



Care Services Manual Summary

Happy Customers keep rooms rented. Admissions are the primary link to the overall health of a person's spiritual well being. With this manual set an Admission Leader can develop The Ultimate Admission Program for your Residents. This program will teach you how to get people and community groups into your facility to conduct Admissions for your residents.

One facility operator used this program and had 4 to 6 Admissions a day for her 24-bed facility! This resulted in filling her beds, **giving her a waiting list**, with doctor's placing their parents there!

Once this awesome Admission program is implemented, it is practically self-sufficient. Our system helps you create a resident specific and group Admission program. Includes compliance with laws and regulations. The Admission Program is one of your most important **marketing assets**, and we will teach you how to increase your public exposure, and reduce your vacancies. Our Admissions section includes Monthly Theme Calendars, How to Utilize your local community assets "How to" Pages, Safety Information and much more. Admission Directors can introduce new exciting Admissions to residents and have endless resources for Admissions at their fingertips.

Residents who are unable to create meaningful things to do need to have Admissions and social relationships produced for them. The Admission Director produces and manages the Admissions and social needs for the residents. Admissions are the food of the soul. Admissions are to a facility, what butter is to bread. Every facility should be using this program. It greatly enhances the lives of all the residents, and creates a better living environment.

Duties Covered	Training Programs Covered
<ul style="list-style-type: none"> • Duty of Providing Admissions • Duty to meet Social needs • Safety Duties • Resident's Rights 	<ul style="list-style-type: none"> • Admission Coordinator Training • Resident Records Training • Followup Training

Features & Benefits

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| ▪ Admission Safety Program | ▪ Quality Assurance Reports | ▪ Life Journals |
| ▪ Admission Staff Training | ▪ Information Documents | ▪ Admission Ideas |
| ▪ Volunteer Program | ▪ Psychosocial Needs | ▪ Song Books (on Web) |
| ▪ Admission Assessments & Forms | ▪ Sensory Training | ▪ Resident Specific Admissions |
| ▪ Admission Policies & Procedures | ▪ Outing/Auto Procedures | ▪ Group Admissions |
| | ▪ Community Resource Development | ▪ Required Record-keeping |

Added Benefits include:

- Assists in **proof of compliance** to laws and regulations
- Increases resident and staff safety.

User End Set-Up:

Used by Admission Director to Run Admission Program, one binder is used for Admission Management and the other is used for Admission and Volunteer Training.

Binders in Set: **2** - Admission Management Manual, Volunteer Training Manual

Amount of Forms: Approx. total page count:

ProvidersWeb's Mission

Our mission is to supply easy to use management tools, and step-by-step processes, which meet safety and quality standards for most of the care providers across the country.

Updates

Our wonderful ProvidersWeb staff keeps adding to and refining this manual as we see the standards & needs for the industry change. To get downloadable access to the latest versions of all of our policies, procedures, forms, from all of our manuals become a Supporting Member of www.ProvidersWeb.com. If you would like to be a special contributor and want to share additional ideas that would benefit all, please let us know.

Special Note

Providing social support by developing personal companionship with each resident is a primary duty for the Admission Director. In many ways, the Admission Director can easily become the most important person in a resident's life. Therefore, the Admission Director needs to see every resident every day. He or she has the duty to provide scheduled group Admissions, individual Admissions and meet the resident's needs for psychosocial support and personal friendship.

Check State Laws and Regulations, Not one size fits all.

This Manual is a basic, yet, comprehensive starting place. This product is not a one size fits all; rather a one size fits most. We cannot provide a manual that will meet the needs of every individual resident out there living in a care facility. It is the duty of the care giver(s) to find out needs and follow standard training and quality care and service procedures needed for their specific residents/clients.

We do base our standards slightly higher than most states regulatory requirements; however, it is the duty of the user to become familiar with their state laws and regulations. www.ProvidersWeb.com has free access to all the state links & regulations care facilities commonly need, and Basic Membership is Free. Be sure to read and utilize your state laws and regulations.

Important Note: The author, publisher, editor, and contributors are not responsible for any errors or omissions, or any consequences arising from any errors or omissions. We have many generic forms, policies and procedures, which should work well for you, but you will have to do your due diligence and check to make sure what you pick to use, meets with your current state and local requirements. Always seek the advise of your state licensing representative, legal representative and medical professionals if you have any questions or concerns.

Care Services - Many care providers spend hundreds of dollars for books and seminars just to receive a fraction of the information available to them in this one category alone. Subjects covered include:

- Advance Medical Directives
- Assisted Care
- Ergonomics
- Care Service Plans
- Common Health Problems
- Legal Documentation Requirements
- Incontinent Care
- Contagious Diseases
- Death & Dying
- Dementia Care
- Special Care Services
- General Resident Care
- Home Health Agencies
- Spirituality
- Legal Requirements
- Psychosocial Needs
- Incidental Services
- The list goes on...

The system was developed to ensure quality care, reduce liability and make it easy to train your staff. A complete basic care system to keep track of the care provided. Proof of compliance to laws and regulations. Provides clear guidelines on Facility Care Management, Incidental Medical Services and Third Party Providers. Also included is the first of its kind, ProvidersWeb's Caregiver's Ethics!

Resident Care giving: This is another very large category, containing a lot of policy and procedural information.

This 2 manual set includes:

- Care Service Management
- Alzheimer's and Dementia Care
- Incontinent Care
- Fall Prevention
- Ergonomics Training
- Smoking Rules
- Sensory Training
- Documentation Training
- ADL Training
- Third Party Providers (i.e. Home Health)
- Retentions and Discharges
- Tons of Forms, Policies and Procedures
- Information and Educational Documents
- Documented Care Service Training Programs

Added benefits include:

- Promote proper care; keep the residents and employee safe therefore reducing liability.
- Takes you through the care system step by step, which makes it easy for you to train your staff and keep them accountable for their work.
- Facility Care Management Guidelines.
- Proper Assessments
- Care Planning
- Follow up Procedures