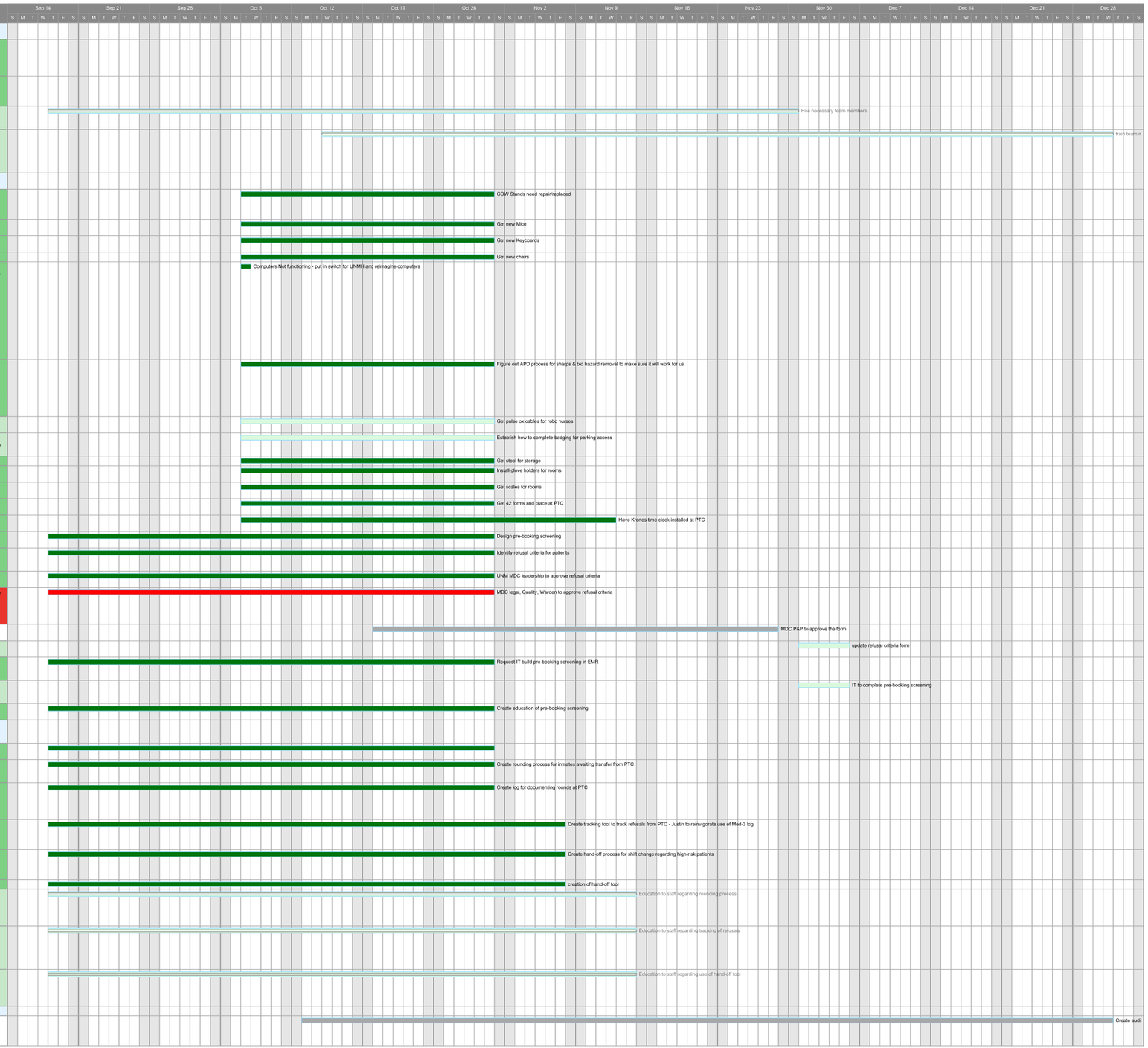
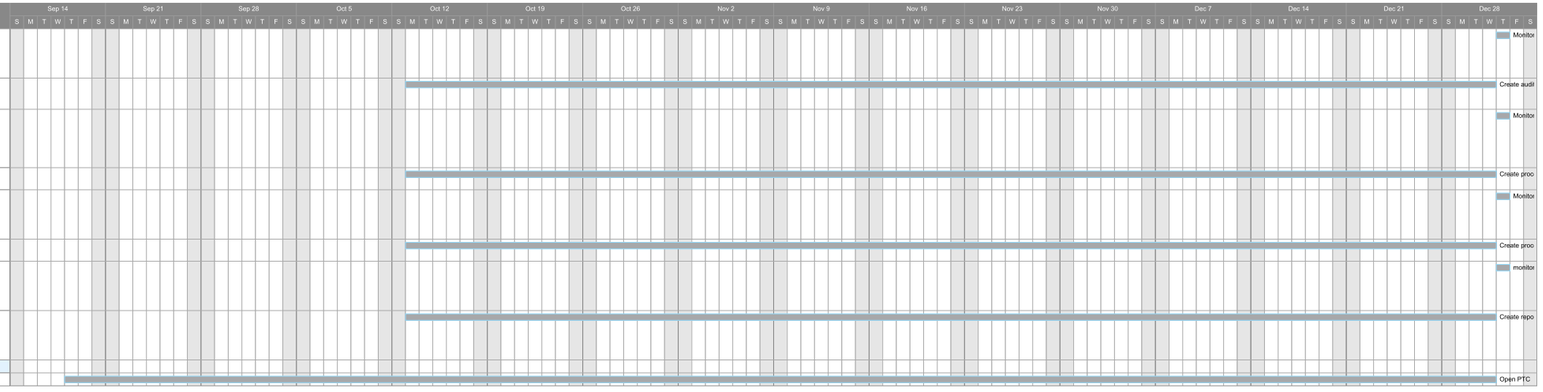
CAP 11 - PTC Staffing and Patient Monitoring

	Task Name	Responsible Party	Begin Date	End Date	Status	Data definition	Data	Goal	Comments
1	Goal #1: Staffing the PTC								
2	Determine staffing needs for PTC, ensuring enough staff to round on high-risk patients	Justin Irvin			Completed				
3	Submit FTE request to UNM for necessary positions	Justin Irvin			Completed				
4	Hire necessary team members	Justin Irvin	09/18/25	11/30/25	In progress - on schedule	Numerator: Number people hired. Denominator: Total number people needed		100%	Interviews happening the week of 10/6 /25
5	train team members to RRT/MDC processes for general orientation	Kyra Taylor	10/15/25	12/31/25	In progress - on schedule	Numerator: Number team members trained to RRT/MDC processes. Denominator: Total number people need to be trained to RRT/MDC processes		100%	
6	Goal #2: Prepare PTC space for opening								
7	COW Stands need repair/replaced	Jolene Luna, Justin Irvin, Robert Turney	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Jolene has submitted an IT Ticket for 2 new stands (these are not WOWs, just stands for all-in-ones)
8	Get new Mice	Justin Irvin	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Justin to submit IT Ticket on 10/6
9	Get new Keyboards	Justin Irvin	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Justin to submit IT ticket on 10/6
10	Get new chairs	Justin Irvin	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Mindy has selected chairs
11	Computers Not functioning - put in switch for UNMH and reimagine computers	Jolene Luna, Justin Irvin, Robert Turney	10/07/25	10/07/25	Completed	complete/incomplete	Complete	Complete	Justin to submit IT ticket on 10/6. Robert informed me the switch for UNMH has not been installed yet. Jolene to reach out and get this scheduled. Robert will come to PTC on 10/7 to re-image the PCs to be ready for the switch installation. Switch to be installed 10/14. 10/13/25: JL submitted IT ticket 1509623 requesting a Kronos time clock at the PTC.
12	Figure out APD process for sharps & bio hazard removal to make sure it will work for us	Jolene Luna, Justin Irvin	10/07/25	10/31/25	Completed	complete/incomplete	Complete	Complete	Mindy has stated in prior contracts staff were responsible to transport these in their personal vehicles to MDC for disposal. This cannot be the solution. Jolene reached out on 10/6 to APD for info
13	Get pulse ox cables for robo nurses	Justin Irvin, Mindy Young	10/07/25	10/31/25	In progress - on schedule	complete/incomplete	incomplete	Complete	Mindy has ordered from bound tree
14	Establish how to complete badging for parking access	Kyra Taylor	10/07/25	10/31/25	In progress - on schedule	complete/incomplete	incomplete	Complete	Numbers from Employee MDC Badge required. Kyra to obtain
15	Get stool for storage	Justin Irvin, Mindy Young	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Mindy has ordered
16	Install glove holders for rooms	Justin Irvin, Mindy Young	10/07/25	10/31/25	Completed	complete/incomplete	incomplete	Complete	Mindy provided, Justin to install 10/7
17	Get scales for rooms	Justin Irvin, Mindy Young	10/07/25	10/31/25	Completed	complete/incomplete	Complete	Complete	Mindy provided, Justin to take to PTC 10/7
18	Get 42 forms and place at PTC	Justin Irvin, Mindy Young	10/07/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	Mindy provided 1 case. Will transport to PTC 10/7
19	Have Kronos time clock installed at PTC	Jolene Luna, Justin Irvin	10/07/25	11/12/25	Completed	complete/incomplete	Incomplete	Complete	
20	Design pre-booking screening	Jaclyn Trujeque, Justin Irvin	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	
21	Identify refusal criteria for patients	Jaclyn Trujeque, Justin Irvin, Nicholas Gonzalez, Rebecca Fastle	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	
22	UNM MDC leadership to approve refusal criteria	Adrienne Bachtel, Rebecca Fastle, Rodney McNease	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	
23	MDC legal, Quality, Warden to approve refusal criteria	Adrienne Bachtel	09/18/25	10/31/25	In progress - behind schedule	complete/incomplete	Incomplete	Complete	Waiting on DW Otero; Natalie Vance to follow up. Verbiage was changed on the form so it is now back in legal on the county side
24	MDC P&P to approve the form	Natalie Vance	10/20/25	11/28/25	Not started	complete/incomplete	Incomplete	Complete	
25	update refusal criteria form	Shanna Urrutia	12/01/25	12/05/25	In progress - on schedule	complete/incomplete	Incomplete	Complete	Waiting for MDC approval before finalizing the form
26	Request IT build pre-booking screening in EMR	Laura Johnston	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	ORS has been placed, just waiting on approval from MDC
27	IT to complete pre-booking screening	Laura Johnston	12/01/25	12/05/25	In progress - on schedule	complete/incomplete	Incomplete	Complete	Build is 99% complete, just waiting on final refusal criteria approval form MDC
28	Create education of pre-booking screening	Kyra Taylor	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	
29	Goal #3: Create monitoring process for high-risk patients								
30		Jaclyn Trujeque, Justin Irvin, Kyra Taylor, Shanna Urrutia	09/18/25	10/31/25	Completed				
31	Create rounding process for inmates awaiting transfer from PTC	Justin Irvin, Kyra Taylor	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	
32	Create log for documenting rounds at PTC	Justin Irvin, Kyra Taylor	09/18/25	10/31/25	Completed	complete/incomplete	Incomplete	Complete	If this will be documented directly in the chart, then we will need to create a report we can pull on rounding completion
33	Create tracking tool to track refusals from PTC - Justin to reinvigorate use of Med-3 log	Justin Irvin, Kyra Taylor	09/18/25	11/07/25	Completed	complete/incomplete	Incomplete	Complete	
34	Create hand-off process for shift change regarding high-risk patients	Justin Irvin, Kyra Taylor	09/18/25	11/07/25	Completed	complete/incomplete	Incomplete	Complete	
35	creation of hand-off tool	Justin Irvin, Kyra Taylor	09/18/25	11/07/25	Completed	complete/incomplete	Incomplete	Complete	
36	Education to staff regarding rounding process	Kyra Taylor	09/18/25	11/14/25	In progress - on schedule	Numerator: number of staff trained to rounding process Denomenator: Number of staff needing to be trained for rounding process		100%	
37	Education to staff regarding tracking of refusals	Kyra Taylor	09/18/25	11/14/25	In progress - on schedule	Numerator: number of staff trained to refusal tracking process Denomenator: Number of staff needing to be trained to refusal tracking process		100%	
38	Education to staff regarding use of hand-off tool	Kyra Taylor	09/18/25	11/14/25	In progress - on schedule	Numerator: number of staff trained to the hand-off tool Denomenator: Number of staff needing to be trained to the hand-off tool		100%	
39	Goal #4: Sustainability								
40	Create audit process to see if high risk patients are identified appropriately	Jaclyn Trujeque, Justin Irvin, Kyra Taylor	10/13/25	12/31/25	Not started	complete/incomplete	incomplete	complete	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41	Monitor appropriate identification of high-risk patients	Justin Irvin	01/01/26	n/a	Not started	Numerator: number high risk patients identified appropriately Denominator: total number of high risk patients		100% high-risk patients will be identified pre-booking screening process	
42	Create audit process to monitor rounding compliance	Justin Irvin	10/13/25	12/31/25	Not started	complete/incomplete	incomplete	complete	
43	Monitoring rounding compliance	Justin Irvin	01/01/26	n/a	Not started	Numerator: number of high-risk patients rounded on per process Denominator: Total number of high-risk patients patients identified via pre-booking screening		100% high risk patients will be rounded on	
44	Create process to audit hand-off process	Justin Irvin	10/13/25	12/31/25	Not started	complete/incomplete	incomplete	complete	
45	Monitoring hand-off processess	Justin Irvin	01/01/26	n/a	Not started	Numerator: number of times handoff process used denominator: total number of transactions requiring a hand-off process		Handoff process will be used appropriately 95% of the time	
46	Create process to audit refusal tracking	Justin Irvin	10/13/25	12/31/25	Not started	complete/incomplete	incomplete	complete	
47	monitoring use of refusal tracking tool	Justin Irvin	01/01/26	n/a	Not started	Numerator: number of refusals documented appropriately on refusal log Denominator: total number refusals		100% refusals documented correctly	
48	Create reports for all things possible above: # P1 identified, #P2 identified, #COVS/CIWA identified, etc..	Adrienne Bachtel, Jaclyn Trujeque, Justin Irvin, Kyra Taylor, Laura Johnston, Shanna Urrutia	10/13/25	12/31/25	Not started	Data definitions will be updated as reports created			
49	Goal #5: Open PTC								
50	Open PTC	Justin Irvin	09/18/25	12/31/25	Not started	Open/closed	closed	Open