

## GPP Guide Getting Started Checklist

- ✔ Review the Guide as a team.
- ✔ Identify care plan facilitator(s) or who on the team will meet with the resident to ask about their GPPs.
- ✔ Select a small workgroup to review the GPP identification and assessment tools in the Guide.
- ✔ From the Guide, select the GPP identification and assessment tool/questions for your team to use with residents.
- ✔ Review the current GPP identification and assessment tools that are being used.
- ✔ Remove duplications from the newly selected tool(s) with the questions that are already being used.
- ✔ Transfer the selected GPP identification and assessment tool into a format that is best for your organization (i.e. electronic, printable, etc.)
- ✔ Determine what documentation and implementation processes from the Guide you want to adopt as a team.
- ✔ Develop a plan and timeline for how you will update systems to implement the new processes and resources (i.e. mini care plans, Their Choice, Your Voice, etc.).
- ✔ Develop a plan and timeline for how you will train teams of the new systems.
- ✔ Once all tools are ready and staff are trained, set a start date to begin the new GPP process.
- ✔ Regularly meet as a core team (key leaders, core care plan team, and care plan facilitators) to work out challenges and make changes to the process as needed.

## Resident Checklist

- ✔ Identify the newly admitted resident. Ask permission to conduct the interview.
- ✔ Ask resident if they would like to participate in the interview independently or with a family member/care partner or health care agent or proxy.
- ✔ Confirm the resident's primary language and if a translator is required.
- ✔ Determine if the resident requires assistance due to reduced hearing or vision, anxiety, pain, fatigue, mobility or other issues.
- ✔ Explain the purpose of the interview to the new resident. Define or describe terms that will be used, including person-centeredness and the care planning process.
- ✔ Assess whether the resident understands the process and is comfortable asking and answering questions.
- ✔ Using the selected tool as a guide, begin to ask the resident relevant questions. The interviewer may decide to skip over non-relevant questions or add new questions based on the resident's situation and needs.
- ✔ Stop periodically and ask the resident if they are getting tired and would like to stop or pause the interview.
- ✔ Staff member may pause the interview (if resident appears tired or is no longer following the questions) and return at a later date or time to continue.
- ✔ Any questions that are skipped but are important should be flagged so that someone may return to them later.
- ✔ At the conclusion of the interview, staff member should reinforce that the resident may change their GPPs at any time. Encourage the resident to request to speak with staff members if they would like to discuss their GPPs further.
- ✔ Review the care planning process and next steps. Ask resident if they have any questions.
- ✔ Document in the health record. Communicate with the care team.