



## Suggested Resources/References for Nursing Homes

We suggest that you have available in your home the following manuals/books for ready reference for you and your staff.

All of the websites and phone numbers identified here were accessible as of 2/11/2011.

1. Resident Assessment User's Manual Version 3.0 - This updated version of the RAI Manual was effective 12/2010. Many publishers offer versions of this manual (e.g. [http://www.med-pass/](http://www.med-pass.com/), Briggs, Elliot Press). The information is the same; the difference will be notebook vs. soft side. You can download the manual and the updates for free from the CMS website, at [http://www.cms.gov/NursingHomeQualityInits/45\\_NHQIMDS30TrainingMaterials.asp](http://www.cms.gov/NursingHomeQualityInits/45_NHQIMDS30TrainingMaterials.asp). The file is 1200+ double sided pages, so it takes a while to download and print. When purchasing a manual, it is recommended that you purchase as a loose leaf notebook so that the revisions can be easily inserted.
2. Minimum Data Set (MDS) 3.0 Provider's User's Guide (11-2010) - This CMS publication includes information about report basics, MDS tutorial for submission, hardware requirements, troubleshooting, and error messages. You can download it at <https://www.qtso.com/mds30.html>.
3. Casper Reporting: User's Guide for MDS Provider's (11-2010) - This CMS publication reviews all reports available in regards to MDS 2.0 and MDS 3.0 within the CASPER system. It also discusses the Validation Reports which is now located in the CASPER system. You can download it at: <https://www.qtso.com/mds30.html>.
4. Medicare Benefit Policy Manual - Chapter on Skilled Nursing Facilities - This CMS publication (number 100-02) offers lots of information about PPS coverage and requirements, specifically information for the MDS Coordinator. You can download this publication for free at: <http://www.cms.hhs.gov/Manuals/IOM/list.asp#TopOfPage>.
5. Skilled Nursing Facility Prospective Payment System and Consolidated Billing Updates - Extensive information on the PPS system as well as how to join the PPS list serve at <http://www.cms.hhs.gov/center/snf.asp>.
6. You should have a copy of your facility's software user's guide/manual and any information you may have received from your fiscal intermediary regarding Medicare, PPS, MDS coding and documentation.
7. Primaris is Missouri's QIO and they have excellent resources that can be downloaded free.
  - a. Primaris' website: <http://www.primaris.org/Nursing%20Homes>
  - b. MedQIC website: <http://www.qualitynet.org/dcs/ContentServer?pagename=Medqic/MQPage/Homepage>
8. Nursing skills texts can be used to guide staff in the most recent, clinical standards that provide proper methods of giving care to residents. The procedures outlined in these books can also be used in place of a facility procedure books. The selected procedures and reference pages should be listed and put in front of the policy book. If this technique is used in place of a traditional procedure manual, there must be a text available on each unit.
  - a. Current nursing fundamental skills textbook (examples: Perry & Potter, *Clinical Nursing Skills and Techniques* (7<sup>th</sup> ed.), Mosby, Inc.; Smith, Duell, & Martin, *Clinical Nursing Skills: Basic to*

- Advanced Skills* (8<sup>th</sup> ed.), Pearson: Prentice Hall; Taylor, Lillis, LeMone, & Lynn, *Fundamentals of Nursing: The Art and Science of Nursing Care* (7<sup>th</sup> ed.), Lippincott Williams and Wilkins)
- b. Current Gerontological nursing fundamental skills textbook (examples: Eliopoulos, *Gerontological Nursing* (7<sup>th</sup> ed.), Lippincott Williams & Wilkins)
  - c. Gallo, J., Fulmer, T., Paveza, G., & Bogner, H. (2005). *Handbook of Geriatric Assessment* (4<sup>th</sup> ed.), Boston: Jones & Bartlett Publishers, Inc.
9. A current drug handbook, such as *Saunders 2011 Nursing Drug Handbook* or *Nursing Drug Handbook 2011* by Springhouse should be available on each med cart or unit. These books will need to be updated annually, because there are always new medications being released.
10. A physical assessment text, such as *Bates Guide to Physical Exam and History Taking* (10<sup>th</sup> ed.) or the text referenced below - This is a well-respected text on physical examination. Many times, staff will find that they have questions about what normal or abnormal findings are. This text offers great illustrations of proper physical exam techniques.
- a. Seidel, H., Ball, J., Dains, J., Benedict, W. (2006). *Mosby's Guide to Physical Examination* (6<sup>th</sup> ed). St. Louis: C.V. Mosby Publishing Company.
11. Infection Control Guidelines for Long-Term Care Facilities - The most up-to-date version of this manual is dated January 2005. These guidelines are an excellent guide to infection control practices in long term care. Available on the Missouri Department of Health and Senior Services website at: [http://dhss.mo.gov/seniors/nursinghomes/pdf/Infection\\_Control\\_Guidelines.pdf](http://dhss.mo.gov/seniors/nursinghomes/pdf/Infection_Control_Guidelines.pdf).
12. Preparedness Resources for Long Term, Acute, and Chronic-Care Facilities - The CDC also provides excellent information regarding infection control and disaster preparedness. The web site is: <http://emergency.cdc.gov/healthcare/longterm.asp>.
13. ICD-9 Code Books should be replaced each year. Annual updates could make a big difference in your coding. There are numerous editions of codebooks and even purchasable software available from medical book suppliers and over the internet. Additionally, the CMS website that provides a listing of changes that occur yearly can be found at: [http://www.cms.hhs.gov/ICD9ProviderDiagnosticCodes/07\\_summarytables.asp#TopOfPage](http://www.cms.hhs.gov/ICD9ProviderDiagnosticCodes/07_summarytables.asp#TopOfPage).
14. Certified Nursing Assistant Training Manual - This manual was updated in 2001. It can be ordered from the Instructional Materials Laboratory Sales Office at the University of Missouri, (800) 669-2465. It is very helpful to use this manual as a reference for policies and to establish continuing aide competency in the facility. An example of a more recent CNA manual would be Sorrentino, S., and Gorek, B (2007) *Textbook for Long Term Care Nursing Assistants* (5<sup>th</sup> ed). St. Louis: C.V. Mosby Publishing Company.
15. At least one selected nursing journal should be available for your staff. Keep copies in the lounge, or develop a mechanism to review articles via poster presentation, inservice, or discussion group. Suggested journal examples include the *Journal of Gerontological Nursing* and *Geriatric Nursing*.
16. Medical Care in the Nursing Home (2<sup>nd</sup> ed.) by Ouslander, Osterweil, and Morley is an excellent resource for medical directors. American Medical Directors Association is also an excellent resource at [www.amda.com](http://www.amda.com).
17. Documentation and Reimbursement For Long Term Care 2<sup>nd</sup> Edition a publication of AHIMA. It can be purchased at: <http://www.ahima.org/resources/products/hcltc.aspx>.

18. LTC Health Information Practice & Documentation Guidelines: A group of experts developed practice guidelines for the LTC industry on health information practices and documentation in 2001. The guidelines are continuously updated and include management of electronic records and information. It can be found at: <http://www.ahima.org/resources/infocenter/hlctc.aspx>.
19. Clinical Practice Guidelines from the American Medical Directors Association are an excellent, economical clinical resource. Guideline booklets (including incontinence, falls management, dehydration, altered nutrition, pressure ulcers, etc.) are available for purchase. Can be ordered via their website, <http://www.amda.com/tools/guidelines.cfm>.
20. Clinical Practice Guidelines from the National Guideline Clearinghouse provide a comprehensive listing of all available, and current, clinical practice guidelines. Often there are free copies or basic outlines available online: [www.guideline.gov](http://www.guideline.gov).
21. Restorative Nursing Resources:
  - a. Acello, B. (2000). *Restorative Care: Fundamentals for Certified Nursing Assistants*. United States: Delmar Thomson Learning.
  - b. Brewer, K. (2007). *Restorative Nursing Made Easy*. United States: HCPro.
22. Free educational satellite broadcasts by CMS on a variety of clinical issues in long-term care. Registration required. Requires Windows Media Player (free download). <http://cms.internetstreaming.com>.
23. Guidelines for End-of-Life Care in Long-Term Care Facilities (aka the Missouri End-of-Life Manual). This is a comprehensive manual dated September 2003 (under revision, 2011) and focuses on common end of life care issues- complete with sample care plans, forms, great in-service material, and a CD-ROM to download what you want and incorporate it into your own policies, etc. You can download this 200+ document at: <http://dhss.mo.gov/safety/showmelongtermcare/pdf/EndofLifeManual.pdf>.
24. The Long Term Care Survey. Sometimes also called the “Red Book” or the “Salmon Book”, this is a publication of the American Health Care Association intended to inform providers of the survey process and provide accurate information in order to understand Medicare and Medicaid requirements. Available for a reasonable cost (members get a discount) through the AHCA website at <http://www.ahcancal.org>. Click on the bookstore to see the manual.
25. Missouri Cancer Registry Long Term Care Facility Reporting Manual (2010). This slim manual details information about the Registry and reporting guidelines for long term care facilities. The guidelines can be downloaded on the Missouri Cancer Registry website at <http://mcr.umh.edu/downloads/lctfmanual.pdf>.
26. The Nurse Practice Act - Regulating Professionals and Serving the Public
  - a. Rules and Statues - <http://pr.mo.gov/nursing.asp> - click on “Rules & Statutes (Nursing Practice Act)” on the left side menu
  - b. Scope of Practice Decision Making Model - <http://pr.mo.gov/nursing.asp> - click on “Practice” on the left side menu, then on the “Scope of Practice Decision Making Tool”