



## Cassia Hastings Senior Health & Living Community Information Sheet

**Address:** 930 West 16<sup>th</sup> Street, Hastings, MN 55033

**Rehab Phone:** (651) 480-5988

**Rehab Director:** Steve Hett Cell: 612-875-6932 Direct: 651-480-5985 Fax: 651-480-5992

**Weekend Coordinator:** 952-495-6018

**In case of an emergency:** Look at phone screen and push the “All page” button on the nearest phone and page “Nursing Stat to (your location).” CPR masks are located on the wall to the left of the door to the stairs. Outpatients – need to call 911.

**Parking:** Avoid visitor parking spots.

**Covid-19 Procedures:** Enter through the front entrance of the building you will need to screen yourself.

- Complete screening form.
- Take your temperature and enter on the form.
- Mask and a face shield/eye protection are required when you are in the building.

**Nursing Moms:** The 1<sup>st</sup> floor bathroom by the nurses’ station has a comfy chair and an outlet available.

### **REHAB DEPARTMENT:**

**Key:** Lock box on the door the code is “2000.” This key opens the therapy office and the treatment room next door.

**Therapy Gym:** The therapy gym is located on first floor. If you use the elevator by the dining room you will enter the therapy gym directly.

**Therapy Office:** As you exit the elevator the therapy office is to your right.

**To Call for Admissions on the Wknd.** Dial 651-437-6176 then dial 0 and ask for the manager on duty or the TCU nurse.

**Location of Soft Charts:** Soft Charts for OT are in binders kept in the therapy department. PT soft charts are in the black box. Generally, your schedule will be set up for you. If you need the soft charts please check the binders and the black box. (Black box is in the corner of the room next to the far computer).

**Forms:** All forms are located in the top drawer of the short file cabinet next to the tall file cabinet as you walk in the door. The drawer is labeled “Forms.”

**Schedules:** The schedules are on the desk opposite the printer/countertop. The ST schedule will be on the speech desk next to the tall filing cabinet.

**Precautions Communication Sheet:** This will be next to the schedules.



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**Standing House Orders:** We have standing house orders to eval and treat all TCU residents. If there are no orders in the chart please go ahead with the eval. Also please note that for all residents, some of our orders are written in the electronic chart and may not be visible to you. If you have an eval on your schedule please be assured that the RD or Lead Therapist has checked the orders and you are ok to proceed with an eval.

**Lap Tops:** Laptops for the weekend will be set out with the Daily Activity Log for each therapist. Please put the Laptops back where you found them for possible evaluations on Sunday. Please plug the Laptops in when done.

**Blood Pressure Cuffs:** BP cuff is located in the back room/corner treatment room.

**Oximeter:** On the Vitals stand. Two are located in the back room/corner treatment room.

**Modalities:** All modality equipment is located in the corner treatment room right next to the therapy staff office. The key to the staff office opens the treatment room. Please refer to the Modality Policy & Procedure in the Clinical Policy & Procedure Manual tab #38 located in the far right white cabinets by the clock.

**CPM:** Nursing staff will initiate CPM's. If you make any recommendations regarding changes please check the chart to make sure they are in line with physician's orders.

**OT Cognitive assessment materials:** Located in the OT kitchen area.

**ADL equipment:** Located in the OT department in the closet to the left of the kitchen sink.

**Copy Machine Code:** N/A. **There is a copy machine in the therapy office.** Also one in the 1<sup>st</sup> floor nurses' station.

**Door codes:** There are keypads on certain stairwells and to get on/off the TCU unit. The code is 4621 for all keypads in the building. If no keypad is present, there is a black push button to allow access to some secure doors. Most doors with codes have the codes printed on a sign near the door or keypad.

**Elevator code:** N/A

**Meal Times:** Breakfast: 7:45-8:30  
Lunch: 11:45-12:30  
Supper: 5:30-6:15

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***At the end of their day therapists must:***

- Complete Progress Notes with e-signatures and billing codes.
- Complete progress notes as noted on Rehab Optima.
- Complete labor log on Rehab Optima.



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***Therapists completing evaluations:***

- Complete Evaluation on Rehab Optima.
- If you are completing evaluations, complete Rehab Optima requirements.
- Do not do eval only. Call the weekend manager if you think the pt is not appropriate for therapy or put them on for a few follow up visits to ensure we are getting a complete picture of the pt's status before completely discharging.
- If you cannot find eval orders for pts on TCU, please leave a note with the eval and we will enter it into the electronic chart.

***Discharges:*** Please do not discharge a resident unless the primary therapist specifies it.