

OASIS EDUCATOR WORKPLAN Progress Checklist

Tasks	Completion Date	Comments/Help
1. Select agency OASIS Items to Standardize in grid format <ul style="list-style-type: none"> ➤ Start with select 22 MO items on HHRG grid ➤ Consider adding items related to focused Quality Improvement activities, Outcome Reports or Adverse Events Reports (Optional) 		
2. Meet with Agency Leadership to discuss work plan, goals, and timeline <ul style="list-style-type: none"> ➤ Review work plan format and goals ➤ Provide overview of process and materials ➤ Discuss initial clinical staff involvement to refine OASIS grid ➤ Discuss timeline for completion with all staff 		

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<p>3. Conduct initial OASIS session using trainer materials & video</p> <ul style="list-style-type: none"> ➤ Have participants complete OASIS Case Study Pre-Test ➤ Conduct training and revise sample OASIS Grid Guidelines to meet YOUR agencies selected MO items ➤ Have participants complete Case Study Post Test <p><i>Remember: Collect the pre and post tests after completion of each. Plan to review and tabulate outside the class. This is for baseline training evaluation only.</i></p>		
<p>4. Update your agencies OASIS grid for additional staff training for those not involved in the initial session</p> <p><i>Consider laminating the OASIS Guideline Grid for staff use</i></p>		
<p>5. Complete staff OASIS training sessions with all clinical staff involved with OASIS assessments</p> <ul style="list-style-type: none"> ➤ Conduct pre and post testing as before ➤ Utilize agencies new OASIS grid during session activities 		
<p>6. Compile the pre and post test results</p> <p><i>Use the Test Instructions and Computation Sheet to complete as directed</i></p>		
<p>7. Implementing OASIS competencies and field testing</p> <p><i>Reference sample competencies, reliability tools and related policies</i></p>		
<p>8. Initiate Staff Educational Support Teleconferences</p> <p><i>Remember to send questions and needs for further tools and training to teleconference coordinator prior to conferences</i></p>		