20 Hour LTC Refresher Course

December 7, 8, 9, 2010

OHCA Office
Lewis Center, Ohio
(near Columbus)

Ohio Health Care Association

offered through the Educational Foundation of OHCA
20 Hour LTC Refresher Course

December 7, 8, 9, 2010
OHCA Office, Lewis Center (near Columbus), Ohio

Continuing Education Available – 20 hours for Nursing Home Administrators, Accountants and Nurses.

Administrators are expected to know a lot about many different subjects. The 20-hour LTC Refresher will help you rise to the occasion and stand a head taller than the crowd. If you’re a small facility, a member of a large corporation or if you are just looking to get an edge on your competition, join us for this informative program that covers the essentials of regulations, communications, staffing, budgeting and much more.

To be an effective administrator, you must be proficient in regulations, gifted in communications, skillful at managing staff and adept at stewarding a budget that is increasingly focused on the bottom line. It’s nothing short of becoming an expert in law, finance and human resources.

This important program is designed to support nursing home administrators in their leadership role within long term care. The program is designed for those early in their careers who need additional resources as well as those administrators who might have taken a break from the profession to engage in other opportunities or simply those administrators seeking a refresher in the legal aspects, survey and certification, reimbursement and other various and timely topics.

OHCA has brought together top notch instructors from a wide spectrum of long term care professions and services. Participants will have ample opportunity to interact and discuss issues and ideas with Ohio’s leading experts in the field.

**Full Course Registration includes:**
- 3 days of education, 20 CEUs
- Continental breakfast and lunch each day
- Refreshment breaks
- Comprehensive 3-ring binder of handouts

**Individual Day Registration includes:**
- 6 or 7 CEUs each day
- Continental Breakfast and lunch
- Refreshment breaks
- Handouts for that day’s programs
8:00 a.m.  Daily Registration Open - Continental Breakfast

8:30 – 9:45 (1.25)
**Spectrum of Long Term Care**  
Keneth Daily, LNHA, President, Elder Care Systems Group  
- Discuss the wide variety of long term care options available throughout Ohio  
- Review payment options for long term care services including Medicaid and Medicare program requirements  
- Identify future long term care initiatives

10:00 – 10:15
Break

10:15 – 11:45 (1.5)
**Disaster and LSC**  
Keneth Daily, LNHA, President, Elder Care Systems Group  
- Discuss the critical elements of a facility’s disaster planning and response plans  
- Review the elements of incident command and ways to integrate into facility operations  
- Identify the most common life safety code citations and how to avoid them

11:45 – 12:15
Lunch (included)

12:15 – 1:45 (1.5)
**Traditional vs. Quality Indicator Survey – Where are We Heading?**  
Keneth Daily, LNHA, President, Elder Care Systems Group  
- Identify the key components of the QIS process  
- Discuss the differences between the traditional and QIS  
- Review ways to use the QIS process to enhance facility CQI process

1:45 – 2:00
Break

2:00 – 3:30 (1.5)
**CMS Initiatives and Other Key Regulatory Management Issues**  
Shane Craycraft, LNHA, RN, Senior Vice President of Operations, R&B Health Systems  
- Review and understand the 2010 OIG workplan as it relates to nursing home initiatives  
- Obtain information on most recent issuance of interpretive guidelines from CMS  
- Understand the trends related to recent survey findings

3:30 – 3:45
Break

3:45 – 5:00 (1.25)
**How to Avoid Immediate Jeopardy - Quality Assurance Program That Works**  
Shane Craycraft, LNHA, RN, Senior Vice President of Operations, R&B Health Systems  
- Review of F520 Quality Assessment & Assurance (QAA)  
- Review CMS Interpretive Guidelines- Find out what the surveyors are looking for  
- Focus Areas for Quality Assurance Process- High Profile areas that require facility oversight- Stay out of the newspaper!  
- Auditing Methods & Collection of Data - From a resident specific level to a facility wide level  
- Interpretation of Data - Individualized and Macro level interpretation  
- Implementing a corrective plan - Avoid the State identified “Execution Gap.”  
- Case Studies- Real life occurrences of IJ’s due to failed QAA
Have Questions?

Want to know more about this conference or anything else related to our educational services? Contact Kathy Chapman at 614.540.1321 kchapman@ohca.org or for questions about registration contact Carol Johnson at 614.436.4154 cjohnson@ohca.org.
Schedule
December 9

8:00 a.m.  Daily Registration Open - Continental Breakfast

8:30 – 10:00 (1.5)
Budgeting for Success
Jeff Heaphy, LNHA, Practice Unit Leader for Senior Care Services, Plante & Moran (an OHCA Champion Partner)
• Look at the Budgeting Process and learn about three different types of Budgets: Operating, Cash, and Capital
• Focus on how budgets are put together using various benchmark industry specific sources
• Talk about the latest reimbursement changes in Medicaid and Medicare and how they will impact the revenue side of the budget
• Discuss Statewide Expense data compiled from the 2008 cost report data base to assist in expense management planning
• Show how the budget process and the preparation and analysis of monthly Financial statements integrate
• Discuss internal control measures in the business office to thwart off potential theft issues

10:15 – 10:30
Break

10:30 – 12:00 (1.5)
What I Don’t Know Can Hurt Me – A Legal Update on the Major Changes in Employment and Labor Law Affecting Assisted Living Providers
Marijane Treacy, Esq., Partner, Schutjer Bogar LLC (an OHCA Gold Champion Partner)
• Discuss current labor laws and the new legislation pending in Congress including the Employee Free Choice Act.
• Discuss the impact of increased and aggressive unionization on Assisted Living facilities and the practical and effective way to deal with organizing attempts.
• Discuss the recent amendments to the FMLA and the new requirements set forth therein.
• Discuss the move to paid FMLA leave and the recent amendments affecting military personnel.
• Discuss the practical implementation of policies and procedures to deal with these changes and the effective way employers, in both unionized and union-free environments, can manage their workforce in an ever changing environment.

Noon – 12:30
Lunch (included)

12:30 – 2:00 (1.5)
Medicaid Eligibility – “The Secrets They Don’t Want You To Know”
Marijane Treacy, Esq., Partner, Schutjer Bogar LLC (an OHCA Gold Champion Partner)
• Understand the many new and existing regulations and policies which affect Medicaid eligibility - and which are often overlooked by the county agency.
• Develop and implement new, cutting-edge policies and procedures to deal with the regulatory landscape.
• Understand the many changes in the Medicaid application and appeal process and know how to take advantage of the policies which actually aid providers in securing benefits.

2:00 – 2:15
Break

2:15 – 3:45 (1.5)
Risk Management—An Oxymoron?
Thomas W. Hess, Partner of the Health Care Practice Group in the Corporate Department, Dinsmore & Shohl, LLC (an OHCA Champion Partner)
In today’s litigation environment, the nursing home provider is the new lottery ticket. This program will:
• define the various areas of legal exposure
• describe what measures the nursing home provider can initiate to minimize that legal exposure.
While it is impossible to eliminate risk, the goal of this session is to discuss how to manage the risk.
Continuing Education Credits:

This program has been approved for 20 hours of continuing education credit for the following (7 hours December 7, 7 hours December 8 and 6 hours December 9):

**Accountants:**
The Ohio Health Care Association is an approved provider of continuing education credit by the Accountancy Board of Ohio.

**Ohio Licensed Administrators:**
The Ohio Health Care Association is an approved provider of continuing education credit by the Ohio Board of Examiners of Nursing Home Administrators.

**Nurses:**
Nurses please note any continuing education that has been approved by BENHA (or any other accredited body) can be accepted by the Ohio Board of Nursing in the State of Ohio. Nurses may use this continuing education to meet their licensure requirements. Please refer to OBN continuing education rules 4723-14-01 thru 4723-14-19.

Location:
All programs will be held at the OHCA offices, located at 55 Green Meadows Drive South, Lewis Center, OH.

Accommodations:
Overnight accommodations are available at any of the following nearby hotels:

1. Hyatt Place, 7490 Vantage Dr., 814-846-4355
2. Best Western Franklin Park Suites, 2045 Polaris Pkwy., 614-396-5100
3. Candlewood Suites, 8515 Lyra Dr., 614-436-6600.
4. Comfort Inn North Polaris, 8400 Lyra Dr., 614-791-9700
5. The Conference Center at NorthPointe, 6243 N. High St., 614-880-4300
6. DoubleTree Hotel Columbus–Worthington, 175 Hutchinson Ave., 614-885-3334
7. Extended Stay Columbus/Polaris, 8555 Lyra Dr., 614-431-5522
8. Hilton Garden Inn Columbus/Polaris, 8555 Lyra Dr., 614-866-8884
9. Residence Inn–Worthington, 7300 Huntington Park Dr., 614-885-0799
10. Sheraton Suites, 201 Hutchinson Ave., 614-436-0004
11. Towneplace Suites–Worthington, 7272 Huntington Park Dr., 614-885-1567
12. Wingate Inn–Polaris, 8555 Pulsar Pl., 614-844-5886

Attendance & Registration Policies:

**Attendance & CEU Policies:** Please note that the credit hours offered for this program are for a full day of attendance. To receive continuing education credit for this program, licensing/accrediting boards require attendance in full. This means that partial credit will not be granted. Attendees who arrive late to a program will not receive credit. Likewise, credit cannot be granted to those who leave early. Therefore, please schedule your drive time conservatively, allowing room for traffic and construction delays. To receive credit for the program, participants are expected to sign-in, attend the entire program and sign out at the conclusion of the program. In the case of multiple day programs, credit will be granted for each full day of attendance.

Registration is limited on this course. This limitation is imposed to assure participation of meaningful exchange with faculty. Registration for courses can not be shared between individuals. Any missed course days may be made up the next time the course is offered at an additional fee. It is the responsibility of the participant to notify OHCA to arrange for make-up days. There will be a make-up charge of $50/day.

**Registration:** Registrations may be sent via our website with credit card or check payment, fax with credit card payment or by mail with check. All registration fees must be paid at time of registering. In order to receive the early rate, payment must accompany the registrations by the assigned date, walk-ins must pay the regular rate. Registrations will be processed and name badges will not be available to attendees until payment by check or credit card is received in our office. Phone registrations are not accepted.

**Cancellations/Refunds:** If a registrant cannot attend, an alternate registrant may attend in his/her place. Cancellations received more than 14 business days prior to program will receive a full refund. Cancellations received 7 – 13 business days prior to the program will receive a refund of 75% of the registration fee, cancellations received 4 – 6 business days prior to the program will receive a refund of 50% of registration fee. Cancellations after this time/date will be charged the full registration fee. All cancellations must be made in writing and may be emailed to kchapman@ohca.org or FAXed to the OHCA office at 614/436-0939 to Kathy Chapman, Director of Educational Services. Refunds will be issued via check from the OHCA office after the program dates, regardless of original payment type. - Revised 2/07
**Register by Credit or Check**

at [www.ohca.org](http://www.ohca.org)

**Full Course**: It is strongly recommended that participants attend all three sessions. Full course registrants will be given priority seating. Space is limited, register today! Full course registration fees are per person and cannot be shared. The same individual must attend all three days to qualify for this rate.

Full course registrants can also benefit from these on line registration discounts: Save 10% off regular registration fees. In addition, if you register 4 or more people at the same time on line, you save an additional 15%.

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### 1. One Person Per Registration

(fill out the facility info and duplicate this form for additional registrants)

<table>
<thead>
<tr>
<th>Lastname: ___________________________________________</th>
<th>First: _______________________________</th>
<th>Nickname: _____________________________________________________</th>
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<tbody>
<tr>
<td>Title: ____________________________________________________________________________________</td>
<td>Email address: ________________________________________________</td>
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<tr>
<td>Facility: ______________________________________________________________________________________________________________________</td>
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<td>Street Address: ________________________________________________________________________________________________________________</td>
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<td>City: ______________________________________________________________________ State: ________________ Zip: ______________________</td>
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<td>Phone #: ________/ _______________________________________________ Fax #: ________/ ________________________________________________</td>
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### 2. Registration Category

**MEMBERS of OHCA**

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<thead>
<tr>
<th>All Three Days Fee:</th>
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</thead>
<tbody>
<tr>
<td>Early rate</td>
<td>$475</td>
<td>before 11/18/10</td>
</tr>
<tr>
<td>Regular rate</td>
<td>$595</td>
<td>11/18/10 and after</td>
</tr>
</tbody>
</table>

**One Day Only Fee:**

| Early rate          | $205                | per day, per person before 11/18/10 |
| Regular rate        | $260                | per day, per person 11/18/10 and after |

– please indicate which day you will be attending:

- December 7
- December 8
- December 9

**NON-MEMBERS**

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<thead>
<tr>
<th>All Three Days Fee:</th>
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</thead>
<tbody>
<tr>
<td>Early rate</td>
<td>$830</td>
<td>before 11/18/10</td>
</tr>
<tr>
<td>Regular rate</td>
<td>$1,040</td>
<td>11/18/10 and after</td>
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**One Day Only Fee:**

| Early rate          | $360                | per day, per person before 11/18/10 |
| Regular rate        | $455                | per day, per person 11/18/10 and after |

– please indicate which day you will be attending:

- December 7
- December 8
- December 9

**Please note:**

- Online registration & discounts are not available for daily rates. Full course registrants will be given priority seating, Individual day registrants will be notified one week prior to the program date if space is not available.

**Registration will not be processed unless payment is included.**

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### 3. Payment

Make checks payable to Educational Foundation of Ohio Health Care Association (EFOHCA)

**Mail to:** EFOHCA, 55 Green Meadows Dr. South, Lewis Center, OH, 43035 or **Fax:** 614 / 436-0939

TOTAL AMOUNT $____________________

Method of Payment:  ____Credit Card  ____Check

**CREDIT CARD:**  MC ___  VISA ___  AMEX ___  Card Number_____________________________ Expiration Date _____/_____

Card Holder ___________________________________________ Signature ___________________________________________