

BUILDING YOUR FINANCIAL EXPERTISE:

LeadingAge[™]
Minnesota

A Workshop for Adult Day Providers



August 10, 2016

**University of Minnesota Continuing Education
and Conference Center
1890 Buford Avenue, St. Paul, MN
612.624.3245**

Audience:

- Adult day program directors
- Staff responsible for the financial management of adult day programs
- Other interested staff working in adult day program settings
- Prospective adult day program providers

PROGRAM SCHEDULE AND CONTENT

Purpose:

This workshop is specifically designed to improve the financial health of the adult day program by equipping staff with the knowledge, skills and resources necessary to capture appropriate reimbursement and revenue for services and care provided.

8 a.m. **Registration**

8:30 a.m. **Welcome and Introductions**

Budgeting for Your Adult Day Program – An Overview of Considerations

- Explore the various elements that should be considered when developing your center's budget.
- Understand budget management tools and accountability.
- Learn about payer sources including private pay, VA, waivers and long-term care insurance.
- Examine considerations in pricing your services.

Presenters: PEGGY S. GAARD, Director, Open Circle Day Services, Hopkins; and CRAIG KITTELSON, Vice President/CFO, Augustana Care, Minneapolis

9:45 a.m. **Break**

10 a.m.

Adult Day Billing 101

- Learn how to interpret service authorizations.
- Gain skills in calculating authorized units.
- Understand how to read a remittance from HMOs.
- Examine deductibles and their impact on your program.
- Explore the billing process through MINITs and other billing systems.

Presenters: LAURA J. MACK, Accounts Receivable Consultant, Three Links, Northfield; and an adult day services provider (TBA)

PROGRAM SCHEDULE AND CONTENT

11:30 a.m. **Lunch**

12:15 p.m.

CADI and the Disability Waiver Rate Setting Methodology

- Review the history of the CADI waiver and the Disability Waiver Rate Setting Methodology.
- Understand the banding process and its impact on your program.
- Get tools on how to develop budget considerations for clients on CADI waivers.

Presenter: LYNN NOREN, President, Rise, Spring Lake Park

1 p.m.

Understanding Case Mix

- Refresh your knowledge about Minnesota's Elderly Waiver program and the development and purpose of the case mix system.
- Understand the funding implications surrounding a client's case mix and its impact on the client's waived services.
- Discover how the case manager determines an individual's case mix.
- Identify areas where clients may be eligible for additional funding.
- Gain strategies for effectively working with case managers.

Presenter: BOBBIE GUIDRY, Vice President for Housing and Community Services, LeadingAge Minnesota, St. Paul

2:15 p.m. **Break**



PROGRAM SCHEDULE AND CONTENT

2:30 p.m.

A Primer on Spenddowns

- Understand the spenddown determinations and collections process.
- Learn about the legal implications surrounding spenddowns.
- Gain strategies on how to explain spenddowns to clients and family caregivers

Presenters: APRIL BOXETH, Attorney, Voigt, Rodè and Boxeth, St. Paul; and BOBBIE GUIDRY

3 p.m.

Provider Enrollment, Revalidation and Waiver Reform

- Review the provider enrollment process.
- Discuss approaches for a successful revalidation of your enrollment.
- Understand waiver reform efforts and their impact on your program.

Presenter: BOBBIE GUIDRY

3:45 p.m. **Adjourn**

UPCOMING EVENTS

SAVE THE DATE!

2016
ANNUAL MEETING
AND LEADERSHIP FORUM



LeadingAge
Minnesota

Be The Difference

LeadingAge

ARGENTUM

September 20 - 23 • Madden's, Brainerd

SAVE THE DATE!



LeadingAge[™]
Minnesota

2016
ADULT DAY
CONFERENCE

OCT 7 - 8
WILDER CENTER, ST. PAUL

REGISTRATION INFORMATION

LOCATION

University of Minnesota Continuing Education and Conference Center
1890 Buford Avenue, St. Paul, MN
612.624.3245

FEES

LeadingAge Minnesota Members - \$115 per person
Prospective Members - \$155 per person

The registration fee includes handouts, lunch and refreshment breaks.

CEUs

Application is being made to the Minnesota Board of Examiners for Nursing Home Administrators for clock hours. This workshop has been designed to meet the Minnesota Board of Nursing continuing education requirement for licensed nurses. LeadingAge Minnesota is an approved continuing education provider by the Minnesota Board of Social Work. Participants may also request a general certificate of attendance after attending the conference.

ACCOMMODATIONS

A block of sleeping rooms has been reserved at the Radisson in Roseville (651.636.4567) in the LeadingAge Minnesota name. To receive the special rate \$109 per night, be sure to mention the group name and reserve rooms at your earliest convenience. **Room block expires August 1, 2016.**



REGISTRATION INFORMATION

HOW TO REGISTER:

LeadingAge Minnesota Members:

Register online at <https://store.leadingagemn.org/calendarschedule.aspx>

You will need your member Username and Password. If you do not know your password, you may reset it on the login page by clicking "Forgot your Password?"

Prospective Members: Please contact Brenda Keo at 651.603.3559.

How to Know If You Are Registered

Confirmation of program registration is sent by e-mail within three (3) working days upon receipt and will include a paid statement or an invoice for unpaid registration. A second confirmation e-mail will be sent with detailed information about the program. Contact Brenda Keo bkeo@leadingagemn.org if your registration has not been confirmed. Registration cut-off date and cancellation notice: August 5, 2016. LeadingAge Minnesota reserves the right to cancel this program.

FOR FURTHER INFORMATION:

Questions about the program:

Heidi Simpson hsimpson@leadingagemn.org

Registration questions:

Brenda Keo bkeo@leadingagemn.org

Local calls: 651.645.4545 Toll free: 800.462.5368



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St. Paul, MN 55114-1900

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