



**California Association
of Health Facilities**

Improving Dementia Care through the CAHF Music & Memory Project

Participation Agreement

We would like to join the California Association of Health Facilities (CAHF) Music & Memory project. We understand that this project is being conducted in partnership with the Betty Irene Moore School of Nursing University of California, at Davis (UCD), and a research component carried out by UCD is embedded in the project (refer to the *Research Information Summary*). By agreeing to participate in this project, we are also agreeing to participate in this research component for the duration.

We understand that the project is divided into three phases beginning in August 2015 and concluding in June 2018: 50 NHs will be enrolled in Phase 1, 150 NHs in Phase 2, and 100 NHs in Phase 3, and that CAHF and UCD will assign the phase of participation for our facility. I have indicated our preference for phase assignment by checking one of the boxes below:

- Phase 1, the duration of participation will be up to 30 months from January 2016 through June 2018.
- Phase 2, the duration of participation will be up to 24 months from June 2016 through June 2018.
- Phase 3, the duration of participation will be up to 12 months from June 2017 through June 2018.

As a participating facility we will receive, at no cost to us, the following:

- Certification for employees through training webinars and support provided by MUSIC & MEMORYSM for one year;
- 15 iPod Shuffles, headphones, AC adapters (chargers), two splitters, one hand held speaker, one lap top computer, and a \$75 iTunes gift card;
- A Quality Assurance Performance Improvement Guide to enhance the implementation of the MUSIC & MEMORYSM program.

As a participating facility we agree to complete all of the following requirements:

- Implement and maintain the MUSIC & MEMORYSM program with a minimum of 15 residents that suffer from dementia or other mental, social or physical challenges. A minimum of eight of these residents must have a diagnosis of dementia. Nursing homes with primary focus on short stay, have fewer than 15 total residents, or have fewer than 8 residents with a diagnosis of dementia will be reviewed on a case by case basis for eligibility. This implementation will include an individualized assessment and care plan for the use of an iPod Shuffle with a personalized music playlist as part of the care and treatment routine for these residents.

NOTE: The use of the MUSIC & MEMORYSM program, as an opportunity for NH residents to listen to music, is a normal part of the general social activities offered in NHs and considered within the scope of routine, person-centered nursing care. As part of your NH's participation in the CAHF Music and Memory Project, decisions to begin/continue use of the MUSIC & MEMORYSM program with specific residents should be based solely on your facility's individualized assessment and care planning for each resident.

- Provide a minimum of five employees to complete MUSIC & MEMORYSM certification and implement the program consistently, including: one representative from each of the categories listed below. Two of these representatives must be designated as project leads – a primary and an alternate.
- Ensure that executive leadership and project leads attend one to two CAHF/UCD Orientation Webinars.
- Submit information for the research component of this project (refer to the *Research Information Summary*). If at any point, a decision is made to stop participation in the research component, or you fail to comply with participation requirements for three consecutive months, you may be dropped from the program and will be required to return the equipment.
- Agree to replace any equipment provided through the CAHF Music & Memory project should it become damaged or lost. Agree to reassign the equipment to a new resident should the original resident no longer reside in the facility or, is determined that this music activity is no longer appropriate for the resident based on individualized assessment and care planning. Upon reassigning the equipment, an individualized assessment and care plan for the new resident should be completed prior to use.

(1) executive leadership (i.e., Licensed Nursing Home Administrator or other organization-level executive with decision-making authority)

_____ (Name)

(2) nursing leadership (i.e., the Director of Nursing or their designee, Director of Staff Development)

_____ (Name)

(3) activities department (i.e., Activities Director)

_____ (Name)

(4) CNA

_____ (Name)

(5) One other staff or volunteer of choice

_____ (Name)

*(Indicate which two of these are project leads with an *)*

For more information, please go to www.cahf.org or contact Amanda Davidson, Music & Memory Program Coordinator at (916) 432-5209, adavidson@cahf.org. For more information about the research component of this project please contact the UCD research team at 916-734-7319 or email us at hs-musicmemresearch@ucdavis.edu

We agree to the participation requirements as described above and in the *Research Information Summary* through June 2018 and agree to meet all project expectations, including submitting the data for the research component as outlined therein.

Signature of Authorized Executive-level Facility Representative

Printed name and Title of Authorized Executive-level Representative Email

Primary Project Lead Phone Number Email

Alternate Project Lead Phone Number Email

Facility Name Address Phone Number

Mailing Address (if different from physical address) CMS Certification Number (CCN)

**Additional signature required on Research Information Summary (see Page 7)*



Improving Dementia Care through the CAHF Music & Memory Project

Research Information Summary

The California Association of Health Facilities (CAHF) and the Betty Irene Moore School of Nursing University of California, at Davis (UCD) have partnered on this three-year project entitled *Improving Dementia Care through the CAHF Music & Memory Project* (hereafter referred to in this document as the CAHF Music & Memory project). The project is funded by the California Department of Public Health (CDPH) Licensing and Certification Program through the federal Civil Monetary Penalty fund administered by CDPH under contract #15-10334.

A research component carried out by UCD is embedded in the project. The research focuses specifically on the how NHs implement the MUSIC & MEMORYSM program and how residents respond to the personalized music.

NOTE: Use of the music with residents is a normal part of the general social activities offered in NHs and considered within the scope of routine person-centered nursing care. As part of your NH's participation in the CAHF Music and Memory Project, decisions to begin/continue use of the MUSIC & MEMORYSM program with specific residents should be based solely on your facility's individualized assessment and care planning for each resident.

The overarching objective of the overall project is to improve dementia care in California skilled nursing facilities (NHs) through: (a) use of the MUSIC & MEMORYSM program; and (b) testing a quality assurance performance improvement (QAPI) tool developed by UCD to support the implementation of MUSIC & MEMORYSM.

What are roles of CAHF and UCD in this project?

As the lead organization for this project, CAHF will: recruit and enroll NH organizations to participate in this project; provide funding for MUSIC & MEMORYSM Certification and equipment for all enrolled NHs (refer to CAHF Music & Memory Project Agreement); disseminate this equipment to participating NHs; and coordinate with UCD to receive information for the research component of the project, with follow-up, as necessary, to the enrolled NH organizations.

CAHF contact: Amanda Davidson, Music and Memory Program Coordinator
916-432-5209, adavidson@cahf.org

As an independent research team, UCD will:

- Communicate with NHs about the research component through email, webinar, telephone or other means as needed to provide information about the research component and/or to update various NHs about changes in the project. This will include expectations for participation, data collection methods, projected timing of start-up, webinars and other study related information. It may also include communication to clarify processes.
- Receive study related materials from the NHs via email, online survey, and telephone interviews.
- Randomize the NHs organizations to one of two groups (intervention or control) and notify the NHs as to which group they were assigned and provide study related materials.

- Collect and analyze the information submitted by NH organizations.

UCD contacts: Co-principal Investigator Debra Bakerjian, PhD, APRN, FAAN, FAANP
Co-principal Investigator Elena O. Siegel, PhD, RN
Project Manager: Kristen Bettega
hs-musicmemresearch@ucdavis.edu 916-734-7262

Who is eligible to participate in this research?

Nursing home organizations enrolled in the CAHF Music & Memory project will automatically enroll in the research component of this project. Please refer to the *CAHF Music & Memory Participation Agreement* for the enrollment requirements.

How many NHs will take part in this study?

A total of up to 300 NHs in California will participate in this study. The project is divided into three phases: up to 50 NHs will be enrolled in Phase 1; up to 150 NHs in Phase 2; and up to 100 NHs in Phase 3.

What can we expect to happen for the research component of the CAHF Music & Memory project?

Pre-enrollment

- Information submitted by NHs as part of the CAHF Music & Memory project enrollment requirements will be part of this research, including:
 - (1) CAHF Music & Memory Participation Agreement and Research Information Summary
 - (2) Enrollment Survey (*General facility-level information, staffing models, QAPI experience*)

Post-enrollment

- The duration of a NH organization's participation in this research will correspond with CAHF MUSIC & MEMORY project enrollment/participation:
 - If a NH organization enrolls and participates in Phase 1, the duration of participation will be up to 30 months.
 - If a NH organization enrolls and participates in Phase 2, the duration of participation will be up to 24 months.
 - If a NH organization enrolls and participates in Phase 3, the duration of participation will be up to 12 months.
- Once enrolled in the CAHF Music & Memory project, all NHs will receive: MUSIC & MEMORYSM Certification and equipment from CAHF; and the QAPI at a Glance and the HSAG Companion (both publicly available documents to guide quality improvement) from UCD. The UCD research team will randomly assign NHs to one of two groups:
 - Group 1 (Intervention Group) will be invited to participate in a one-hour webinar to learn about and receive a UCD-QAPI resource/tools developed by the UCD research team;
 - Group 2 (Control Group) NHs will implement MUSIC & MEMORYSM and provide usual resident care following their usual improvement processes and will receive the UCD-QAPI resource/tools at the end of their second phase of enrollment or at the end of the project (if still actively enrolled at the end of the project), whichever is sooner.
- Throughout NH enrollment in the project, the UCD research team will collect information from electronic surveys and interviews. Two types of surveys will be used to collect information: a **Baseline MDS Survey** and a **Quarterly Implementation/MDS Survey**. In addition, invitations to participate in a telephone interview will be sent (no more than once per phase).

Table 1 provides details about each type of information requested, the schedule for requests, and estimated time requirements for each type of request.

Can my organization stop being in the study? What are our rights if we take part in this study?

This research is embedded in the CAHF MUSIC & MEMORY project. Your enrollment in the CAHF MUSIC & MEMORY project is completely voluntary and you may stop at any point in time and return the equipment. While enrolled, you remain part of the study. Submitting the information requested for this study will be deemed consent by the organization to participate in the research component.

What are the risks & benefits to taking part in this study?

Your NH organization's participation in this study is not reasonably expected to place the NH organization or employees or residents at risk; however, there is a minimal risk of loss of confidentiality. Neither the NH organization nor the employees will personally benefit from being in this study.

Will my information be kept private?

We have established appropriate administrative, technical and physical safeguards in order to ensure that the survey information provided is kept private; however, we cannot guarantee total privacy. While we will not purposefully disclose or share this information with any unauthorized personal, the information may be released if required by law. In addition, designated University officials, including Institutional Review Board and the sponsor have the authority to review the research records. The information provided on the electronic surveys and by email will be saved on a secure, protected network drive, accessible only by the research team, and assigned a unique facility identifier. Use of unique facility identifiers is related to the enrollment and implementation surveys. We have requested that all resident-level data be submitted in a de-identified format, using a tracking number that the facility assigns – and does not provide the link between names and tracking numbers to UCD. Interview information (recordings and transcripts) will be labeled with the unique facility identifier number; any names of employees disclosed while participating in the interviews will not be shared with anyone outside the research team and not disclosed in any dissemination. We will keep the link between the unique facility identifier and the NH organization name in a separate file saved on the secure, protected network drive; we will destroy the link after the study is completed. We will notify you if any of the survey information is inadvertently disclosed to any unauthorized entity. If we publish or present the results of this research, we will do so in a way that does not identify the organization or employees or residents. All electronic files will be kept on a secure network drive and any paper copies will be kept in a locked file.

Do the investigator(s) have a financial interest in this study?

The Investigators do not have any financial interest in this study.

Who can answer my questions about the study?

If you have questions or concerns about this study, you can email the UCD research team at hs-musicmemresearch@ucdavis.edu or call the UCD research team at 916-734-7262. For questions about your rights while taking part in this study call the IRB Administration at (916) 703-9151 or write to IRB Administration, CTSC Building, Suite 1400, Room 1429, 2921 Stockton Blvd., Sacramento, CA 95817.

The IRB Administration will inform the Institutional Review Board which is a group of people who review the research to protect your rights. The IRB Administration has also developed a web site designed to make you familiar with your rights. The web site discusses your basic rights as a research participant, an explanation of the informed

consent process, and suggested sample questions to ask the research investigator regarding your participation in the study. This web site can be accessed at: www.research.ucdavis.edu/IRBAdmin.

I understand that our NH organization’s enrollment in the CAHF MUSIC & MEMORY project includes a research component. The signature below serves as authorization for our NH organization to submit information to the UCD research team for this research component of the project, as outlined in this Research Information Summary. I understand that the data submitted will be used for research. All correspondence about this research, including requests for information and interviews, should be directed to me at the email address listed below, and to the Primary/Alternate Project leads listed on the CAHF Participation Agreement, and/or other designees. I will advise the UCD research team by email if another individual will serve as the NH organization’s authorized representative for this project.

My signature below indicates that, as an executive-level facility representative (i.e., Executive Director or Licensed Nursing Home Administrator), I have signature authority to sign this agreement.

Name of organization

CCN (required)

Authorized executive-level facility representative: Name (printed)

Title

Authorized executive-level facility representative: Signature

Email address of authorized executive-level facility representative (print clearly)

Telephone number

Table 1. Summary of the post-enrollment information collected for the research component of this project

All requests for information will be emailed to the project lead and authorized executive-level facility representative that signed the Research Information Summary and/or others, per email notification to UC Davis, designated to receive information requests.

*All resident information provided to UC Davis should be anonymous (de-identified). We will provide you with a tracking form and instructions to assign an alphanumeric identifier to each resident. You will use the resident's alphanumeric identifier each time you provide information about that resident throughout the study. We recommend keeping a duplicate copy and/or electronic version of the tracking form accessible to multiple members of the CAHF Music and Memory project leadership team to ensure the tracking form is available for reference each time a survey is completed. **Do not provide the tracking form to UCD.***

<p>Baseline MDS Survey: <u>Select</u> information from the most recent Minimum Data Set reports for the 15 residents your NH has identified to use the MUSIC & MEMORYSM program</p>	
When:	Upon receiving notification from CAHF that your facility has completed the MUSIC & MEMORY SM Certification, we will send an electronic survey link and instructions.
Time required:	We estimate it will take approximately 30-60 minutes to complete and submit the survey for all 15 residents.
<p>Quarterly Implementation/MDS Surveys: Three types of information will be collected on this survey</p> <ol style="list-style-type: none"> 1. Facility information about implementation of the MUSIC & MEMORYSM program and use of QAPI resources to support the implementation process 2. Resident information about current use of the MUSIC & MEMORYSM program* (i.e., how residents respond to the music, how often they use the music, and amount of listing time). The information requested should be available in your normal process of activities charting or data from CNA or charge nurse charting and is not collected solely for research. 3. Resident information from the most recent Minimum Data Set for the 15 residents currently identified to use and/or currently using the MUSIC & MEMORYSM program*. <p><i>* Residents may be discontinued from using the program for a variety of reasons, such as transferring out of the NH, passing away, or no longer benefitting from the program. Using your usual assessment and care planning process, NHs should identify another resident to replace residents discontinued from the program. If a resident has been discontinued from the program, do not include that resident's information in the survey. If a new resident has been identified to replace a discontinued resident in the program, the new resident's information will be included in the survey.</i></p>	
When:	Quarterly
Time required:	We estimate it will take approximately 2-3 hours/ quarter to complete and submit the survey
<p>Interviews: We will conduct telephone interviews about NH experiences related to implementing MUSIC & MEMORYSM and using QAPI resources to implement the program. When you receive the email invitation to participate in an interview, you will be asked to share the invitation and attached Research Information Summary with key members of the project team that might have information to share about how the NH is implementing M&M, general resident responses, and the NH's QAPI program. A group interview will be held if more than one individual is interested in participating in the interview.</p>	
When:	Once per study phase. We will ask you to identify potential dates/times of convenience for the interview and contact the UCD Research Team to schedule the interview.
Time required:	The interview will last up to 60 minutes. If needed, a brief follow-up call may be requested to clarify/confirm information from the interview.