TJC Survey Window
As a reminder, we are currently within our “window” of time to be surveyed by The Joint Commission, so as our window gets smaller and smaller, each day increases the likelihood of a visit. Now is the time to get your folders in order, so please check for deficiencies, check the Blue Folder Brigade web site, attend a Blue Folder Lab (dates/times below) or feel free to contact us if you have questions.
HR will also continue conducting unannounced mock audits, so you may hear from us.

Fixing Folders
Many, although not all, of the deficiencies in blue folders can be corrected. Now is the time to get these items fixed. It’s important that folders are audited to find problems. Once audited, folders can be corrected by using The Fix-The-Folder-Chart from the BFB web site. The chart details how to correct most of the items that may be missing in the folders. In cases, instructions are included for what to do when documents can’t be replaced.
Let us know if you have questions about the chart or if you have action items not included on it.

Best Practices
Several of you answered our call for your blue folder tips to generate Best Practices to assist other Blue Folder Brigade members. Here are some ideas to help your department get completed documents into the folders:
- Use a dated system as reminders to supervisors when it’s time to conduct evals for each employee
- Evals can be sent via (delayed delivery) email or pre-printed and distributed via due date
- Use spreadsheets or databases to track which evals have or have not been received
- Send repeating reminders to supervisors when documentation is missing
We would still like to hear from those of you who have ideas to share with us. What ways have you found to ensure that folders are compliant?

BFB Labs for 2016
Blue Folder Labs are offered several times monthly, at NIB 6B16. Labs cover what goes in the folders, how to audit them, and how to use the audit tool. 2016 labs are listed to the right. To register, email BFBrigade@med.umich.edu.

Contact List
As always, please take a look at the contact list to be sure that all of your departments are listed accurately. Let us know if something is missing or incorrect on the BFB Contact List.

CONTACT US:
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