LAGUNA HONDA REPLACEMENT PROJECT
TRANSITION STEERING COMMITTEE MEETING

AGENDA
TUESDAY, SEPTEMBER 6, 2005
ROOM B-102

LHHRP Vision Statement

"The City and County of San Francisco will design and construct a new campus on the Laguna Honda Hospital site which will provide housing and a complete continuum of long term healthcare services. This facility will be among the most innovative, technologically advanced, efficient, flexible, humane and natural facilities in the world. It will, by design, encourage rehabilitation and independent living while setting the standard for enhancement of the quality of life."

1.   **Review of LHHRP Schedule Major Milestones** (TAB A)

	TCCO's Contractual Substantial Completion Dates	Forecast Completion Dates	Projected LHH Move In Dates	DISCUSSION	ACTION	PRIO-RITY
South Residence	March 13, 2008	August 2008	December 2008	Monitor schedule And adjust as necessary	Project Team responsible	
Link Building	July 31, 2008	December 2008	April 2009			
East Residence	September 12, 2008	February 2009	June 2009			
Remodel	TBD	TBD	TBD			

TOPIC	DISCUSSION	ACTION	PRIO-RITY

2. Next Steps: Identified in August 2, 2005 meeting
 	
  a. Prioritize Tasks
 	
  b. Develop Action Plans
 	
  c. Assign Work Teams
 	
  d. Develop Training Plan
    ☐ Workflow Assessment
    ☐ Conflict Management
 	
  e. Review Resident Move Plan
	Discuss and initiate action at Sept 6th meeting.		

3. Planned Support for LHHRP
 	
  a. Equipment Manager to Procure & Install FFE (TAB D)
  b. I.T. Integration Services Consultant (TAB E)
 	
  c. Facility Commissioning Services (TAB F)
 	
  d. Program Development Grant for Greenhouse, Farm and Orchard (TAB G)
 	
  e. Consider Consultant to Perform Organization needs Assessment and Recommendations
	DRAFT RFPs in process
	
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	$70,000 grant received. Need to establish a fiscal Agent
	
	TSC to discuss scope of service, schedule & budget
		Intend to let RFPs Fall'05
		
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		"
		
		LHH to collaborate with Grant staff in developing therapeutic program.	

TOPIC	DISCUSSION	ACTION	PRIO-RITY
4. Review of Architecturally Significant Equipment Planning			
a. Items Purchased through Turner Contract (TAB B)	Project Team will monitor purchase and installation.	Project Team to monitor	
b. Nutrition Services Equipment Final Approval (TAB C)	Project Team will monitor purchase and installation.	Project Team/Nutrition Services To monitor	
c. Verification of Other Departments Completed. Final Approval Pending Receipt of Data Reports. (Nursing units, Medical Division, Therapy Areas, Pharmacy Department, Activity Therapy) Radiology Specifications in Progress	Anshen+Allen to provide final data reports	Coordinate final review and sign off by Division Heads/Dept. Managers.	
d. Pharmacy Omni-Cell or Equivalent Specifications: Pending Results of Pilot Program	Implement pilot project and evaluate results.	Develop specifications and budget for Omnicell in new facility. Specify and price equipment. Transmit information to Project Team so Architects can complete room design.	
e. Develop Specifications for Radiology Provide PACS for all imaging Determine feasibility of CAT scan and Mammography at Dock Apply to L&C for Fluoroscopy Waiver	Direct digital Radiography Preferred		
5. Review of Moveable Furniture, Fixtures & Equipment Planning			
a. Gene Burton & Associates specifications complete (quantity/type)			
b. Kai Yee Woo Interiors & Furniture specifications complete (quantity/type)			

TOPIC	DISCUSSION	ACTION	PRIO-RITY
c. Verification and Final Approval Needed on All Items	Department Managers to review and approve FFE	Coordinate review and approval	
d. Suggested Process: New Products Subcommittee Provides Interdisciplinary Review and Approval	Interdisciplinary Review		
e. Review FFE with Consultant			
f. Departmental Sign Off Prior to Purchase			
6. Evaluation of Life Cycle Cost of Flooring Materials			
a. Carpeting Evaluation	Develop Evaluation Criteria, Collect Data	Make decision on carpeting	
b. Hard Flooring Surface Evaluation	"	Project Team and Operations collaborate on materials selection	
7. Evaluating New Work Flow Issues and Developing Work Plans			
a. Involve Labor in the Beginning			
b. New Nursing Unit Operations			
c. Resident Care Assistant Concept			
d. Social Dining Program Operation			
e. Resident Laundry Processing			

TOPIC	DISCUSSION	ACTION	PRIO-RITY
f. Materials/Supplies Flow g. Medication Distribution h. Clinical Record Management/Electronic Medical Record. (I.T.'s Effect on Work Flow) i. Activity Therapy Programs j. Housekeeping Operations k. Plant Services Operations			
8. Regulatory Issues a. Beneficial Occupancy Inspections by OSHPD, L&C, SFM, etc. b. Applying for FQHC Clinic Status, and Developing an Operational Plan c. Dialysis Services d. Other Adjustments to the Hospital License e. Decommission Old Building/Verify Use of Existing License in New Building	Project Team Responsible.	Provide LHH Approval to occupy New Facility	

TOPIC	DISCUSSION	ACTION	PRIO-RITY
9. Future Operating Budget Planning Issues a. Transition Costs b. Warranty Extensions/Services Agreement Options c. Pro Forma Operating Budget d. Utility Cost Projections	Project Team to provide to LHH to evaluate cost/benefits Kaufman Hall/HFS will complete once scope of project is determined		
10. Resident and Departmental Move Plans a. Resident and Family Orientation b. Develop Departmental Move Plans c. Refine Resident Move Plans (TAB H) d. Cohorting Resident Population			
11. Assisted Living Planning a. Confirm Size/Scope & Location b. Develop Planning Process/Participation □ Long Term Care Coordinating Council □ Mayor's Office of Housing □ DHP/HUH □ Federal Department on Aging □ Other Stakeholders	Policy decision required by City Leadership	Initiate Planning Process after size/scope and location determined	

TOPIC	DISCUSSION	ACTION	PRIO-RITY
12. Project Evaluation: Measuring Outcomes a. Pebble Project b. Improved Resident Care Outcomes, Satisfaction and Quality of life c. Improved Staff Recruitment and Retention d. Identify and Measure Operating Efficiencies e. Increase Safety in the Environment of Care f. Enhance Image of LHH in the Community g. Academic Research Partnerships h. Disseminate lessons learned through Publishing and Presenting			
13. Communication a. Comprehensive Communication Program for Residents, Families, staff, Volunteers, and Community b. Celebrate Accomplishment of Major Milestones c. Leverage Public Relations Value of Project d. Plan Opening Ceremony, VIP Events e. External Stakeholders (Volunteers Inc., etc)			

TOPIC	DISCUSSION	ACTION	PRIO-RITY

13. Administrative Tasks and Responsibilities
 	
a. Transformational Leadership
 	
b. Leading Cultural Change
 	
c. Update Policies and Procedures
 	
    ☐ Administrative
    ☐ Departmental
    ☐ Safety and Emergency Preparedness			

14. Staff Orientation and Training Program Development a. Develop Scope and Budget for Training Program b. Nurse Call System Demonstration c. Familiarization with New Facility and Systems d. Comprehensive Training Program (Safety, Emergency Preparedness, etc.) e. Soarian System User Training f. Skill Validation	Presented September 1, 2005 Interactive TV Demonstrated August 31, 2005	Explore I.T. integration opportunities Determine TV functionality needed at LHH	
15. Fundraising a. Determine Need			

TOPIC	DISCUSSION	ACTION	PRIO-RITY
b. Status of LHH Foundation			
c. Donor Recognition			
16. Construct New Laundry			
a. Select Site	Consulting Report due September 12, 2005.	Review report, confirm site, and confer with Real Estate Dept. regarding lease.	
b. Secure Lease			
c. Design & Build			
d. Budget for Laundry Staff and Backfill Positions			
e. Train Staff			
f. Activate Laundry			
17. IT /Convergent Technology			
a. I.T. Planning and Procement Services	Provide by DPH	Plan in development	
b. Phone Switch	Provide by DTIS	Plans in development	
c. Integration Opportunities	Research and explore with consultants	Convergent Technology Task Force to lead	
d. Define functionality desired at LHH	"	"	
e. Determine Financing Method	"	"	
f. Develop a Long Term Partnership with I.T. Provider	"	"	

TOPIC	DISCUSSION	ACTION	PRIO-RITY

18. Activity Therapy
 	
  a. Develop Decentralized Model
 	
  b. Art Programs
 	
  c. Greenhouse/Farm/Orchard Program
 	
  d. Pools/Wellness Center
 	
  e. TV Programmatic			

19. LEEDS Certification
 	
  ☐ Kitchen Waste/Organic Recycling
 	
  ☐ Green Housekeeping or Healing Garden
 	
  ☐ Education and Outreach Program
 	
  ☐ Integrated pest Management or 95% Waste Management
	Department of Environment to provide criteria	LHH to evaluate and develop Compliance programs	

20. Safety Program
 	
  a. People
 	
  b. Systems
	Operations/Construction Committee to monitor	Ops/Construction Committee to intervene to improve performance as necessary	

TOPIC	DISCUSSION	ACTION	PRIO-RITY
21. Other Business/Next Steps a. Noise Reduction Efforts: design, equipment and staff training			
22. Adjournment			