**Purpose:** Recover Care and Holiday Properties leaders will review current client census, move-ins, and pending discharges, weekly, at a minimum. Team members will follow the below agenda to ensure all areas are discussed weekly.

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| **Review Current Client Census*** Any Recover Care follow-up needed?
* Any Holiday follow-up needed?
* Anyone at risk for move-out?
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| **Review Prospective Move-Ins*** Any tours scheduled this week?
* Where were prospective residents referred from?
* What can Recover Care provide to support Holiday marketing of new clients?
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| **Review upcoming move-ins*** Will Recover Care be providing services?
* What care coordination is required to support the client at move in?
* Will the client be initiating services with Recover Health?
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| **Review Pending Move-Outs*** Can Recover Care help avoid the move-out?
* What care coordination needs to occur for the client?
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| **Discuss Upcoming Marketing Events / Community Events*** Who is going?
* Is there opportunity for joint marketing?
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| **Review Personnel** * Any concerns with current employees?
* Any new Recover Care employees?
* Any new Holiday employees?
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| **Review any other outstanding questions or concerns** |
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