

LeadingAge[®]
Minnesota

2020 Products & 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 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:

Online: www.leadingagemn.org/providers/

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.

2nd Edition - Adult Day Policies and Procedures Manual

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. (Updated July 2018)

Printed Manual - Item ADD1001

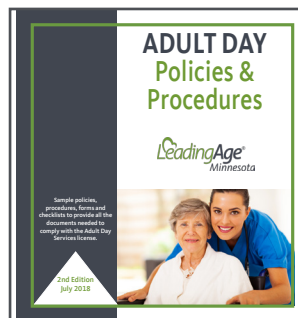
Member Price: \$230 • Non-Member Price: \$315

Flash Drive - Item #ADD1002

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

Printed Manual with Flash Drive: Item #ADD1003

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



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

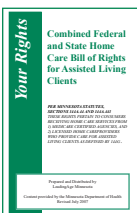
Home Care Bill of Rights for Assisted Living Providers

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)



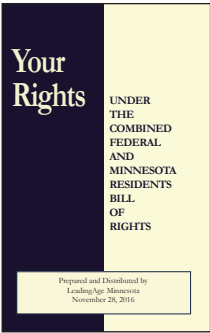
Minnesota Home Care Bill of Rights for Assisted Living Clients of Licensed Only Home Care Providers Item #BOR1030 - 2014

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.

Shrink-wrapped, 25 per package. **(Nov. 28, 2016, revised Nov. 2019)**

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

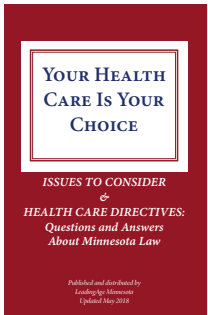
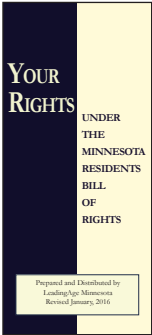
This convenience brochure contains complete State Residents Bill of Rights text, which must be available in your facility. If you use LeadingAge Minnesota’s plain English, combination State and Federal brochure (above), you do not need to distribute the State Bill of Rights brochure to every resident;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

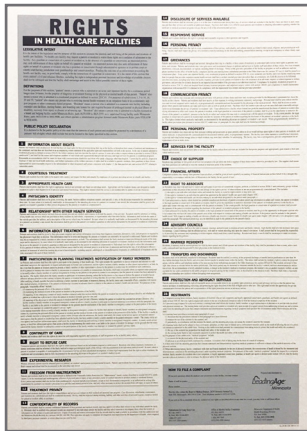
Non-Member Price: \$36

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



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. (Revised 2019)

Item #BOR1100

Member Price: \$22/poster

Non-Member Price: \$28/poster

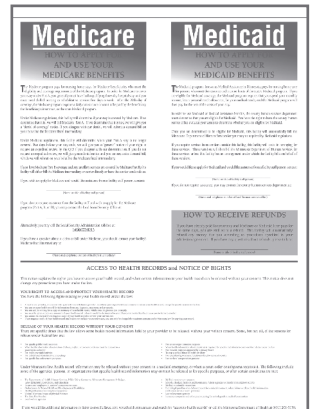
Medicare/Medicaid Poster

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

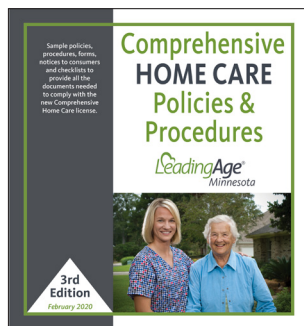
Non-Member Price: \$28/poster



Housing, Housing-with-Services, Assisted Living

Comprehensive Home Care Policies & Procedures Manual (NEW: Third Edition)

The Third Edition of the 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., Egan, Michelle Klegon, Klegon Law, and Lores Vlaminc, Lores Consulting. 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.

Housing, Housing-with-Services, Assisted Living

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 – Third 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

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



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) Shrink-wrapped, 25 per package.

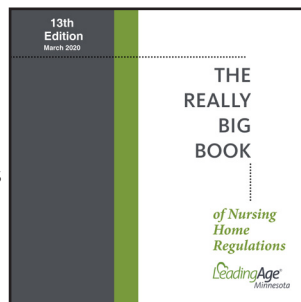


Item #CON1500
Member Price: \$18.50/package of 25
Non-Member Price: \$25/package of 25

Regulatory & Survey

The Really Big Book of Nursing Home Regulations - 13th Edition - COMING SOON!

This one-of-a-kind LeadingAge Minnesota resource is one that care centers won't want to be without! The Really Big Book allows you to compare federal and state nursing home regulations side-by-side, without having to move back and forth between different publications or websites. The Really Big Book includes federal regulations and interpretive guidance, arranged in sequence by F-tag number, and displays corresponding state regulatory information on the right-hand side of each page. This updated edition will include all current CMS Requirements of Participation for long-term care facilities, including the Phase 3 requirements that took effect in Nov. 2019. CMS is expected to release its interpretive guidance for the Phase 3 requirements in the second quarter of 2020, and the updated Really Big Book will include that new, essential information. (Coming Spring-Summer 2020)



Printed Manual - Item #REG5050

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

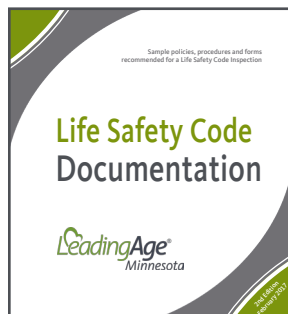
**COMING
SOON!**

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



2019 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

Custom Survey - \$45

For a Custom Survey - Contact Jeff Bostic

at jbostic@leadingagemn.org or 651.603.3509



Understanding the Laws Requiring Criminal Background Checks: A Technical Brief on Implementing Background Checks in Settings Serving Seniors. (NEW! Sixth Edition - COMING SOON!)

LeadingAge Minnesota is pleased to present this Sixth Edition of *Understanding the Laws Requiring Criminal Background Checks: A Technical Brief on Implementing Background Checks in Settings Serving Seniors*. This manual answers the who, what, when and how of implementing a criminal background check policy for all types of organizations providing services to senior populations, from adult day centers and home care agencies, to housing with services establishments and assisted living communities, and nursing homes. This Sixth Edition includes a wealth of information about *NETStudy 2.0*, the updated and enhanced background study system implemented by the Minnesota Department of Human Services beginning in 2016, along with other helpful updates. This resource serves as a valuable reference tool, providing human resources professionals and other staff leaders with answers to questions you may have about the various Minnesota laws and regulations relating to criminal background checks.



Printed Manual - Item MGMT2650

Member Price: \$175

Non-Member Price: \$260

Flash Drive - Item #MGMT2675

Member Price: \$175

Non-Member Price: \$260

Printed Manual with Flash Drive -

Item #MGMT2700

Member Price: \$230

Non-Member Price: \$315



Management Tools

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/

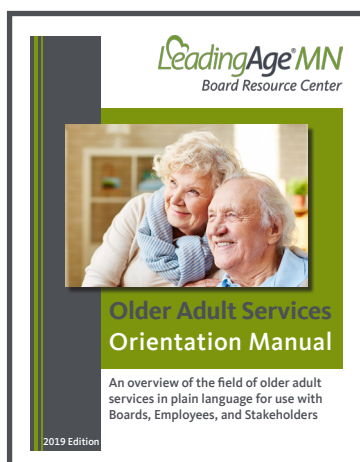
EXCLUSIVE MEMBER BENEFIT

Older Adult Services Orientation Manual -

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.

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

Printed Manual - Item #MGMT2675

Member Price: \$35 • Non-Member Price: \$75

Flash Drive - Item #HSG2685

Member Price: \$35 • Non-Member Price: \$75

Printed Manual with Flash Drive - Item #MGMT2695

Member Price: \$50 • Non-Member Price: \$100

ON-DEMAND WEBINARS

Go to www.leadingagemn.org/education-events/web-based-anddistance-learning/ for a list of our on-demand webinars.

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.

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:



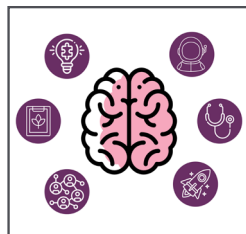
www.LeadingAgeMinnesota.org/public-policy and click on TAKE ACTION.

Behavioral Health Training Series: Improving Care with Curiosity and Empathy

This training provides easy-to-understand concepts, practical tips, and professional development for direct caregivers. This training includes six 10-minute videos, an eWorkbook, and a Facilitator Guide.

Free to LeadingAge Minnesota members.

Visit https://my.leadingagemn.org/nc_store to download.



ICan: Driving Quality & Innovation from the Front-Line

This 20-minute video can be used in training front-line staff to run quality improvement projects. Tools to facilitate project selection and planning are also provided in Word documents accompanying the video. Built on the concept of rapid-cycle quality improvement, this program describes how an organization or team can use targeted projects to improve care and make work more efficient.

Free to LeadingAge Minnesota members.

Visit https://my.leadingagemn.org/nc_store to download.



LeadingAge Minnesota Newsletter

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



To subscribe, contact Paula Bell at pbell@leadingagemn.org.

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
- 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



MEMBERSHIP WITH VALUE

LeadingAge Minnesota members enjoy reduced pricing on the many manuals, brochures, pamphlets and other products available in this 2020 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

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 business 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.

Replacement/Exchange

If you received a defective 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.LeadinAgeMN.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

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 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
☐ Non-member

Method of Payment:

- ☐ Check enclosed payable to LeadingAge Minnesota
☐ Charge credit card: ☐ VISA ☐ MasterCard ☐ American Express

PLEASE TYPE OR PRINT:

Name_____

Title_____

Organization_____

Address_____

City_____ State____ Zip_____

Phone_____ E-mail:_____

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 _____