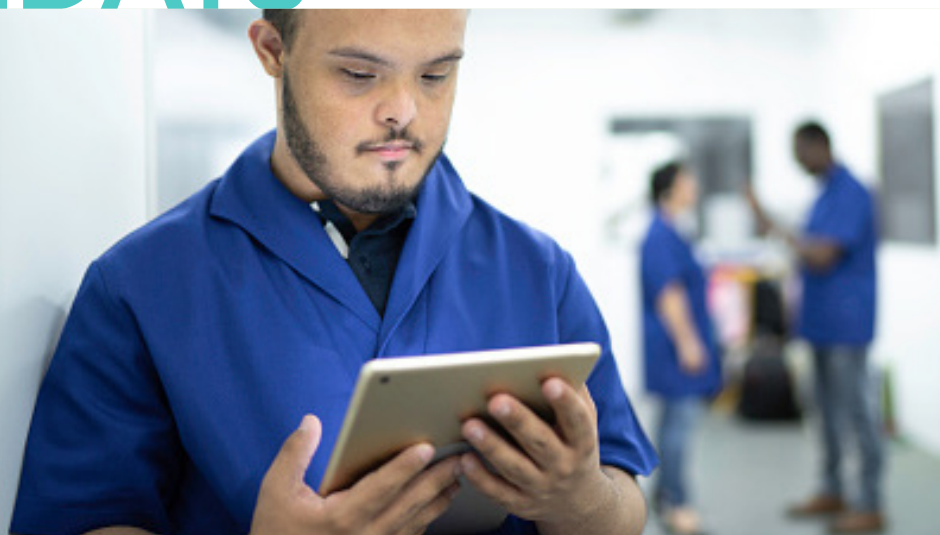




FLASH FRIDAYS

February 17, 2023

Flash Fridays will be distributed weekly on Fridays to prepare you for upcoming surveys like The Joint Commission or State of WI surveys. The Continual Readiness information provided will pertain to all areas within NCHC, from Behavioral Health to Skilled Nursing Care, however some information may be more specific to one survey. Some may only pertain to clinical staff, but always read it thoroughly. If you have questions, ask your Team Leader to explain how the topic relates to your program or department.



THE JOINT COMMISSION IS COMING SOON! OUR SURVEY WINDOW IS FEBRUARY 5, 2023 – AUGUST 5, 2024

ACCESSING AND SEARCHING FOR POLICIES

NCHC uses the learning management system (LMS) UKG Pro-learning to store and access organizational policies. Staff can access the policies from any computer, as the software is web based. In the event of a power outage or the policies are unavailable, contact your manager, department on-call, or the Occurrence Reporting Hotline at x4488 for policies and procedures.

LOGGING IN TO UKG LEARNING



1. Click the UKG (UltiPro) icon on your desktop.
2. Enter User ID (NCHC email address)
3. Enter Password (same as current password)

SEARCHING FOR A POLICY

1. After logging in, click the **LIBRARY** tab on the top navigation bar.
2. Once on the Content screen, locate the **CATEGORIES** section on the right.
3. Under Categories, expand **POLICIES** or **PROCEDURES** tab to view categories.
4. Locate and view desired content and documents here.

The Ultimate Spot - to learn and grow

Academy Library

NOTE: You can also use the search box at the top of the screen to type in the name of the policy you are looking for or a keyword.

Using the search tool after you have selected a category or subcategory, will display search results contained only for that category or subcategory. (When a category or subcategory is selected, it will remain highlighted.)

General ▾

- All categories
- ♥ Favorites
- 🕒 Recently Viewed
- ★ Most Popular
- Bylaws, Manuals and Plans
- Continual Readiness >
- Employee Updates
- Forms & PP Resources >
- Job Descriptions >

• Policies ▾

- Accounting
- Acute Care Services (Adult & Youth)
- Administration
- Adult Protective Services
- Aquatic Services
- Behavioral Health Service
- CCIT
- Community Living (Adult Day Services, Prevocational Services, DD Services, Residential CBRF, Supported Apartment & Sober Living)

Questions? Contact your manager or team leader and ask them about your role in the survey process.