Developing a Restful Environment Action Manual:

DREAM Toolkit

Implementation Guide

This guide to the Developing a Restful Environment Action Manual (DREAM) Toolkit will help you get started with improving sleep quality for residents living with dementia.

Who can use the DREAM Toolkit?

LEADERSHIP AND SLEEP CHAMPION		ALL STAFF		INTERDISCIPLINARY TEAM	
Implementation Guide	**Sleep Environment Improvement Tool**	**Sleep Matters Video**	**Sleep Handbook**	**DREAM Toolkit Pocket Guide**	**Resident Preferences Tool**

CMS CENTERS FOR MEDICARE & MEDICAID SERVICES

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CMPRP Civil Money Penalty Reinvestment Program

Welcome to the DREAM Toolkit Implementation Guide

What is in the DREAM Toolkit?

The Developing a Restful Environment Action Manual (DREAM) Toolkit offers educational information and tools for nursing home teams to use together to improve resident sleep and quality of life.

Why does sleep matter?

Sleep helps all of us stay healthy, regardless of age. **A resident living with dementia is likely to experience worse physical, mental, and psychosocial well-being if they do not sleep well at night, creating a greater risk of adverse events, including falls.** Your team can take action today to help residents obtain higher quality, uninterrupted sleep. Develop a healthy sleep environment for **residents living with dementia** to promote safety, encourage a quality balance between wake and sleep, and enhance physical and mental health. Use the steps in this guide to get started.

Who can use the DREAM Toolkit?

Implementation Guide
Provides steps on how to get started with the DREAM Toolkit.

Sleep Environment Improvement Tool
Identifies areas for improvement in the environment and day-to-day operations. Suggests strategies to create a restful environment that promotes sleep.

Sleep Matters Video
Introduces the importance of sleep for residents living with dementia. Shows how changes in the way we provide care and complete our work will help residents sleep.

Sleep Handbook
Provides education on the importance of sleep and practical tips to improve sleep quality for residents.

DREAM Toolkit Pocket Guide
Lists trouble-shooting tips to promote sleep for residents who have trouble sleeping.

Resident Preferences Tool
Helps the clinical team collect information on how to improve sleep for each resident.

How can I get started?

This guide will walk you through the following steps to get started with using the DREAM Toolkit:

1. Choose a champion.
2. Identify key areas to improve sleep.
3. Educate and empower staff.
4. Communicate the plan to staff.
5. Reach out to residents and their loved ones.
6. Schedule regular check-ins and track your progress.

Step 1: Choose a Champion

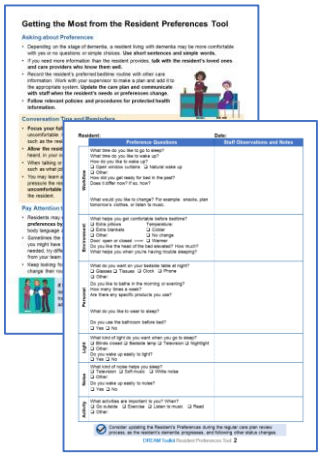
Identify a **Sleep Champion** to lead the rollout of the DREAM Toolkit. The Sleep Champion will work with both the leadership team and staff throughout the home to promote sleep improvement. Once you choose a Sleep Champion, they can lead steps 2 through 6. You can also build a **Sleep Team** to work with the Sleep Champion.

When Choosing a Sleep Champion:

- Pick someone with appropriate authority to make decisions and move things forward.
- Find someone excited to explore new approaches and who can motivate others.
- Encourage them to collaborate with the full interdisciplinary team.
- If building a **Sleep Team**, include staff from different departments and at different levels. Recommend that the team sets regular meeting times.

Step 2: Identify Key Areas to Improve Sleep

Use the **Sleep Environment Improvement Tool** to decide where to focus improvement efforts and how to get started. This tool includes a Sleep Environment Scan and also offers practical approaches to improve sleep, organized by key area (e.g., light, noise, workflow).



Step 3: Educate and Empower Staff

The interdisciplinary team, especially nurses and nurse aides, can make immediate changes to support improved sleep. Let staff know about the focus on improving sleep quality and why sleep matters. Give the team the tools and resources they need.

Everyone Can Make a Difference:

- Encourage managers to use the **Sleep Handbook** in huddles.
- Share the **Sleep Matters Video** with staff.
- Distribute the **Resident Preferences Tool** and support teams to use it.

Step 4: Communicate the Plan to Staff

Once you and your team decide on an approach, develop a plan to communicate important information to staff. Organize your communication strategy by thinking about who needs to know what. Then decide when and how to communicate the information. Consider these questions as you develop your communication plan:

- **Which departments will be involved** in the success of the approach(es)?
    - Examples: dietary, housekeeping, nursing, activities, social work, rehabilitation
- **How do they prefer to receive new information?**
    - Examples: email, in-person meeting, small group huddles, one-on-one discussion
- **Which messages are important to share?** Can any of the other components of the DREAM Toolkit support your efforts to share this information?
    - Example: the Sleep Matters video
- **When do you need to communicate this information?** Communicate before you start the approach. Then decide when it is important to check-in and review progress or concerns from your staff.
    - Examples: care planning meetings, weekly or monthly staff meetings, huddles
- **What resources can you provide for staff** to support them in rolling out the approach(es)?
    - Examples: materials on the tables in the breakroom, a binder of resources

Plan to regularly reinforce with staff the benefits of improving sleep for residents living with dementia. This will be critical for gaining staff buy-in and genuine engagement. Develop a partnership with your staff so that you can work together to troubleshoot unexpected challenges that come up as you create a better sleep environment for residents.

Step 5: Reach Out to Residents and Their Loved Ones

Use this opportunity to tell residents and their loved ones about the exciting plans to improve sleep and quality of life. You will also want to include them as partners to improve sleep and ask about resident sleep preferences.

Share and Request Information:

- Print and distribute "**We are Working to Improve Sleep for Residents**" on the next page, or create your own materials.
- Use the **Resident Preferences Tool** to collect information.
- Request ongoing input and feedback.

Each resident is the number one expert on their own preferences. Ask and engage them first. However, it may be difficult for the resident living with dementia to communicate their preferences and needs. Engage the resident's support system, including loved ones and care providers, to better understand the resident's preferences and needs. Loved ones include representatives of residents living with dementia, such as family, caregivers, friends, and court-appointed guardians. Loved ones may or may not have legal decision-making authority.

We are Working to Improve Sleep for Residents

Why focus on sleep?

Getting older, especially when living with dementia, can make it harder to get to sleep and stay asleep at night. Improving sleep can improve health and lead to better quality of life.

When residents sleep well it:

- Prevents daytime sleepiness so the resident can stay active and engaged
- Lowers risk of falls
- Improves mood

When residents have trouble sleeping it:

- Speeds up memory loss
- Reduces self-care skills
- Increases risk of infection
- Makes residents feel more confused

Medicine is not always the answer.

Your care team works together to determine when medications are appropriate. Psychotropic medications can actually cause sleep issues like insomnia and drowsiness. With long-term use, these medications can also lead to disorientation, memory loss, falls, and increased risk of worsening heart disease. Non-pharmacological approaches for sleep, such as reducing bedroom light and noise, present fewer risks than psychotropic medications.

What are we doing to improve sleep?

We are taking action to help each resident sleep better by focusing on personal sleep and wake preferences, as well as improving the sleep environment throughout the nursing home.

Help us understand what makes it easier for the resident you know to sleep well. Care planning meetings are a great time to share the following information:

- What did their bedtime routine look like at home?
- What comfort items help them sleep?
- What activities might they enjoy during the day?

Step 6: Schedule Regular Check-ins and Track Your Progress

You can measure sleep quality for residents living with dementia directly with fitness trackers (such as bracelet trackers or phone sleep apps). Data that you already use or have access to can also help you **track the progress of sleep improvement by focusing on desired outcomes.** Promoting sleep for residents living with dementia is an ongoing process. Measurable improvement will not happen immediately, but you can look for improvements over time.

Use the steps and table below to get started:

1. Identify your goals and outcomes.
2. Once you know the outcomes you want, find data sources you can use. See the table below for ideas.
3. Figure out your starting point, or baseline. Knowing where you started will make it easier to see improvement over time.
4. Continue to collect and compare data. Share the data with staff during **regular check-ins**.
5. Look at the data to learn what works and does not work in your nursing home. Use this information to adjust future plans to improve sleep quality for residents living with dementia.

Improved Sleep Outcomes	Data Sources
Increase in sleep time for residents	• Fitness trackers worn by residents • Staff observation and daily care notes
Decrease in falls and falls with major injury	• Internal tracking • Discussion with nurses and nurse aides about restorative care
Decrease in illness and infections	• Internal tracking • Updates from infection preventionist, wound care specialists, and respiratory therapists
Fewer challenges in communicating unmet needs or discomfort	• Internal tracking • Staff observation and daily care notes
Increase in resident and loved one satisfaction	• Resident and family satisfaction surveys • Staff observation and daily care notes
Increase in staff satisfaction	• Employee satisfaction surveys • Face-to-face feedback

Get Started with the DREAM Toolkit!

Use this Implementation Guide and other sections of the DREAM Toolkit to plan and make changes throughout your nursing home and for individual residents.

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