	OF DEFICIENCIES	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CO		(X3) DATE SURVEY COMPLETED	
		IDENTIFICATION NOMBER.	A. BUILDING:			
		MHL045-127	B. WING		R 10/08/201	8
AME OF PI	ROVIDER OR SUPPLIER	STREET A	DDRESS, CITY, STATE	. ZIP CODE		
			DDLE FORK ROAD	,		
QUINOX	RTC		RSONVILLE, NC 28	792		
(X4) ID			ID	PROVIDER'S PLAN OF C		(X5)
PREFIX TAG		Y MUST BE PRECEDED BY FULL SC IDENTIFYING INFORMATION)	PREFIX TAG	(EACH CORRECTIVE ACTION CROSS-REFERENCED TO TH DEFICIENCY	HE APPROPRIATE D.	IPLET DATE
V 000	INITIAL COMMENTS		V 000			
	completed on 10/8/18 unsubstantiated (Intal Deficiencies were cite This facility is license	ke # NC00143266).				
V 114	Treatment for Childre 27G .0207 Emergence	n or Adolescents.	V 114			
	10A NCAC 27G .0207 AND SUPPLIES (a) A written fire plan area-wide disaster pla shall be approved by authority. (b) The plan shall be and evacuation proce posted in the facility. (c) Fire and disaster of shall be held at least repeated for each shi under conditions that	7 EMERGENCY PLANS for each facility and an shall be developed and the appropriate local made available to all staff dures and routes shall be trills in a 24-hour facility				
	failed to conduct fire a on each shift. The fin Review on 10/8/18 of for October 2017 thro revealed: October 2017 - Decer	ew and interview the facility and disaster drills quarterly dings are: the fire and disaster drills ugh September 2018				

RECEIVED

JFEV11

PRINTED: 10/12/2018

	FOF DEFICIENCIES	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	. ,			URVEY ETED
				A. BUILDING:		
	MHL045-127		B. WING		F 10/0	8/2018
AME OF P	ROVIDER OR SUPPLIER	STREET	ADDRESS, CITY, STA	TE, ZIP CODE		
	RTC	2420 MI	DDLE FORK RO	AD		
		HENDEI	RSONVILLE, NC	28792		
(X4) ID PREFIX TAG	(EACH DEFICIENC	ATEMENT OF DEFICIENCIES Y MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORI (EACH CORRECTIVE ACTION S CROSS-REFERENCED TO THE A DEFICIENCY)	HOULD BE	(X5) COMPLET DATE
V 114	2nd and 3rd shifts. January 2018 - Marcl -No documentati 1st and 2nd shifts. Interview on 10/8/18 Director/Founder reve -Around mid year of 2 process to ensure fire done as required. -That was probably ri prior to this change.	on of disaster drills for the h 2018 on of disaster drills for the with the Executive ealed: 2018 he changed the e and disaster drills were ght that some were missed itutes a re-cited deficiency	V 114	Equinox Policy and Procedure require and fire drills be run quarterly across Unfortunately, prior residential leaders given charge of the completion of the consistent in their completion. We ha corrected this issue—as is evidenced that during Q2 and Q3 2018 all drills of completed. The system that we put in this mismanagement is designed to a deficiencies in this area. Primary resp training on and conducting disaster an been reassigned to our Facilities Dire individual has specialized knowledge campus which will assist in the approp is very well-organized. Although the s we have disaster and fire drills quarte shift, we have operationalized this rec goal to conduct one of each drill even year. Furthermore, if we have any rei events, we critically evaluate our perfi following policy and provide feedback more smoothly. We have had great s approach over the last six months and continued success in its implementati	all three shifts. ship—who was se drills—was not ve already by the recognition were appropriately n place to correct lso prevent future ponsibility for nd fire drills has ctor role. This pertaining to our priate training, and state defines that rly across each quirement with a y month of the al-life disaster pormance around on what could go uccess with this d anticipate	
V 118	 only be administered order of a person aut drugs. (2) Medications shall clients only when aut client's physician. (3) Medications, inclu administered only by unlicensed persons to pharmacist or other le privileged to prepare (4) A Medication Adm 	9 MEDICATION istration: n-prescription drugs shall to a client on the written horized by law to prescribe be self-administered by horized in writing by the ding injections, shall be licensed persons, or by rained by a registered nurse, egally qualified person and and administer medications. hinistration Record (MAR) of d to each client must be kept	V 118			

	OF DEFICIENCIES	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:			(X3) DATE SURVEY COMPLETED	
		A. BUILDING:				
		MHL045-127	B. WING		R 10/08/2018	
NAME OF PI	ROVIDER OR SUPPLIER	STREET A	ADDRESS, CITY, STATE	, ZIP CODE		
EQUINOX	RTC		DDLE FORK ROAD RSONVILLE, NC 28	792		
(X4) ID PREFIX TAG	(EACH DEFICIENC	TATEMENT OF DEFICIENCIES CY MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN O (EACH CORRECTIVE AC CROSS-REFERENCED TO DEFICIEN	TION SHOULD BE THE APPROPRIATE	(X5) COMPLET DATE
V 118	Continued From page	e 2	V 118			
	MAR is to include the (A) client's name; (B) name, strength, a (C) instructions for ac (D) date and time the (E) name or initials o drug. (5) Client requests for checks shall be record	y after administration. The e following: and quantity of the drug; dministering the drug; e drug is administered; and f person administering the or medication changes or rded and kept with the MAR opointment or consultation				
	failed to ensure Medi	ew and interviews the facility ication Administration re current for 1 of 3 audited				
	-Admitted 6/12/17 wir 2/9/18. -Diagnoses of Reacti Major Depressive Dis severe, Post-Trauma Oppositional Defiant -Physician's orders d	f Client #2's record revealed: th a re-admission date of ive Attachment Disorder, sorder, recurrent episode, atic Stress Disorder, and Disorder. lated 7/13/17 for Guanfacine s a day, 8:00 a.m. and 4:00				
	2018 through Septen -On 7/21/18, 7/26/18 initials to indicate the Guanfacine was adm	, and 7/28/18 there were no 4:00 p.m. dose of				

	OF DEFICIENCIES	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:		(X2) MULTIPLE CONSTRUCTION A. BUILDING:		
			A. BOILDING.		R	
		MHL045-127	B. WING		10/08/2018	
NAME OF P	ROVIDER OR SUPPLIER	STREET A	DDRESS, CITY, ST	ATE, ZIP CODE		
EQUINOX	RTC					
			RSONVILLE, NC			
(X4) ID PREFIX TAG	(EACH DEFICIENC	ATEMENT OF DEFICIENCIES Y MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTION (EACH CORRECTIVE ACTION SHOULD CROSS-REFERENCED TO THE APPROPF DEFICIENCY)	BE COMPL	
V 118	Continued From page	93	V 118	It is Equinox Policy that all medications should administered as prescribed within the "med w		
	were no initials to ind Guanfacine was adm	icate the 4:00 p.m. dose of inistered.		which is one hour before to one hour after the prescribed time. As can be evidenced by the deficiencies, there have been some struggles ensuring that clients are provided with mid-da	reported with	
	revealed: -there was a struggle and ensuring the client administration window -she recommended of bring the clients' for a an alarm be put on st -this was definitely an	ne staff be responsible to fternoon medications or that aff phones.		medications on a timely basis. For the first year nine months of Equinox's operation we have of the services of Solstice East's nursing team we provided us with, at first, 10 hours per week a last year 20 hours per week of nursing care. I having a full time nurse will not on it's own pre- from having any med errors, it is believed by the Equinox administration that medication errors decrease substantially by having a full time nu- campus. Equinox recently hired a full time re- nurse who started on October 1, 2018.	aar and contracted /ho has nd for the Although eclude us the will urse on	
V 536	improvement. 27E .0107 Client Rights - Training on Alt to Rest. Int.		V 536	In addition to the policy of having one staff res for afternoon medications and having an alarr on the staff phone as a reminder, we believe having a full time nurse on campus will serve failsafe for administering afternoon meds on t	n placed hat as the he days	
	to restrictive intervent (b) Prior to providing disabilities, staff inclu employees, students demonstrate compete completing training in other strategies for cr	RESTRICTIVE plement policies and size the use of alternatives tions. services to people with ding service providers, or volunteers, shall		she is on campus. Furthermore, this will prov recognition and more direct feedback to staff who forget and miss the med window. Our re nurse is responsible for monitoring med admi and providing counsel, feedback and retrainin necessary, to staff who administer medication	members gistered nistration g, when	
	or injury to a person of property damage is p (c) Provider agencies based on state comp compliance and demo gathered. (d) The training shall include measurable le	with disabilities or others or revented. s shall establish training etencies, monitor for internal onstrate they acted on data be competency-based,				

STATEMEN	of Health Service Regun FOF DEFICIENCIES OF CORRECTION	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CO			E SURVEY PLETED
			A. BUILDING:			
		MHL045-127	B. WING		10	R D/08/2018
NAME OF P	ROVIDER OR SUPPLIER	STREET	ADDRESS, CITY, STATE	, ZIP CODE		
EQUINOX	RTC		DDLE FORK ROAD RSONVILLE, NC 28	792		
	SUMMARY ST	ATEMENT OF DEFICIENCIES		PROVIDER'S PLAN OF		(X5)
(X4) ID PREFIX TAG	(EACH DEFICIENC	Y MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	PREFIX TAG	(EACH CORRECTIVE AC CROSS-REFERENCED TO DEFICIEN	TION SHOULD BE THE APPROPRIATE	COMPLET DATE
V 536	Continued From page	e 4	V 536			
	methods to determine course. (e) Formal refresher by each service provi annually). (f) Content of the tra provider wishes to en the Division of MH/DI Paragraph (g) of this (g) Staff shall demor following core areas: (1) knowledge people being served; (2) recognizing behavior; (3) recognizing external stressors that disabilities; (4) strategies for relationships with per (5) recognizing organizational factors disabilities; (6) recognizing assisting in the perso decisions about their (7) skills in ass escalating behavior; (8) communica and de-escalating po and (9) positive bel means for people wit activities which direct behaviors which are (h) Service providers	nploy must be approved by D/SAS pursuant to Rule. Instrate competence in the and understanding of the and interpreting human at may affect of internal and at may affect people with or building positive rsons with disabilities; a cultural, environmental and be the importance of and on's involvement in making life; dessing individual risk for attion strategies for defusing tentially dangerous behavior; havioral supports (providing h disabilities to choose thy oppose or replace unsafe).				

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION		(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	(X2) MULTIPLE CC			E SURVEY PLETED
			A. BUILDING:			
		MHL045-127	B. WING		R 10/08/2018	
NAME OF P	ROVIDER OR SUPPLIER	STREET	ADDRESS, CITY, STATE,	ZIP CODE		
EQUINOX	RTC		DDLE FORK ROAD			
		HENDEF	RSONVILLE, NC 28	792		
(X4) ID PREFIX TAG	(EACH DEFICIENC	ATEMENT OF DEFICIENCIES Y MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF (EACH CORRECTIVE ACT CROSS-REFERENCED TO 1 DEFICIENC	TION SHOULD BE THE APPROPRIATE	(X5) COMPLETI DATE
V 536	Continued From page	e 5	V 536			
	 (A) who particip outcomes (pass/fail); (B) when and v (C) instructor's (2) The Division review/request this do (i) Instructor Qualificat Requirements: (1) Trainers shat by scoring 100% on the aimed at preventing, need for restrictive into (2) Trainers shat by scoring a passing instructor training pro- (3) The training competency-based, in objectives, measurable observation of behavion measurable methods failing the course. (4) The content service provider plans approved by the Divisit to Subparagraph (i)(5) (5) Acceptable shall include but are re- (A) understandii (B) methods for performance; and (D) documentatt (6) Trainers shat teaching a training pro- reducing and elimination 	n of MH/DD/SAS may boumentation at any time. ations and Training all demonstrate competence esting in a training program reducing and eliminating the terventions. all demonstrate competence grade on testing in an gram. g shall be nclude measurable learning ble testing (written and by ior) on those objectives and to determine passing or t of the instructor training the s to employ shall be sion of MH/DD/SAS pursuant				

MHL045-127 VAME OF PROVIDER OR SUPPLIER STREET ADDRE EQUINOX RTC 2420 MIDDLE (X4) ID PREFIX TAG SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (1) Documentation shall be the same preparation	A. BUILDING: B. WING RESS, CITY, STATE, Z E FORK ROAD NVILLE, NC 2879 ID PREFIX TAG V 536	ZIP CODE	LD BE COMPLET
VAME OF PROVIDER OR SUPPLIER STREET ADDRE EQUINOX RTC 2420 MIDDLE (X4) ID PREFIX TAG SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (I) Documentation shall be the same preparation	RESS, CITY, STATE, Z E FORK ROAD NVILLE, NC 2879 ID PREFIX TAG	2IP CODE 92 PROVIDER'S PLAN OF CORRECTI (EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPRO	ION (X5) LD BE COMPLET
2420 MIDDLE HENDERSON (X4) ID PREFIX TAG SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (1) Documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (1) Documentation shall be the same preparation	E FORK ROAD NVILLE, NC 2879 ID PREFIX TAG	92 PROVIDER'S PLAN OF CORRECTI (EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPRO	LD BE COMPLET
EQUINOX RTC HENDERSON (X4) ID PREFIX TAG SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (I) Documentation shall be the same preparation	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTI (EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPRO	LD BE COMPLET
(X4) ID PREFIX TAG SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction.	ID PREFIX TAG	PROVIDER'S PLAN OF CORRECTI (EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPRO	LD BE COMPLET
PREFIX TAG (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION) V 536 Continued From page 6 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (I) Documentation shall be the same preparation	PREFIX TAG	(EACH CORRECTIVE ACTION SHOUL CROSS-REFERENCED TO THE APPRO	LD BE COMPLET
 (7) Trainers shall teach a training program aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (I) Documentation shall be the same preparation 	V 536		
 aimed at preventing, reducing and eliminating the need for restrictive interventions at least once annually. (8) Trainers shall complete a refresher instructor training at least every two years. (j) Service providers shall maintain documentation of initial and refresher instructor training for at least three years. (1) Documentation shall include: (A) who participated in the training and the outcomes (pass/fail); (B) when and where attended; and (C) instructor's name. (2) The Division of MH/DD/SAS may request and review this documentation any time. (k) Qualifications of Coaches: (1) Coaches shall meet all preparation requirements as a trainer. (2) Coaches shall teach at least three times the course which is being coached. (3) Coaches shall demonstrate competence by completion of coaching or train-the-trainer instruction. (I) Documentation shall be the same preparation 			
as for trainers. This Rule is not met as evidenced by:			
Based on record review and interview the facility failed to ensure staff received refresher training, at a minimum annually, on alternatives to restrictive intervention for 1 of 3 audited staff (Staff #1). The findings are:			
Review on 9/27/18 of the employee record for			

STATE FORM

STATEMENT	of Health Service Regination of Deficiencies	(X1) PROVIDER/SUPPLIER/CLIA IDENTIFICATION NUMBER:	· ,	E CONSTRUCTION	(X3) DATE S COMPL	
			A. BUILDING.		R	
		MHL045-127	B. WING		10/0	8/2018
NAME OF PI	ROVIDER OR SUPPLIER	STREET	ADDRESS, CITY, ST	ATE, ZIP CODE		
EQUINOX	RTC					
			RSONVILLE, NC			
(X4) ID PREFIX TAG	(EACH DEFICIENC	TATEMENT OF DEFICIENCIES CY MUST BE PRECEDED BY FULL LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF COR (EACH CORRECTIVE ACTION S CROSS-REFERENCED TO THE A DEFICIENCY)	SHOULD BE	(X5) COMPLET DATE
V 536	Staff #1 revealed: -hire date 8/15/17 -Crisis Prevention In obtained 8/28/17 exp Interview on 10/2/18 Director/Founder rev -CPI training was he -Staff #1 had been a trainings and he did Interview on 10/2/18 -he was scheduled to week.	tervention (CPI) Certificate bired 8/28/18. with the Executive realed: ld every month. sked to attend the last 1 - 2 not show up. with Staff #1 revealed: o go to CPI training next	V 536	Equinox policy stipulates that all staff with students must be trained in our r intervention program called Crisis Pre- Intervention (CPI) and must also re- training annually. We have a system initial and repeat trainings that our sta and when we identify a need for re- ce up, we alert the staff member prior to date so they can attend the upcoming staff member (Staff #1) who was not training had been alerted with signific needed to attend a CPI refresher, but attend the last two trainings. As such have asked the staff member to not w completed his CPI refresher. It was a ours to have allowed his continued w during this time. Shortly after the anr staff was informed that he would nee- upcoming CPI, but due to several rea decided to terminate his own employed by current staff are fully CPI trained. Th appointed to monitor trainings are Sa Administrative/HR Assistant and Britt Lead Team Manager. With this monit place, we believe that we can greatly 1) the need for restrictive intervention situations in which staff members do updated certification on time.	estrictive evention ertify in this in which we track aff must receive, ertification coming their expiration g training. The current on CPI and notice that he had chosen not to h, we likely should work until he an oversight of ork with students hual follow-up, the d to attend the assons the staff ment. As such, r Equinox, and all e individuals rah Mobley, our any Draughn, our toring system in reduce/eliminate: is; and 2)	
ision of Hea	alth Service Regulation		6899	JFEV11	If continu	ation sheet 8