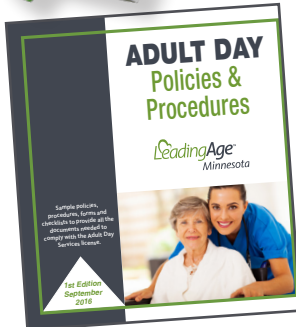
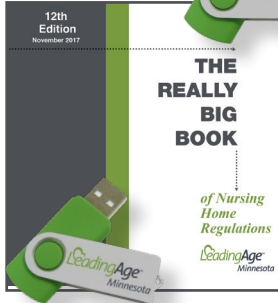


LeadingAge™
Minnesota

2018 Resources Catalog



To order:

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or phone 651.645.4545 • 800.462.5368

Resources Available from LeadingAge Minnesota

LeadingAge Minnesota's resources are developed and written by subject matter experts in aging services. 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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Email: acrumpler@leadingagemn.org

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

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**HANDY RESOURCES
AND TRUSTED
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Do you have an idea for a new publication?

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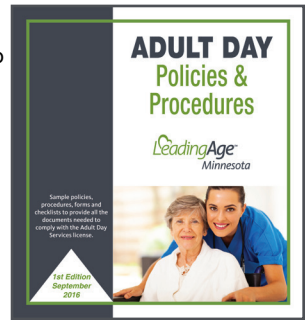
Adult Day Manual with Flash Drive

The Adult Day Services Manual compiles over 40 policies and procedures needed by Adult Day Programs. The manual includes templates, guidelines and sample policies intended to be personalized for your center. Contents follow the DHS survey checklist. (2016)

Printed Manual - Item ADD1001
Member Price: \$230 • Non-Member Price: \$315

Flash Drive - Item #ADD1002
Member Price: \$230 • Non-Member Price: \$315

Printed Manual with Flash Drive: Item #ADD1003
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 that 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



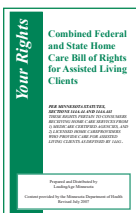
Combined Federal and MN
Home Care Bill of Rights
Item #BOR1025
Member price: \$15/package of 25
Non-Member: \$20/package of 25

Home Care Bill of Rights for Assisted Living Providers

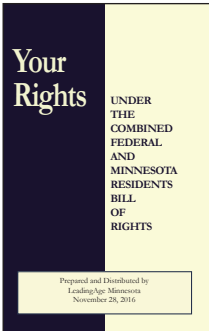
For Assisted Living Clients of LICENSED ONLY home care providers. These rights pertain to consumers receiving home care services from licensed home care providers who provide care for assisted living clients as defined by 144G and are not Medicare certified. Large type. (2014)



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



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 convenience brochure below.

(Nov. 28, 2016, revised Nov. 2017)

Item #BOR1075

Member Price: \$24.50/package of 25

Non-Member Price: \$32.50/package of 25

State Nursing Home Residents Bill of Rights Brochure

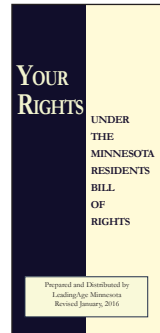
This convenience brochure contains complete State Residents Bill of Rights text, which must be available in your facility. If you use LeadingAge Minnesota's plain English, combination State and Federal brochure (above), you do not need to distribute the State Bill of Rights brochure to every resident; 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



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

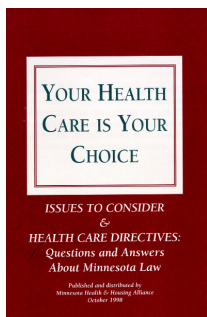
This brochure includes a “questions and answers” section from the Minnesota Department of Health. Much of the brochure's content has been rewritten to make it easier for residents and family members to read and understand (i.e., “plain English,” not legalese.) Make sure your residents, families and community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

Shrink-wrapped, 25 per package. (April 2006)

Item #PSDA4075

Member Price: \$30

Non-Member Price: \$36



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

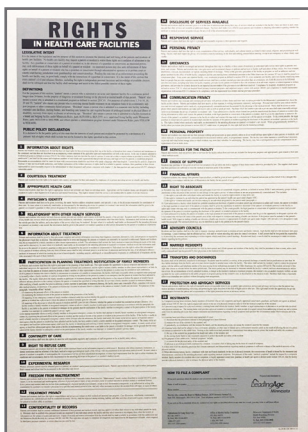
Member Price: \$17.50 • Non-Member Price: \$24

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



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

Non-Member Price: \$28/poster

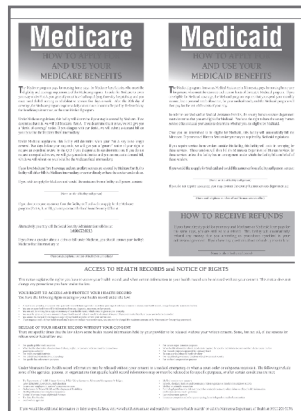
Medicare/Medicaid Poster

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



Comprehensive Home Care Policies & Procedures Manual (Second Edition)

This Second Edition Comprehensive Home Care Policies and Procedures Manual is a vital tool for any Home Care Manager or RN providing Home Care and Assisted Living Services in a Housing with Services Setting. The manual features over 140 sample policies and procedures, forms and checklists to comply with and manage operations of a Comprehensive Home Care Agency. Many of the documents have been developed by business experts, Barbara J.

Blumer, Barb Blumer Law, P.A., Eagan, and Lores Vlamincq, Lores Consulting, Rochester. Included, for example, are sample procedures related to the Admission Process, Dementia Training and Disclosure Requirements, Service Agreements, Medication Management, Job Descriptions, and Orientation Checklists. Resources, such as how to develop a Quality Management Plan or a Client Record Self-Audit Form, are included as well as copies of significant laws and bulletins, and links to other helpful resources. The flash drive version facilitates easy editing of sample policies to fit your organization.



Printed Manual - Item HSG2055

Member Price: \$230 • Non-Member Price: \$315

Flash Drive - Item #HSG2070

Member Price: \$230 • Non-Member Price: \$315

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 customized for your organization.



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.

NEW! Essential Guide: Senior Housing-with-Services and Assisted Living in Minnesota (First Edition)

The first edition of The Essential Guide: Senior Housing, Housing with Services, and Assisted Living in Minnesota, consolidates and expands previous offerings from LeadingAge Minnesota. (The Housing with Services and Assisted Living Technical Guide and The Essential Guide to Senior Housing Laws and Rules.) The Essential Guide is the perfect tool that every housing manager and campus administrator needs on their desk for handy reference! This guide, along with the Comprehensive Home Care Manual – Second Edition, serve to provide vital information regarding provision of assisted living services in Minnesota. The Essential Guide, in addition to basic regulatory information, sample forms, and resources; includes additions made to the HWS Contract requirements in the 2017 Legislative Session, information on the HCBS Settings Rule, and a new section on operations considerations. Get yours today!



Printed Manual - Item HSG2200

Member Price: \$175 • Non-Member Price: \$260

Flash Drive - Item #HSG2215

Member Price: \$175 • Non-Member Price: \$260

Printed Manual with Flash Drive - Item #HSG2225

Member Price: \$230 • Non-Member Price: \$315



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. (2014)



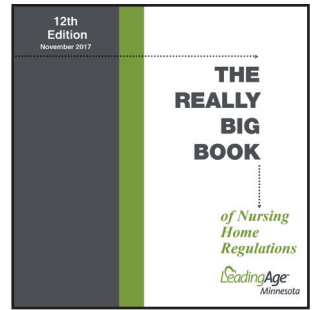
Item #CON1500

Member Price: \$18.50/package of 25

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

The Really Big Book of Nursing Home Regulations - 12th 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 or web-sites. 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, Phase 2 that took effect in Nov. 2017 as well as the Phase 3 requirements that will take effect in 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. (Updated November 2017)



Printed Manual - Item #REG5050

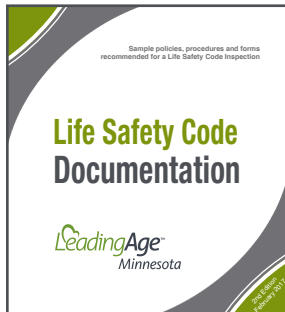
Member Price: \$230 • Non-Member Price: \$315

Flash Drive - Item #REG5077

Member Price: \$230 • Non-Member Price: \$315

Manual and Flash drive - Item #REG5110

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



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 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. (Updated Feb. 2017)

Printed Manual with Flash Drive - Item #REG5150

Member Price: \$75

Non-Member Price: \$135

2017 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.
For a Custom Survey - Contact Jeff Bostic
at jbostic@leadingagemn.org



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.

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

EXCLUSIVE MEMBER BENEFIT

Older Adult Services Orientation Manual -

Updated for 2018 with new module on Workforce

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 is accessible as a free download with your member login to LeadingAgeMN.org.

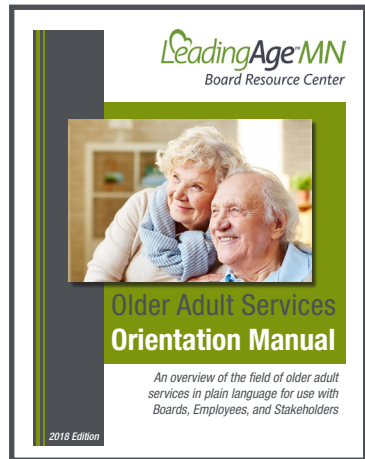
For assistance with your user name and password, contact LeadingAge Minnesota at 651.645.4545.

Printed Option Available

For your convenience, LeadingAge Minnesota also offers the Older Adult Orientation Manual printed in color and presented in a 3-ring binder for purchase.

Item #MGMT2675

Member Price: \$35



RECORDINGS

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

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

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 or visit <https://www.leadingagemn.org/about/> to download a copy now!



Knowledge Center Includes Environmental Scan

The Environmental Scan offers a comprehensive look at current trends and data 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/ to find a variety of resources to use with your board, staff team or community.

YOUR VOICE IS POWERFUL.

You can make an impact on policies that affect seniors and their caregivers just by sharing your story.

To become
an advocate,
text
CAREGIVER
to 52886 or
visit:

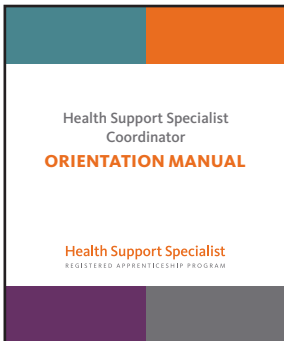


www.LeadingAgeMinnesota.org/public-policy and click on TAKE ACTION.

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.



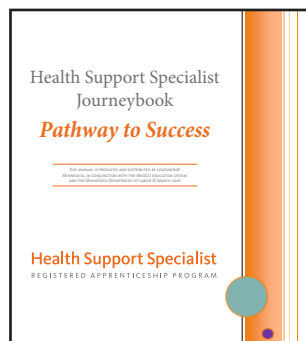
HSS Site Coordinator Orientation Manual

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 by accessing the 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 purchase this convenient desktop reference binder.

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



Nursing Home 5-Star Analysis Report

A quarterly report, sent directly to members by LeadingAge Minnesota, designed to help care centers 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.

For further information, email Jeff Bostic at jbostic@leadingagemn.org.

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
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- 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



MEMBERSHIP WITH VALUE

LeadingAge Minnesota members enjoy reduced pricing on the many manuals, brochures, pamphlets and other products available in this 2018 Resources Catalog. Learn more about how you can put a LeadingAge Minnesota membership to work for you today online at <https://www.leadingagemn.org/about/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
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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.

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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.

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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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Value of Order	Shipping Charge
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\$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 business days for delivery.

Prices are subject to change without notice.

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

Order Form

- Member**
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Method of Payment:

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 Send invoice (members only)

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Organization _____

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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 _____