**Blue Folder Brigade**

**Find us at**
http://www.med.umich.edu/umshsr/supervisor/bfb.htm

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**September 2012 Bulletin**

Providing Updates on Blue Folder Requirements & Issues

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<th><strong>TJC Survey</strong></th>
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| As a reminder, we are already within the “window” of time when TJC could arrive for an unannounced survey. To prepare, we’re asking that you make sure your folders are in order.  
| We are also updating the entire BFB Contact List; we have a number of new/updated department names and numbers, as well as staff changes to include. We will send out the list soon, requesting your assistance with the update. |

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<th><strong>PSV Matrix Updates</strong></th>
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| With your assistance, the PSV Matrix was recently audited and the results have been posted. You can find the updated document [here](http://www.med.umich.edu/umshsr/supervisor/bfb.htm) and on the BFB web site.  
| This document is the definitive resource to determine which job classifications fall under TJC’s requirement to verify licensure (or certification or registration) with the issuing institution. The PSV Matrix is constantly changing, with new jobs and/or credentials being added frequently. We need your assistance to maintain the accuracy of this resource; please review it occasionally to insure that it reflects the actions of your department. Additionally, temporary job classes requiring licensure which falls under PSV requirements have been added to the PSV Matrix. |

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<th><strong>Manage Competency Entries</strong></th>
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| Each year, departments are required to enter the performance evaluation scores for each employee into the Manage Competency panel of MPathways. Beginning last year, the Salary Program Spreadsheets have allowed for batch uploading of the evaluation scores of non-bargained for employees. The worksheets include the employees for which departments can submit batch uploads; the scores for employees not on the spreadsheets must be manually entered into the Manage Competency panel.  
| It is a good practice to run the Manage Competency Report for your department(s) and/or static group(s), even if all scores were entered onto the Salary Program Worksheet. Directions to run the report can be found [here](http://www.med.umich.edu/umshsr/supervisor/bfb.htm) and on the Blue Folder Brigade web site.  
| Directions for entering the evaluation scores into the Manage Competency panels of MPathways can be found [here](http://www.med.umich.edu/umshsr/supervisor/bfb.htm) and on the BFB web site. If you don’t have access to the Manage Competency panel (which is shared with access to the Blue Folder Audit Tool), tell us with an email to: BRBRIGADE@med.umich.edu. |

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**Blue Folder Audits - More Labs Scheduled**
Audits are your way of knowing if your Blue Folders are in order and ready for a survey by The Joint Commission. Each folder must be audited once per calendar year, with the results being entered into the Blue Folder Audit Tool in MPathways. (If you don’t have access to the Blue Folder Audit Tool, which is shared with access to the Manage Competency panel, tell us with an email to: BRBRIGADE@med.umich.edu.)

The BFB web site is full of resources to help you maintain and audit your folders. We also offer 2-hour labs to assist you; labs cover what goes in the folder, how to audit them, and how to enter data into the Audit Tool.

Two labs are currently scheduled, with more on the way:
- Wed, Sept 12, 2 – 4pm, NCAC Room 2301
- Wed, Sept 19, 2 – 4pm, NCAC Room 2301

Send us an email to reserve your seat in one of the labs!

In preparation for the upcoming TJC survey, we are also available for 1-on-1 assistance with your audits. Let us know if you need help.

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**Contact Us:**

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Questions to Nancy Dashner nanthomp@med.umich.edu