standardized tools/assessments (e.g. the MDS and ICAP) may require specialized, in-depth and ongoing training in measurement and assessment techniques. Staff are trained on other, less complex data collection and tracking forms (e.g. I&O sheets, target behavior tracking, nutritional intake reports, flowsheets, ADL goal monitoring) during their department-specific orientation and on-the-job training and through ongoing inservice training.  Procedures are actively in place to preserve the integrity of the measures in terms of their reliability (consistent application across persons/settings) and their validity (the appropriateness, meaningfulness and usefulness of the measures). A comprehensive system of compliance audits (both manual and electronic) and consistency/accuracy quality assurance checks are currently in place, and are conducted on a regular basis, including a review of processes for gathering information to assure proper procedures are in place, and to assure they are being followed.  Necessary improvements or design/redesign of the data collection process, including the development of forms to facilitate accuracy of collected data are initiated as necessary.  Standardized outcomes tools with proven validity (e.g. monthly Quality Indicator Reports; Care Watch external analysis and outcomes reports; quarterly Infection Control Reports and Analysis) will be utilized.  Refer to policy on Program Evaluation System for a description of data collection and outcomes measurements utilized in the annual program evaluation and performance measure system. | | | | | |
| Approved: | Effective Date:  1/99 | Revision Date:  5/05; 3/17 | Change No.: | | Page:  1 of 1 |