

Idaho Department of Health and Welfare
Division of Licensing and Certification
Bureau of Facility Standards
LONG TERM CARE TECHNOLOGY PROJECT
LTC MINI-GRANT APPLICATION INFORMATION

Mini-Grant funds may be used to purchase and implement technology that will directly improve the quality of life and quality of care for residents. Examples of such technology are: IN2L[®], Snoezelen[®], interactive music systems such as Beamz[®], personal music through the use of portable electronic devices.

The project proposal should be no longer than 20 pages, including appendices, and provide the following:

- An Introduction of the Long Term Care facility, residents, staff, and community
- The purpose of the project
- Who was involved in the project design and development
- The population it will serve
- The need the proposal is attempting to address
- Any problems that may be encountered in the implementation of the project and the contingency plan to address these issues
- How the facility will assess the results of the project (specific measures)
- Project timeline
- How you will ensure sustainability, and
- A summary of the proposal

In addition, the project plan needs to address the following:

- How you will inform residents, family members, and legal guardians of the technology orally and in writing prior to the usage of the equipment
- Updating information in the admission packet on how to access and utilize the technology
- If the technology is Internet based
- How residents can access the Centers for Medicare & Medicaid Services (CMS) and State Agency websites
- How to generate and protect passwords
- How residents protect themselves from identify theft and loss of private and protected health information
- The benefits and risks associated with use of social media and social networking
- How the technology will be resident specific to help residents stay connected to their current and past interests, cope with depression, isolation, and boredom, and reduce behavioral symptoms
- If applicable, how the technology will engage family members in resident care planning conferences
- The plan for acquisition and installation of the technology

- The plan for ongoing support costs and maintenance of the technology
- How you will train newly hired and existing staff on how to utilize the technology
- Who the designated staff members are on each shift to serve as technology coaches/ambassadors to help residents utilize the technology
- How the facility will ensure appropriate infection control practices are used to limit potential for cross contamination
- Funding:
 - Include an Excel spreadsheet with the budget expenses for the project, along with a narrative explanation of the costs. Mention any co-funding that you are planning to use from other sources. The narrative shall include the specific amount of Civil Monetary Penalty (CMP) funds to be used for the project, the time period for such use, and estimate of any non-CMP funds expected to be contributed to the project.
- List of any sub-contractors and organizations that *are* expected to carry out and be responsible for the components of the project. Copies of contracts and subcontracts shall be available upon request.