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:

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Call:  651.645.4545 or 800.462.5368

Email: acrumpler@leadingagemn.org

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

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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.
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)

Combined Federal and MN Home Care Bill of Rights
For assistance with the Home Care Bill of Rights, contact LeadingAge Minnesota at 651.645.4545 or leadingagemn.org.

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)

Combined Federal and State Home Care Bill of Rights for Assisted Living Clients
For assistance with the Home Care Bill of Rights, contact LeadingAge Minnesota at 651.645.4545 or leadingagemn.org.
Combined State and Federal Nursing Home Residents Bill of Rights Brochure
This newly updated brochure includes all of the resident rights information facilities are required to provide. It contains the new regulatory language from the revised federal requirements of participation for nursing facilities that took effect in November 2016, as well as necessary information from the Minnesota Resident Bill of Rights. Note that you must also have available within your facility the complete text of the State Bill of Rights in a form that can be distributed upon request — see our convenient brochure below. (Nov. 28, 2016)
Shrink-wrapped, 25 per package.
Item #BOR1075
Member Price: $22.50/package of 25
Non-Member Price: $30/package of 25

State Nursing Home Residents Bill of Rights Brochure
This convenient brochure contains complete State Residents Bill of Rights text, which must be available in your facility. If you use LeadingAge Minnesota’s plain English, combination State and Federal brochure (above), you do not need to distribute the State Bill of Rights brochure to every resident; just keep it on hand and accessible to residents. However, if you do not use the combined brochure, then each resident must receive the complete text of the State Bill of Rights. Shrinkwrapped, 25 per package. (January 2016)
Item #BOR1050
Member Price: $17/package of 25
Non-Member Price: $20/package of 25

State Nursing Home Residents Bill of Rights Poster
Every nursing home must publicly post the complete text of the Minnesota Residents Bill of Rights. Meet this requirement quickly and easily with LeadingAge Minnesota’s attractive, large-print State Bill of Rights poster. The poster is designed to match LeadingAge Minnesota’s Medicare/Medicaid poster, for a pleasing side-by-side display. Both posters are easier to read for those with severe vision impairment. Poster size 18 x 25-1/2. (January 2016)
Item #BOR1100
Member Price: $22/poster
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
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 journeymen 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 Lores Vlaminck, Lores 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.
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

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 talentedLeadingAge 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.
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.LeadingAgeMN.org, click on Provider Resources/Store to see a current list of webinar recordings.
Management Tools

**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.

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**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.LeadingAgeMN.org/knowledge-center/environmental-scan/](http://www.LeadingAgeMN.org/knowledge-center/environmental-scan/) to find a variety of resources.

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**YOUR VOICE IS POWERFUL.**

Get involved in LeadingAge's Action Network today!

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Order online: www.LeadingAgeMN.org • Phone: 651.645.4545 or 800.462.5368 • Fax: 651.645.0002
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
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 Wihide 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/.

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**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.


For further information:
Contact Alecia Crumpler at acrumpler@leadingagemn.org or 651.603.3528

Order online: www.LeadingAgeMN.org • Phone: 651.645.4545 or 800.462.5368 • Fax: 651.645.0002

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Regulatory & Survey


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, healthcare 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

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**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


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 • jmamirabelle@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.
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.LeadingAgeMN.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
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.

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

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

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.

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Accounting Use Only:
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