

In Place-Just In Time (IP-JIT) ON SITE EXIT ANALYSIS PROTOCOL

The focus of the Exit Analysis is to discuss and analyze those factors which influence staff performance (staff training, materials, equipment, supplies, clinical support etc.) and quality of life for the individuals supported (e.g. individualization, privacy, accessibility, age appropriateness, etc.). The notes taken by the supervisory observer/s during the IP-JIT onsite session serve as the basis for the discussion.

A conference room or boardroom type setting (outside of the coaching venue) or a less formal venue such as a restaurant or coffee shop is preferable.

A flip chart/grease board and markers may be requested.

Attendees should include the supervisory observer/s participating at the On Site IP-JIT session, respective clinical staff, Department Heads (e.g. Staff Training, QA Residential and/or Employment Services. The session is not intended for Support Staff). Approximately two (2) hours should be allowed for the Exit Analysis session.

This session will identify specific action that may be taken by supervisory, administrative and clinical staff to enhance the quality of services and supports.

In that the IP-JIT Training Coach's (this consultant) comments regarding his onsite observations are candid and direct and are not intended to be a performance evaluation of staff, attendees are strongly encouraged to exercise discretion in the sharing of these comments outside the Exit Analysis session.



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