**Team Meetings**

Consider the following ideas for discussion at team meetings:

Hospital/Nursing Home/Home Health Care Organization Collaboration

**Meeting #1**

* Review initial assessment results
* Develop and discuss action plan
* Discuss processes for sharing information during discharge and transfers
* Review tools, forms used to convey patient information during discharge and transfers (e.g. discharge summary, transfer form, medication information, etc.), identify areas for improvement

**Meeting #2**

* Review and update action plan
* Begin developing a process map to outline the individual steps in process(es) under review for:
  + Hospital discharge to nursing home admission
  + Nursing home transfer to hospital emergency department (ED)

**Meeting #3**

* Conduct site visits/walkthroughs to better understand capabilities and processes across care settings
  + Hospital staff/team to visit nursing home and better understand capabilities
  + Nursing home staff to tour ED

**Meeting #4**

* Continue working on and finalizing process maps to describe current processes for:
  + Hospital discharge to nursing home admission
  + Nursing home transfer to ED
* Select 1–3 cases to review as a team (focus: cases where a readmission was avoided)

**Meeting #5**

* Select 1–3 cases to review (focus: cases where a readmission occurred within three days of discharge)
* Discuss process map exercise and identify any processes that are priority focus areas in improving.