
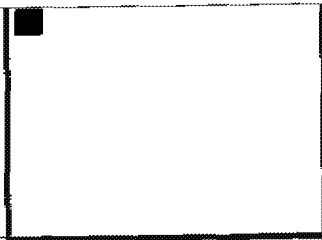




NAME: CHRIS GRANT TITLE: PROGRAM DIRECTOR – HECKMAN AREA  
 MANAGER: MARY HECKMAN CALENDAR PERFORMANCE YEAR: 2011

PERSONAL OBJECTIVES AND PERFORMANCE SUMMARY – MID-YEAR/ANNUAL ASSESSMENT				
<b>INSTRUCTIONS:</b> Please enter your objectives and the respective key deliverables in the space provided below. Your Performance Management folder includes instructions on writing "SMART" objectives. You and your manager should work together to determine the weighting of each objective.		<b>RATING SCALE DEFINITIONS:</b> 5 – Exceptional performance; significantly exceeded expectations 4 – Excellent performance; achieved objective and exceeded most expectations 3 – Fully acceptable and satisfactory performance; met all expectations and achieved objective 2 – Moderately competent performance; partially achieved objective 1 – Unacceptable performance; failed to meet objective. Action required		
OBJECTIVES	KEY DELIVERABLES	RESULTS ACHIEVED	WEIGHTING % (COLUMN SHOULD SUM TO 100%)	RATING SCALE 1-5 (SEE DEFINITIONS ABOVE)
ACHIEVE REVENUE AND EARNINGS TARGETS FOR FACILITY AND REHABCARE	<ul style="list-style-type: none"> <li>MEET AND EXCEED BUDGETED REVENUE</li> <li>MEET AND EXCEED BUDGETED CONTRIBUTION \$ AND %</li> <li>MTPR TARGETS MET – Staff and PD</li> <li>RUGs Distribution</li> <li>Med B/LTC Programming</li> <li>LOS</li> </ul>	• • • • • •	45	■  Goal – 82% Facility Goal – 70% UH for '12 Goal 10% for '12
ESTABLISH AND EXECUTE DEVELOPMENT PLAN FOR THERAPIST	<ul style="list-style-type: none"> <li>COMPLETE REVIEWS (90 DAY AND ANNUAL) AND ESTABLISH GOALS FOR EACH CLINICIAN.</li> <li>ENSURE THAT ALL EMPLOYEES WITHIN AREA OF RESPONSIBILITY HAVE FULLY DEVELOPED PERFORMANCE OBJECTIVES AND GOALS AS RELATED TO ABOVE MENTIONED REVIEWS.</li> </ul>	• •	10	■
ACHIEVE AND MAINTAIN STAFFING MIX TO ACHIEVE BOTH CLINICAL AND FINANCIAL GOALS	<ul style="list-style-type: none"> <li>WORK WITH RECRUITING AND HUMAN RESOURCES TO ESTABLISH APPROPRIATE STAFF MIX AND ELIMINATE STAFF TURNOVER</li> <li>Attend Weekly staffing/Recruiting Calls</li> </ul>	• •	10	■
FOLLOW ROUTINE REVIEW OF THE BUSINESS DRIVERS SET BY THE DO EACH WEEK AND MONTH	<ul style="list-style-type: none"> <li>DAILY REVIEW OF MTPR</li> <li>ROUTINE REVIEW OF TCMT (DASHBOARD) WITH ONGOING COMMUNICATION WITH DO</li> <li>MONTHLY REVIEW OF P&amp;L WITH UPDATE TO DO</li> <li>TIMELY SUBMISSION OF ALL REPORTS TO DO</li> <li>INITIATE COMMUNICATION WITH DO – BUSINESS DRIVERS</li> <li>Outcomes - &gt;90% completion rate</li> <li>Missing Physician/Orgs/DC Destinations – all complete</li> <li>Chart Audits completed timely</li> <li>Documentation Checklists – done daily</li> </ul>	• • • • • • • • • •	10	■

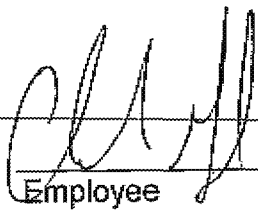
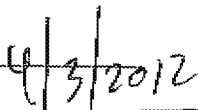
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MAINTAIN GOOD CUSTOMER SERVICE AND RELATIONSHIPS WITHIN FACILITY	<ul style="list-style-type: none"> <li>• NO CONTRACT CANCELLATIONS BASED ON POOR PERFORMANCE</li> <li>• CLIENT CONCERNS ARE RESPONDED TO AND RESOLVED QUICKLY</li> <li>• SCHEDULED MONTHLY MEETING WITH ADMINISTRATOR /ED TO REVIEW CUSTOMER REPORT – Reports signed/Fax to DO</li> <li>• INITIATE COMMUNICATION WITH DO ABOUT ANY ISSUE OR CONCERNS OF THE FACILITY</li> </ul>		25	
Performance Rating for Individual Objectives>>				

**INDIVIDUAL DEVELOPMENT PLAN**

<b>STRENGTHS AND DEVELOPMENT NEEDS:</b>	
<b>STRENGTHS:</b>	
• Organization – department/staffing needs	
• RUGS management	
• Clinical Development of Staff	
<b>DEVELOPMENT NEEDS:</b>	
	

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Manager	Date	Next Level Manager	Date
			4/3/2012 
		Employee	Date