

Checklist for Virtual Tabletop Exercise

Thank you for registering for the Superior Health Quality Alliance (Superior Health) Virtual Tabletop Exercise for Skilled Nursing Facilities. This checklist will help keep you organized and prepared for the event.

If you have any questions, please contact Toni Kettner, tknetter@metastar.com.

Important Dates:

Fill in the dates for your sessions.

Trusted Agent Meeting: _____

Virtual Tabletop Exercise: _____

Checklist:

- Register one person from your facility for event.
 - Your nursing home should organize staff and other community organizations to participate in the exercise at your facility but only need one person registered.
- Receive Zoom confirmation for the Tabletop Exercise.
- Coordinate staff and other community organizations to participate in the Tabletop Exercise at your facility. They do not need to register.
- Receive Trusted Agent Preparation meeting appointment, sent by Jennifer Yanke, jyanke@metastar.com.
- Attend Trusted Agent Preparation meeting.
- Receive post-Trusted Agent Preparation meeting email with materials and instructions for Tabletop Exercise.
- Prepare for the Tabletop Exercise.
 - It is a good idea to send a reminder email to your staff and other community participants prior to the Tabletop Exercise.
- Attend the Tabletop Exercise.
 - The person registered for the event will login to the Zoom meeting in a location where the other participants from your facility and community can attend in person. The ability to project onto a screen will be helpful.
- Complete the Executive Summary and an improvement plan within one week following the exercise.
 - You will receive more information about this step during the events.