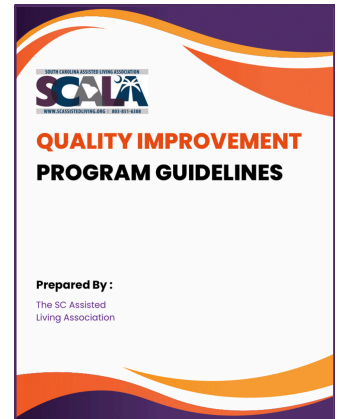
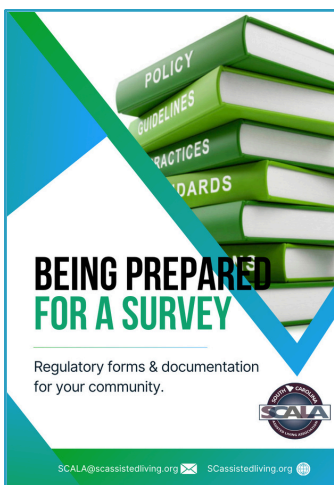


## EMERGENCY PLANNING GUIDE

Regulation 61-84 requires all operators of a licensed community residential care facility to have an Emergency Plan in place including information about evacuation and sheltering. SCALA developed this plan to guide providers in meeting this regulation. This Model includes a checklist to ensure all required information is included along with specific information needed in case of an emergency. Also, included is information on emergencies we might never consider such as heat wave, chemical spill, active shooter or an earthquake, but it's best to be prepared!

## BEING PREPARED FOR A SURVEY

160 + page publication is full of forms to help facilities stay ready for surveys and documentation. Some features include the Resident Agreement, a Resident Individual Care Plan/Goals & Objectives, a Transfer/Discharge Form, Health Screening Form and information on how to organize or prepare your documentation binder. When DHEC comes to do an inspection, they always want to review employee records! These forms are designed to ensure you have the info they are looking for. This manual does include some info from the resident & employee documentation handbooks and much more!



## QUALITY IMPROVEMENT PROGRAM GUIDELINES

This document, contains a comprehensive, detailed description of the steps to compile and implement a Quality Improvement Program. This document was prepared to assist providers to comply with Section 1800 of Regulation 61-84. This document is intended as a guide in preparing a Quality Improvement Program for your home or community.

# SCALA Documentation Manual Set

2024



## THE ROLE OF A CAREGIVER IN AN RC/AL

This is a great manual for all caregiving/resident assistant staff. This manual will help them deal with stress, death & grieving, communication with others, work with others, relate to family members, handle angry and aggressive residents. A caregiver stress indicator and a caregivers bill of rights, tips for caregivers, and a Caregiver Extraordinaire certificate included.

## THE ULTIMATE ACTIVITIES PLANNER

This 200+ page publication is full of inexpensive, creative useful activity ideas for your residents. Includes great trivia and games, theme activities, ideas for holidays, seasons, and dementia focused activities. There is a little something for everyone!

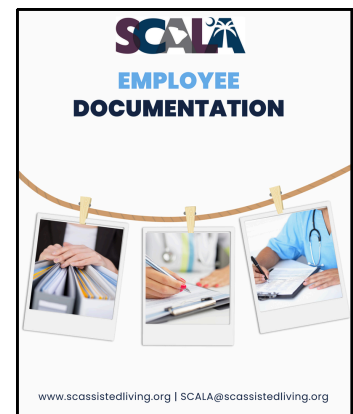


## CRISIS MANAGEMENT & MEDIA RELATIONS

Do you know what to do if you had a crisis? Do you know how to handle the media? Do you know the steps in preparing a crisis communications plan? This manual will help you understand the importance of a crisis management program and will help you develop a plan that will work for your home or community.

## EMPLOYEE DOCUMENTATION

When DHEC comes to do an inspection, they always want to review employee records! These forms are designed to ensure you have the information they are looking for. Customize the forms included for your community.



## RESIDENT DOCUMENTATION

This is a handbook full of model forms for your residents. Some features include the Resident Agreement, ICP/Goals & Objectives, Transfer/Discharge, Health Screening, medical forms, Risk assessments, move in/move out forms, personal items checklists and more!





# SCALA Documentation Manual Set Order Form- 2024

- ***These manuals are to serve as a tool & offer guidance and may not contain complete information needed for your documentation. Always refer to DHEC requirements.***



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Payment must be received with order form for materials to be released. All prices include shipping if required, please allow 7 days for processing and delivery.

**Orders are available for delivery after June 1, 2024.**  
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