

PPS Swing Bed Management: *From Soup to Nuts*

June 6-7, 2017 • Kentucky Hospital Association • 2501 Nelson Miller Parkway • Louisville, KY 40223

This program is intended to assist small rural PPS hospitals with training for their staff to improve the quality of their swing bed program, optimize the patient outcome, increase utilization and revenue while preventing denials for their swing bed services.

Stroudwater will also provide each participating hospital with an updated thumb drive of all sample P&Ps regarding key elements required to be in substantial compliance with CoP, a sample comprehensive Patient Orientation Packet including Patient's Rights, multiple sample documentation forms for nursing, therapy, discharge planning, interdisciplinary team and providers as well as multiple other resources to improve their understanding of the program.

Who Should Attend

This program is a must for Care Managers/Swing Bed Coordinators, MDS Coordinators, Discharge Planners, Therapy and Nursing Directors. Charge nurses and staff also benefit by having a better understanding of what is required from the nursing department. Therapy staff involved in providing therapy for the swing bed patients benefit by understanding expectations and becoming strong team members as well as documenting medical necessity for their services and optimizing the rehab RUG within guidelines. Business Office billers report that not only do they have a better understanding of billing for skilled services but that it's helpful for them to better understand the full picture. Even CEOs have found it beneficial to have a holistic understanding of what swing bed services truly entails.

Program Goal

To provide sufficient information and training material for participants to meet with their swing bed team and reevaluate their programs as well as identify opportunities for improvement once back at their respective hospitals. Note: Due to the short length of the program, much of the information will be presented at a high level only to allow more time for the MDS 3.0, RUG IV and medical necessity documentation discussions through a comprehensive set of slides will be provided. The packet of slides should be reviewed more in depth and kept as a resource.

Objectives: The participant will be able to:

1. Define the basics of Swing Bed services, discuss admission criteria and identify key components of physician medical necessity documentation and billing.
2. Describe key components of nursing and therapy service medical necessity documentation
3. Create a rehab model and evaluate the hospital's status regarding CoP for swing bed.
4. Describe the elements of the MDS 3.0 and RUG IV characteristics by category and identify dos and don'ts when managing therapy minutes for the therapy related RUGs
5. Discuss the requirements of the Impact Rule and best practice for section GG documentation as well as PI/QI measures
6. Compare the hospital's present P&Ps to the key "must have P&Ps" provided by the presenter and agree on a final version

7. Compare the hospital's present documentation forms to the key forms provided by the presenter and agree on a final version
8. Develop a plan to grow SB utilization if needed
9. Review a list of best practice to serve as a guide for the team to develop an action plan

Faculty

Mary J. Guyot, RN, BS

Principal, Stroudwater Associates
Portland, Maine

Mary Guyot has over 43 years of experience in the health-care industry in every nursing department including nursing management, care management, and quality improvement for both hospitals and nursing home facilities. Until recently, Mary was a principal at Stroudwater Associates, a health-care consulting firm where she assisted hospitals with process analysis; she engaged administration and departmental personnel in performance and quality improvement, which resulted in greater efficiency and more opportunities to serve a growing population.

Mary has specific expertise in cost-based swing bed reimbursement for Critical Access Hospitals (CAH) and in Prospective Payment Systems (PPS) with skilled nursing utilization in distinct part units, swing bed, and nursing homes. Before joining Stroudwater Associates, Mary was a Care Manager of a CORF followed by eight years as a Director of Professional Services for a national rehabilitation management company.

Presently Mary is partially retired and is sub-contracted by Stroudwater to work with state rural associations and/or on site at rural hospitals to train staff all they need to know re opening and managing quality, compliant and profitable swing bed programs.

CEUs

This program is a two-day offering approved by the Kentucky Board of Nursing and is approved for 16.2 contact hours, program offering number 5-0023-1-18-190 - expiration date December 31, 2017. The Kentucky Board of Nursing approval of individual nursing education provider does not constitute endorsement of program content. Participants must attend the entire session and complete the evaluation. Those desiring continuing education credit must have nursing license number or social security number at registration.

Registration

The registration fee for member PPS hospitals is \$350 and \$550 for non-members. This fee covers all handout materials, beverage breaks, lunch and administrative costs. You may register by mail, fax or online.

Fax to: (502)426-6226

Mail to: KHREF

P. O. Box 436629
Louisville, KY 40253-6629

Online: http://www.kyha.com/CM/Events/Evts_List.aspx

Cancellations

A refund of registration fees will be made to those registrants notifying KHA of cancellation five (5) working days prior to program date. A \$25 processing fee will be assessed against each refund. No refunds will be made after that date. Substitutions are accepted.

Services for Physically Challenged Individuals

We wish to take reasonable steps to ensure no individual who is physically challenged is discriminated against because of the absence of auxiliary aids and services. If special arrangements or diet are required for an individual to participate in this program, please contact us at (502)426-6220.

Hotel Accommodations Near KHA Office

Hampton Inn
502-327-8277

Marriott Courtyard Northeast
502-429-9293

Hilton Garden Inn Northeast
502-423-0018

Agenda - PPS Swing Bed Management: *From Soup to Nuts*

Day I - Tuesday, June 6, 2017

9:00 AM – 9:30 AM

Registration / Continental Breakfast

9:30 AM – 9:45 AM – Welcome and Intro

9:45 AM – 12:00 PM

- Review Swing Bed Regulations
- Medicare Qualifying Stay
- Skilled Medicare Beneficiary Benefits
- Swing Bed Utilization Benefits
- Highlights of a Rehab Model
- Physician Role, Documentation and Billing

12:00 PM – 12:45 PM – Lunch

12:45 PM – 2:15 PM

- Admission Criteria
- Skilled Therapy Services
- Therapy - Medical Necessity Documentation
- Nursing Documentation to Support Level of Care
- ADL Documentation and its Impact on the MDS

2:15 PM - 2:30 PM – Break

2:30 PM – 3:30 PM

- Consolidated Billing: What are Inclusions & Exclusions?
- Billing per diem RUGs and other services

3:30 PM – 5:00 PM

- Interdisciplinary Team (IDT) Process
 - Referral process
 - Goal setting / Discharge planning
 - Team communication tools
 - Notification of non-coverage

Day II - Wednesday, June 7, 2017

8:00 AM – 8:15 AM

- Registration / Continental Breakfast

8:15 AM – 10:15 AM

- Overview and Purpose of the MDS
- Impact rule and outcomes measurements
- RUG IV Characteristics by Category

10:15 AM – 10:30 AM – Break

10:30 AM – 12:00 PM

- MDS coding – section by section

12:00 PM – 12:45 PM – Lunch

12:45 PM – 2:30 PM

- MDS coding – section by section (continued)

2:30 PM - 2:45 PM – Break

2:45 PM – 4:00 PM

- Conditions of Participation (CoP)
 - Key P&Ps a program should have re: Swing Bed CoP
 - Activity program
 - Social services, Dietician and Dental components

4:00 PM – 4:40 PM

- Growing SB Utilization (Internal & External)
- PI/QI measures and UR Data Gathering

4:40 PM – 5:00 PM

- Review best practice and call to action
- Review content on the memory stick provided
- Discussion/Remaining Q&A
- Adjourn – Safe Travels

Registration Form

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June 6-7, 2017 ● Kentucky Hospital Association ● 2501 Nelson Miller Parkway ● Louisville, KY 40223

Mail by May 31, 2017

Please Complete Information:

Name _____

Title _____

E-mail _____

Years Experience with swing bed _____

If you are an MDS Coordinator, please share months/years of experience:

Name _____

Title _____

E-mail _____

Years Experience with swing bed _____

If you are an MDS Coordinator, please share months/years of experience:

Please list the areas you have the most questions about:

Complete Hospital Information:

Hospital _____

Address _____

Phone _____

Dietary Restrictions:

_____ Number of vegetarian meals required

_____ Number of gluten free meals required

Registration Fees:

The fee for this program is: \$350 per participant (KHA member)
\$550 per participant (non-member)

Number of participants _____ x fee = _____
(amount enclosed)

Check Enclosed (Make checks payable to KHREF)

Charge my Mastercard/VISA/American Express

Contact Donna Skinner at 502-992-4370 with card information or register online at http://www.kyha.com/CM/Events/Evts_List.aspx

Checks and registration forms need to be mailed by **May 31, 2017** to:

KHREF
PO Box 436629
Louisville, Kentucky 40253-6629
Phone: (502) 426-6220
Fax: (502) 426-6226

Sponsored by:



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