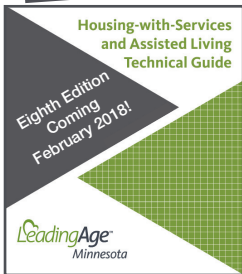
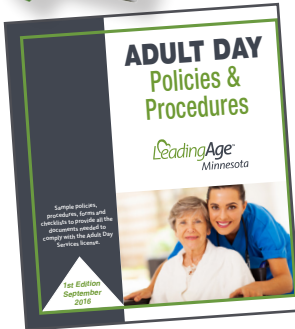
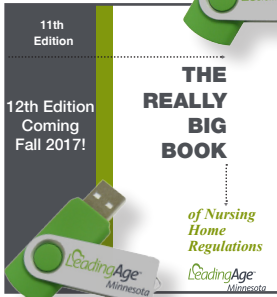


LeadingAge™
Minnesota

2017 Resources Catalog



To order:

www.LeadingAgeMN.org

or phone 651.645.4545 • 800.462.5368

Resources Available from LeadingAge Minnesota

LeadingAge Minnesota's resources are written by experts experienced in working with aging services issues. They are designed to educate, meet regulatory requirements or assist members in staff development and consumer relations. These resources are helpful, easy-to-use and affordable with great member pricing.

Four Easy Ways to Order:

Online: www.LeadinAgeMN.org/Providers/Store

Call: 651.645.4545 or 800.462.5368

Email: acrumples@leadingagemn.org

Mail to: LeadingAge Minnesota
Attn: Alecia Crumpler
2550 University Avenue West
Suite 350 South
St. Paul, MN 55114-1900

Contents

Adult Day Manual / Bill of Rights - Home Care & Assisted Living	3
Bill of Rights - Care Centers	4
Consumer Information	5
Health Support Specialist	6
Housing, Housing-with-Services, Assisted Living	7
Management Tools	10
Medicare/Medicaid	13
Patient Self-Determination Act (PSDA)	14
Quality Initiatives	15
Recognition - Stars Among Us	15
Regulatory and Survey	16
Staff Training	17
LeadingAge/Argentum	18
Shipping and Handling	19
Order Form	20

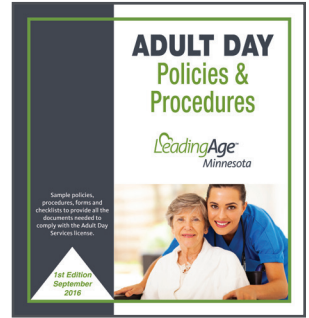
**HANDY RESOURCES
AND TRUSTED
REFERENCES!**

Do you have an idea for a new publication?
Share your ideas with our team. Call 651.645.4545 or 800.462.5368.

Adult Day Manual with Flash Drive

The Adult Day Services Manual compiles over 40 policies and procedures needed by Adult Day Programs. The manual provides templates, guidelines and sample policies is intended to be personalized for your center. Contents follow the DHS survey checklist. To order, contact Alecia Crumpler at acrumpler@leadingagemn.org or call 651.603.3528.

Printed Manual with Flash Drive: Item #ADD1001
Member Price: \$285.00
Non-Member Price: \$370.00



Home Care Bill of Rights

Home Care Bill of Rights brochures are available in convenient packages of 25 for Minnesota home care providers. These rights pertain to consumers receiving home care services from LICENSED ONLY home care providers and applies to Comprehensive or Basic home care providers and are not Medicare certified. Large type. (2014)



MN Home Care Bill of Rights
Item #BOR1010 - 2014
Member Price: \$15/package of 25
Non-Member: \$20/package of 25



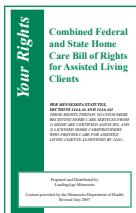
Combined Federal and MN
Home Care Bill of Rights
Item #BOR1025
Member price: \$15/package of 25
Non-Member: \$20/package of 25

Home Care Bill of Rights for Assisted Living Providers

For Assisted Living Clients of Licensed Only Home Care Providers. These rights pertain to consumers receiving home care services from licensed home care providers who provide care for assisted living clients as defined by 144G and are not Medicare certified. Large type. (2014)



Minnesota Home Care Bill of Rights for Assisted Living Clients of Licensed Only Home Care Providers
Item #BOR1030 - 2014
Member Price: \$15/package of 25
Non-Member: \$20/package of 25



Combined Federal and State
Home Care Bill of Rights for Assisted Living Clients
Item #BOR1027
Member Price: \$15/package of 25
Non-Member: \$20/package of 25

Assisted Living: A Housing-with-Services Choice

This brochure is designed to help educate consumers about assisted living services and the kinds of settings that can offer these services. The brochure describes, in simple language, what assisted living is and the minimum services that an assisted living program must include under the 2006 assisted living legislation. It also describes how assisted living services are regulated, various types of legal protections for seniors living in these settings and resources for additional information and assistance. This brochure is intended for distribution to prospective residents and their families, to community referral sources and community organizations, the media and other public groups. Shrinkwrapped, 25 per package. (2014)

Item #CON1500

Member Price: \$18.50/package of 25

Non-Member Price: \$25/package of 25



www.LeadingAgeMN.org



Your best source
for news and
information about
the association and
aging services.

Health Support Specialist

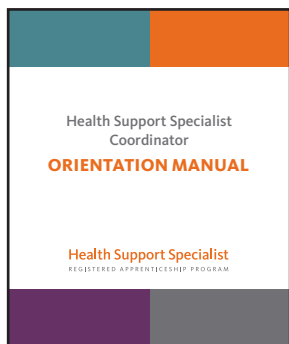
REGISTERED APPRENTICESHIP PROGRAM

Standards of Apprenticeship

This free publication provides template policy and guidance to organizations seeking to be official HSS Sponsor sites, including course outlines, corresponding Work Processes and wage matrix filings required by the Minnesota Department of Labor under Minnesota State Laws (Chapter 178) and Rules.

For a copy and to learn more about Health Support Specialists, go to:

www.healthsupportspecialist.org.



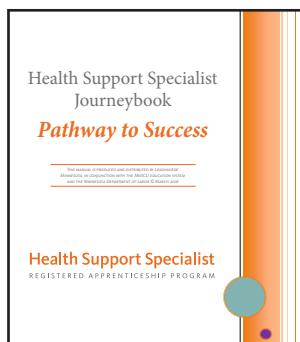
HSS Site Coordinator Orientation Manual

Provided to new Sponsor sites by HSS Transformation Coaches, this publication is designed as a step-by-step guide to successfully implement the HSS program. Help get your program started with your team easier by accessing key contacts, best practices, guidelines and helpful resources it contains.

HSS Journeybook: Pathway to Success

This publication is a guide specifically designed for apprentices and journeyworkers of the HSS program. Featuring an overview of course content with sections to insert reflections, assignments or resources, content is available online at no charge or let us create you this convenient desktop reference binder.

Printed Manual - Item #HSS1001 \$85.00
Member Price: \$85 • Non-Member Price: \$125



Comprehensive Home Care Policies & Procedures Manual (Second Edition) with Flash Drive

This manual replaces the First Edition of the **LeadingAge Minnesota Comprehensive Home Care Policies and Procedures Manual**.

The updated manual features more than 140 sample policies, procedures, forms, notices to consumers and checklists to provide all the documents needed to comply with the Comprehensive home care license. Many of the documents have been developed or revised by business experts Barbara J. Blumer, Barb Blumer Law, P.A., Eagan, and Loes Vlaminck, Loes Consulting, Rochester. Included are a home care agreement form and sample policies and procedures related to termination of services, discontinuation of life-sustaining treatments and more developed by Blumer. Vlaminck has contributed forms related to medications and updated policies and procedures related to assessments, medications and other nursing topics. Other documents include staff evaluation forms, information on developing a quality management plan and sample dashboard measures, an updated form for individualized medication management plans and individualized medication records, and plans for emergencies/natural disasters. Employee orientation checklists and checklists to audit personnel files and client records have all been updated. The manual also includes a copy of the Home Care law, MDH's TB manual and other helpful resources for providers. The manual includes guidance where there are differences in procedures for home care providers working in the community and those in assisted living settings, including the new Housing with Services Requirements effecting Home care under 144D. (Feb. 2017)



Printed Manual with Flash Drive - Item #HSG2072

Member Price: \$285 • Non-Member Price: \$370



Flash drive offers forms in Word format that can easily be adapted for your organization.

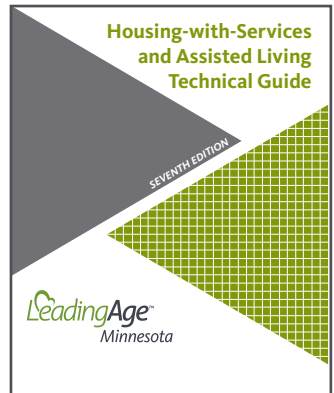
Housing-with-Services and Assisted Living Technical Guide with Flash Drive (Seventh Edition) Eighth Edition coming 2018

The seventh edition of the comprehensive Housing-with-Services and Assisted Living Technical Guide, available exclusively from LeadingAge Minnesota, is the perfect tool every housing manager needs on their desk for handy reference. This Guide has been updated with information about the 2014 legislative changes to the Housing-with-Services Contract Act, 144D. These changes include information on the following new requirements effective January 1, 2016:

- Dementia training for direct care staff and for other staff in housing-with-services establishments that have assisted living programs or that have special dementia units under Minnesota Statute 325F.72
- Continuing education for housing-with-services managers
- Emergency planning and training requirements for housing-with-services establishments.

The revised Technical Guide now includes information about the LTC consultation requirements for housing-with-services and a copy of the most recent DHS bulletin on this requirement. Changes in home care licensing have been included as well as a recent Fair Housing court decision related to the difficult issue of personal safety. In addition, the references section includes a revised summary of the various disclosure requirements for housing-with-services, assisted living and home care providers, along with the current version of the Housing-with-Services Contract Act (with the 2014 amendments). (Jan. 2015)

**Printed Manual with Flash Drive - Item #HSG2075 with
Member Price: \$215 • Non-Member Price: \$255**



The Essential Guide to Senior Housing and Services: Laws and Rules (Tenth Edition) **11th Edition coming 2018**

The Essential Guide to Senior Housing: Laws and Rules, 10th Edition, has new entries on automatic external defibrillators (AEDs), Level of Care and Essential Community Supports. Updates have been made to reflect the significant 2014 amendments to the Housing-with-Services Contract Act as well as changes in home care licensing and Group Residential Housing reform proposals. In addition, information about the CMS home and community-based settings rule has been added. This guide includes information about how to find key laws and rules on the internet using the citations provided as well as tips on reading and understanding these regulatory requirements. (Jan. 2015)

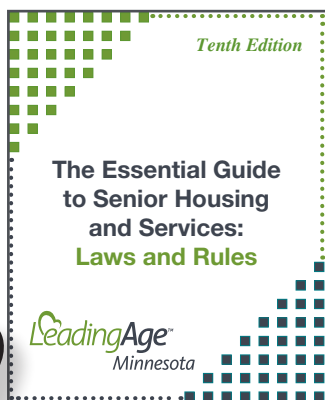
Printed Manual with Flash Drive

Item #HSG2100

Member Price: \$105

Non-Member Price: \$155

**11th Edition
Coming
February 2018!**



Visit www.LeadingAgeMN.org

Look under Provider Resources for Rates and Regulations

Your go-to resource for state and federal regulatory requirements in the field of aging services. Here you will find information and links to relevant laws, rules, bulletins, state and federal websites.

Members also will find in-depth expertise and analysis from our talented LeadingAge Minnesota staff to help ensure your organization meets the appropriate regulatory expectations.

Search for information by keyword or phrase, or by categories including Care Centers, Community-Based Services, Employer Information, Home Care, Housing, as well as a section for Professional License Requirements.

Board Resource Center on LeadingAge MN.org

The Board Resource Center features information, data and resources to help strengthen your board and executive leadership team. Find helpful resources on:

- Governance
- Best Practices
- Board Development Skills
- Sample Forms
- Articles, Presentations and Board videos
- About Older Adult Services Orientation Manual

www.leadingagemn.org/providers/boards-trustees/

EXCLUSIVE MEMBER BENEFIT

Older Adult Services Orientation Manual -

Updated for 2017 with new module on Quality

An original comprehensive manual that quickly and easily explains the field of older adult services in plain language. This resource is available exclusively to LeadingAge Minnesota members as part of the LeadingAge Minnesota Board Resource Center and accessible with your member login to LeadingAgeMN.org.

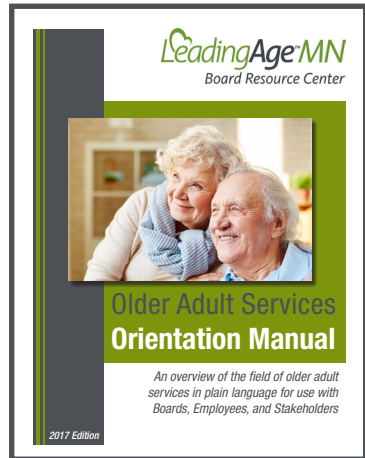
For assistance with your user name and password, contact LeadingAge Minnesota at 651.645.4545.

Printed Option Available

For your convenience, LeadingAge Minnesota offers the Older Adult Orientation Manual in both the electronic version as a free download, or you can purchase the manual printed in color and presented in a 3-ring binder for a fee.

Item #MGMT2675

Member Price: \$35



RECORDINGS

Go to www.LeadinAgeMN.org, click on Provider Resources/Store to see a current list of webinar recordings.

LeadingAge Minnesota's About Us

Keep this helpful resource on hand for quick reference on the many benefits you can access through your membership. You'll find information about LeadingAge Minnesota services, resources, events, committees and staff.

A copy of the LeadingAge Minnesota About Us brochure is available to members at no cost. For copies, contact Alecia Crumpler at acrumpler@leadingagemn.org or call 651.603.3528.



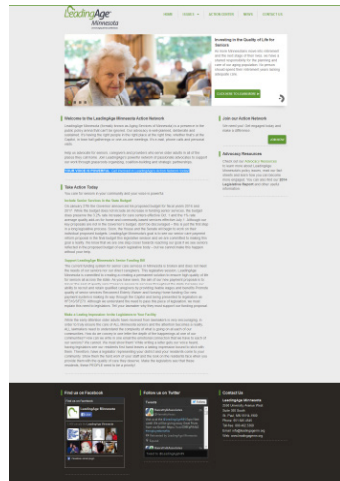
Knowledge Center Includes Environmental Scan

The Environmental Scan offers a comprehensive look at current trends on a variety of aspects of older adult service delivery in Minnesota, including demographics, workforce, public policy, and changes in the service landscape.

Visit www.LeadinAgeMN.org/knowledge-center/environmental-scan/ to find a variety of resources.

YOUR VOICE IS POWERFUL.

Get involved in LeadingAge's Action Network today!



Newsletters from LeadingAge Minnesota

Advantage - Minnesota's weekly news source for aging services professionals. New stories and archived newsletters are also available at www.LeadingAgeMN.org/News.



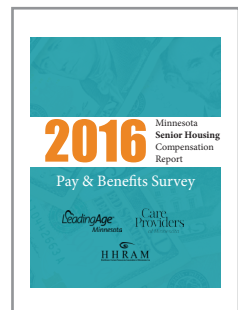
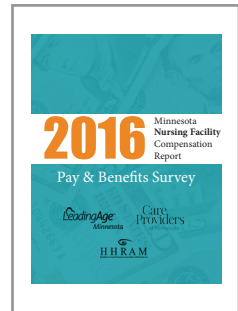
To subscribe, contact Alecia Crumpler at acrumpler@leadingagemn.org.

Salary Survey

Published annually, this comprehensive salary and benefits survey is conducted jointly with Care Providers of Minnesota and the Healthcare Human Resources Association of Minnesota. Participating facilities receive one complimentary copy.

Item #MGMT2600 - Nursing Home
Item #MGMT2625 - Senior Housing
Member Price: \$95 (non-participant)

Additional Participant copies - \$25.
Call LeadingAge Minnesota to order.
Custom Survey - Contact Jeff Bostic at LeadingAge Minnesota.



Understanding Criminal Background Checks, (Fifth Edition)

This manual is an essential guide for human resource professionals and other nursing home, housing-with-services and home care staff who are in charge of submitting background checks on their staff.

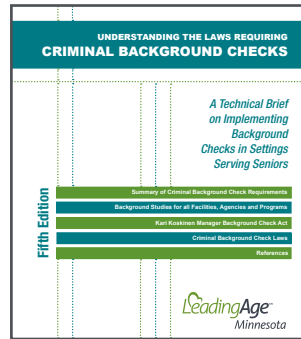
This Fifth Edition manual includes:

- A Summary of Criminal Background Check Requirements
- Background Studies for all Facilities, Agencies and Programs
- Kari Koskinen Manager Background Check Act
- Criminal Background Check Laws
- Reference Materials (2009)

Item #MGMT2650

Member Price: \$75 • Non-Member Price: \$100

A Technical Brief on Implementing Background Checks in Settings Serving Seniors



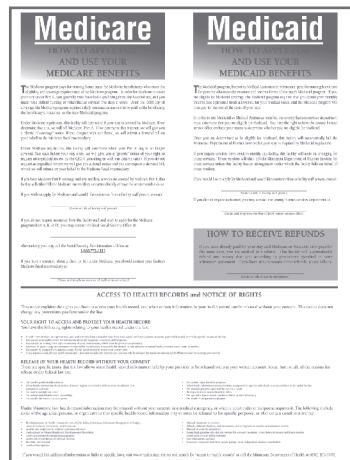
Medicare/Medicaid Poster

This attractive, large-print poster (18 x 25-1/2) is a companion piece to the matching State Residents Bill of Rights poster, and contains information which must be posted for all Medicare/Medicaid-certified facilities. This latest revision to the poster includes the Minnesota Department of Health's revised notice on the rights of individuals with respect to the privacy of their health records. Both posters are easy to read for those with severe vision impairment. (2009)

Item #MED3000

Member Price: \$22/poster

Non-Member Price: \$28/poster



Patient Self-Determination Act (PSDA)

Health Care Directive Form

This suggested health care directive form is based on the state statute on health care directives, and is designed to be easy to read and understand. For convenience, the forms come in packages of 25. Members may want to offer the forms as an option for their residents or tenants who have not executed a health care directive or who would like to update their health care directive — the form is not mandatory.

Item #PSDA4000

Member Price: \$18 • Non-Member Price - \$23

Resident Acknowledgement Form

Facilities must obtain written acknowledgements from residents for the Residents Bill of Rights and the Patient Self-Determination Act. This two-part carbonless form meets federal and state requirements for both the Bill of Rights and PSDA, and provides a copy for the resident and one for the facility. Shrinkwrapped, 50 per package.

Item #PSDA4050

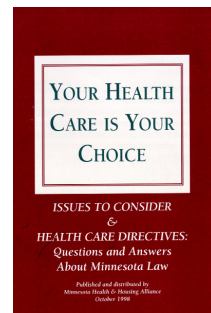
Member Price: \$17.50 • Non-Member Price: \$24

Your Health Care Is Your Choice — Issues to Consider and Health Care Directives: Questions and Answers About Minnesota Law

This brochure includes a “questions and answers” section from the Minnesota Department of Health. Much of the brochure’s content has been rewritten to make it easier for residents and family members to read and understand (i.e., “plain English,” not legalese.) Make sure your residents, families and community know and understand their rights and responsibilities. Shrink-wrapped, 25 per package. (April 2006)

Item #PSDA4075

Member Price: \$30 • Non-Member Price: \$36



LeadingAge Insights

A collection of tools to help you better understand your performance and market position. With the added advantage of easy access to experts in the field, these tools are designed to help you improve your quality and competitiveness.

LeadingAge Insights includes:

- **LeadingAge Quality Metrics**—An interactive, easy-to-use data tool to assist nursing homes and home health agencies in analyzing how they measure up to their peers on a variety of key quality measures to demonstrate value and improve performance.
- **Nursing Home 5-Star Analysis Report** – A quarterly report, disseminated by LeadingAge Minnesota, designed to help providers understand how their 5-Star ratings are calculated and highlights where they could gain or lose points. It includes information on their past three health inspections, staffing, and quality measure ratings. An interactive staffing template allows providers to input current RUGS III data and reported staffing hours to calculate “what-if” scenarios to assess the impact of changes to resident case mix and/or staffing hours on staffing ratings.
- **Market Snapshot Reports** – A series of reports focusing on trends in aging services that present information for 8 different sectors and includes data, comparisons to other sectors, and member testimonials.
- **State Survey and Certification Reports**—Data reports for member nursing homes with their individual facility data compared to others in the state and nation.
- **Ask the MDS Expert**—A feature that allows members to receive real-time responses to MDS issues such as counting readmissions, dealing with fatal error messages and more. Answers are provided by Judy Wilhide Brandt, R.N., B.A., RAC-MT, a nurse and master teacher on MDS.
- **Ask the Housing Expert**—Get real-time responses to your biggest preservation and finance-related housing questions from Gates Dunaway, a national expert on affordable housing preservation. She can also be a resource for members who may have targeted questions on existing guidance related to preservation opportunities being considered or processes under way.

For further information, go to the LeadingAge website at www.leadingage.org/Insights/.

Recognition

Stars Among Us Recognition Center

To assist our members in honoring and recognizing team members' accomplishments, LeadingAge Minnesota developed the **Stars Among Us Recognition Resource Center** - a free member service that connects team leaders with tools and resources to recognize ongoing dedication, significant contributions, years of service and commitment. For team members, we have resources for advancement and ideas for recognizing your peers and colleagues.



We invite you to explore the many resources found in the resource center including several Stars Among Us products that are available for purchase to enhance your recognition programs.

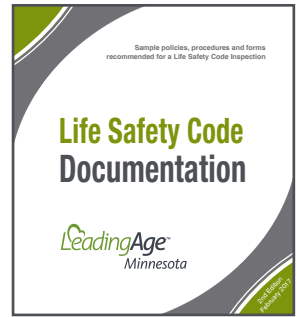
Visit www.LeadingAgeMN.org/providers/stars-among-us-recognition-center

For further information:

Contact Alecia Crumpler at acrumpler@leadingagemn.org or 651.603.3528

Life Safety Code Documentation Manual (Second Edition)

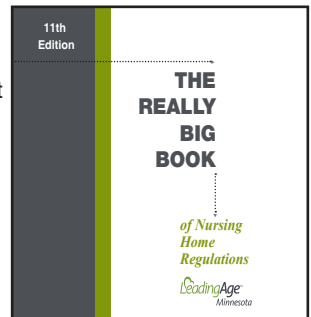
In order to meet federal Medicare/Medicaid certification requirements, facilities must now be in compliance with National Fire Protection Association (NFPA) Standard 101, Life Safety Code®. 2012 edition, and in order to meet state licensure requirements, health care facilities must now be in compliance with the 2015 Minnesota State Fire Code (MSFC). The guides, sample policies and other materials included in this newly-revised manual are designed to reflect the updated federal and state requirements. These materials were developed and are provided as a service to Minnesota's health care industry by Fire Safety Resources, LLC. This convenient 3-ring binder is tabbed to cover 17 major subject areas and includes electronic copies of the forms and policies that may be customized for your own facility. (Feb. 2017)



Printed Manual with Flash Drive - Item #REG5150
Member Price: \$75 • Non-Member Price: \$95

The Really Big Book of Nursing Home Regulations - 11th Edition

This truly one-of-a-kind LeadingAge Minnesota product is one that nursing homes won't want to be without! The Really Big Book allows you to compare state and federal nursing home regulations side-by-side, without having to skip through a lot of pages or back and forth between different books. The book is arranged in sequence by federal regulations, with corresponding state regulation on the right-hand side of the same page. This edition includes all of the revised CMS Requirements of Participation, including the Phase 1 requirements that took effect in Nov. 2016, as well as the Phase 2 and 3 requirements that will take effect in Nov. 2017 and Nov. 2019. The book provides you with three easy ways to search for what you need: by subject, by federal tag number, or by state licensure rule number. For convenience, LeadingAge Minnesota offers the Really Big Book, 11th Edition, in a printed manual format or on a flash drive in PDF format. (Updated February 2017)



11th Edition Printed Manual (hard copy only) Item #REG5050
Member Price: \$65.00 Non-Member Price: \$95.00

12 Edition (COMING FALL 2017) Manual and Flash drive - Item #REG5110
Member Price: \$285 Non-Member Price: \$370

Tired of the stress and burden that comes with staff orientation and training?

LeadingAge Minnesota has partnered with Mirabelle Management to offer **EduCare Training** – a cost-effective, on-demand training program serving employees working in any segment of the long-term care spectrum including care centers, assisted living, home care, and adult day. EduCare users enjoy a training program along with documentation tools for compliance tracking. Benefits include:

- On-demand delivery system: online or DVD
- Training available 24/7
- No facilitator required
- Documentation tools to prove competency and compliance
- Saves time and money
- Compliant with regulation
- Updated in real-time to reflect new regulations and industry best practices
- New courses added annually
- Consistent messaging to all employees
- Interactive, participatory learning opportunities
- Unequaled customization for your organization; and
- Discounted pricing for LeadingAge Minnesota members.



EduCare Training e-learning or DVD solutions

For more information, contact:

Jennifer Anderson • 952.288.3800 • jmimirabelle@msn.com
or Lori Meyer • 651.645.4545 • lmeyer@leadingagemn.org

LeadingAge Minnesota Leadership Academy

LeadingAge Minnesota's Leadership Academy, now in its eighth year, is a unique leadership development program designed to cultivate high potential leaders in the field of aging services.

Over the course of 12 month, Leadership Academy Fellows engage in a rigorous journey of self reflection, leadership theory, critical skill development and action learning. They represent a new generation of transformational leaders in aging services - leaders that will not just respond to the changing times but who will drive positive change for their organizations and the aging services community.

Learn more at www.leadingagemn.org/events/leadership-academy/

Or contact Barbara Landeen at blandeen@leadingagemn.org or 651.603.3522.

LeadingAge™ MN
Leadership Academy



LeadingAge™ Minnesota

MEMBERSHIP WITH VALUE

LeadingAge Minnesota members enjoy reduced pricing on the many manuals, brochures, pamphlets and other products available in this 2017 Resources Catalog. Learn more about how you can put a LeadingAge Minnesota membership to work for you today online at www.LeadinAgeMN.org/Join.

For further information, contact Adam Suomala, *Vice President of Membership and Strategic Affiliations*, at asuomala@leadingagemn.org or call 651.603.3530.

LeadingAge Minnesota is proud to be affiliated with two national organizations: LeadingAge serves our not-for-profit care centers and senior housing projects, while Argentum is focused on assisted living members.

LeadingAge
2519 Connecticut Avenue, NW
Washington, DC 20008-1520
Phone: 202.783.2242
FAX: 202.783.2255
www.leadingage.org

Argentum
1650 King Street
Suite 602
Alexandria, VA 22314-2747
Phone: 703.894.1805
FAX: 703.894.1831
www.argentum.org



LeadingAge™
NATIONAL PARTNER



ARGENTUM
EXPANDING SENIOR LIVING

Shipping and Handling

Shipping

Prices quoted represent current pricing. All product prices are subject to change without notice. All products are shipped via UPS or U.S. mail depending on weight. Please allow 5 – 7 days for delivery.

Return Policy

You may return items within 30 days of delivery for a full refund minus shipping and handling. Items should be returned in their original packaging. LeadingAge Minnesota will pay the return shipping costs if the return is a result of our error. Contact Alecia Crumpler at acrumpler@leadingagemn.org or 651.603.3528 or 1.800.462.5368 for the return process. You should expect to receive your refund or credit within four weeks following return of your package. A confirmation of credit will be emailed to the individual placing the order. This return policy does not apply to Stars Among Us products – see separate return policies when items are posted.

Replacement/Exchange

If you received a defective CD, flash drive or manual and need to exchange it for the same item, contact Alecia Crumpler at acrumpler@leadingagemn.org or 651.603.3528 or 1.800.462.5368 for the return/exchange process. LeadingAge Minnesota will pay the return shipping costs of the damaged item.

Canceling an Order

You may cancel an order at any time prior to processing by calling Alecia Crumpler at 651.603.3528 or 1.800.462.5368. We are not able to cancel orders once they have been shipped and any return shipping costs will be at the expense of the organization placing the order.

Four Easy Ways to Order:

Online: www.LeadingAgeMN.org
Click on Provider Resources/
Store

Fax: 651.645.0002

Call: 651.645.4545 or
800.462.5368

Mail: LeadingAge Minnesota
Attn: Alecia Crumpler
2550 University Avenue West
Suite 350 South
St. Paul, MN 55114-1900

LeadingAge Minnesota also extends member prices for products to members of the Minnesota HomeCare Association through a special arrangement.

Shipping & Handling Charges

Value of Order	Shipping Charge
\$0-\$50	\$8.75
\$50.01-\$100	\$11.00
\$100.01-\$200	\$14.50
\$201.01-\$300	\$17.25
\$300.01-\$400	\$19.00
\$400.01-\$500	\$22.25
Over \$500	Call

Please allow 5-7 days for delivery.
Prices are subject to change without notice.

Visit the **LeadingAge Minnesota** online store at:
<https://store.leadingagemn.org>

Order Form

- Member**
 Non-member

Method of Payment:

- Check enclosed payable to LeadingAge Minnesota
 Charge credit card: VISA MasterCard American Express
 Send invoice (members only)

PLEASE TYPE OR PRINT:

Name _____

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail: _____

Purchase Order No. _____

*To comply with PCI DSS (policies to protect credit card data), **LeadingAge Minnesota cannot accept credit card information via e-mail or fax.** You may still submit your form via e-mail or fax without credit card information and then follow-up with LeadingAge Minnesota via phone to provide your credit card information.*

Item #	Qty.	Title	Price		Amount
			Member	Nonmember	

Accounting Use Only:

Check #: _____
 Amount: _____
 Account #: _____
 Invoice #: _____
 Customer #: _____
 Sent: _____ By: _____

Subtotal _____

Shipping & Handling _____

(see chart on previous page)

Tax exempt # _____

GRAND TOTAL _____