



Daily Stand-Up Meeting Agenda

Date: _____ Census: _____

Attendees: _____

Today's Walkthrough Focus Items: _____

Scheduled Move-In's for the week (Assessment Completed, Service Plan Completed, Apt. ready, PO Received, Welcoming Committee Scheduled)

1. _____ 2. _____

3. _____ 4. _____

Room Transfers 1. _____ 2. _____

Marketing Today: Tours (Meal?) _____

Family visiting or overnight guests: _____

Outreach: _____

Move Outs: _____

Residents temporarily out (Plans to visit if in Hospital/Re-hab, or call for updates):

1. _____ 2. _____

3. _____ 4. _____

Staffing Hours: Review hours for the day/week, OT, total hours, etc. Correction Plan needed? _____

Dining Services: Resident Diet Changes: _____

Review Today's Menu/Special of the Day: _____

Activities: Outings or Entertainment Today: _____

Scheduled Activities Today: _____

Volunteer Activities Today: _____

Maintenance: _____

Housekeeping: _____

Resident or Family Concerns/Requests (Resident/family Grievances): _____

New Staff or Staff Training for today _____

Service Plans meetings for today (any concerns to be aware of?) _____

Health Services (ED & RN) Excuse all other staff (Review SP updates, RN assessments completed for below, etc)

Any new outside care providers or supportive devices? _____

Resident Change-In-Condition (review 24 report) _____

Incident Report Review _____

Alert Charting Review (List any concerns) _____

Med errors or Employee Accidents: (list any training needed and get it scheduled) _____