Complete each field below to assess your organization’s commitment to preventing psychotropic ADEs. Download the [Plan-Do-Study-Act Worksheet](https://hqin.org/resource/plan-do-study-act-worksheet/) to assist in your improvement efforts.

| **What are your program strengths?** | | | |
| --- | --- | --- | --- |
| **What areas need improvement?** | | | |
| **Are you willing to commit to implementing or reviewing your existing huddle process with direct care staff?** | | | |
| **Question**  ***(Check the “Y” and/or “NI” box(es) to designate***  ***Yes and if the area Needs Improvement)*** | **Y** | **NI** | **Comments** |
| Does the medical record include consistent documentation of clinical indication, e.g., do physician notes, care plan, and tracking sheets all address the same indication? |  |  |  |
| If receiving PRN and routinely, is there consideration for the timing of administration of the PRN? |  |  |  |
| Is there a system to ensure extended-release formulations are delivered correctly (e.g., medications not crushed)? |  |  |  |
| Is there a system to ensure the resident is routinely assessed for effectiveness of the medication signs/symptoms of adverse drug reactions/events? |  |  |  |
| Is there a system for monitoring for involuntary movements? |  |  |  |
| Is there a system for monitoring for side effects to all psychotropics? |  |  |  |
| Does the medical record include documentation that gradual dose reductions have been attempted or rationale documented if not attempted? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question**  ***(Check the “Y” and/or “NI” box(es) to designate***  ***Yes and if the area Needs Improvement)*** | **Y** | **NI** | **Comments** |
| Do staff implement non-pharmacological approaches and interdisciplinary management of the condition that the medication targets? |  |  |  |
| Are residents or their representatives involved in decisions related to medication use? |  |  |  |

This material was prepared by Health Quality Innovators (HQI), a Quality Innovation Network-Quality Improvement Organization (QIN-QIO) under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services (HHS). Views expressed in this material do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. 12SOW/HQI/QIN-QIO-0117-10/12/21