

Breakout Group Instructions

Once you are in your Breakout Group

The first things you do:

- Identify a notetaker/reporter: someone who is willing to take notes about the breakout group's comments and share some highlights when we return to the full group.
- Identify a facilitator: someone who will be sure to encourage everyone's participation, ensure that the group stays on task.

Instructions for Breakout room:

Everyone will focus on What Matters

- For each section within the column, identify what works well in your practice. Share what your best practices are to address this M.
- Focus on the column for that M
 - First you will see the **aim** for that M.
 - Then you will address what you do to **engage, screen, assess**
 - Next you will identify the **frequency** in which you engage, screen, access
 - Then you will identify your **documentation** practice.
 - Next you will look at how you **design and provide care based** on this information.
 - And finally, you will identify who is the person in your practice who has **primary responsibility** for the elder in relation to this portion of the care plan.
- In each area, acknowledge:
 - What are you doing well?
 - What options do you have for potential improvement?
 - What needs to be in place for this to happen?
 - What changes could you/your team make?
 - When you return to the group, the notetaker will present your responses.