

Housing-with-Services Management Certificate Program
September 13-14 • October 4-5 • November 3-4

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

About the program
Minnesota is a leader in consumer-focused housing-with-services through the Housing-with-Services Contract Act, an innovative model that provides consumers with flexibility and choice in senior living. This Certificate Program delivers the knowledge, tools and skills to manage a housing-with-services setting successfully and legally in an increasingly complex environment.

- Key Learning and Skills
- Debunk the popular myth that HWS in Minnesota is an unregulated industry by discussing the wide ranging laws, rules and licensure requirements that apply.
 - Describe the legal relationship between the HWS setting as a landlord and the older adult as a tenant, the rights and obligations of the parties to each other and the role of fair housing laws in reducing discrimination and promoting fair treatment of certain types of individuals.
 - Become familiar with Minnesota’s unique approaches to regulating and licensing housing-with-services settings and the providers’ role in complying and helping to preserve a balanced approach.
 - Understand the roles of various state agencies in regulating and licensing HWS settings and protecting vulnerable adults living in your building.
 - Develop a plan for dealing with and communicating about a range of possible emergency or crisis situations.
 - Explain how the services your organization provides is governed by Minnesota’s Nurse Practice Act and the legal and business structures that must be created in order to deliver them.
 - Identify successful management and operational strategies to improve your organization’s financial well-being.
 - Review federal and state employment laws and best practices to ensure compliance while recruiting and retaining the staff you need to deliver care and services.
 - Learn important trends shaping HWS and older adult services in Minnesota and your role as a leader in influencing how your community prepares and responds.

Course Requirements for 2016
The HWS Management Certificate Program was designed to be a rigorous training course that not only prepares professionals for the increasingly complex demands of the position, but also upholds credibility within the senior housing provider community, stakeholders including legislative and regulatory offices, and ultimately, consumers. To that end, there is a **testing component** to the series. In order to earn the Certificate of Completion, attendees **must** complete a post test for each day of the program and earn a 70% score or better and complete all required course assignments.

About the HWS Management Certificate
Participants who attend all the modules of all six days of programming, successfully pass all the post tests and complete their assignments will earn a **Certificate of Completion** which demonstrates in-depth professional study of a particular topic area on a voluntary or individual basis. **It does not denote certification or that someone is “certified” as a HWS Manager.** Questions may be directed to Heidi Simpson, Vice President of Education, LeadingAge Minnesota, hsimpson@leadingagemn.org.

LeadingAge Minnesota
2550 University Avenue West, Suite 350 South
St. Paul, MN 55114-1900

Audience/please route to:

- ☐ Senior housing management staff
- ☐ Campus Directors
- ☐ Long-term care administrators
- ☐ Older adult services provider department heads
- ☐ Nurses working in senior housing, assisted living and home care programst

2016 Leading Age Minnesota’s
Housing-with-Services
Management Certificate Program

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St. Paul, MN

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Fall Series
• September 13 &14
• October 4 & 5
• November 3 & 4
St. Paul, MN

Attend all six days to earn your certificate!



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DAY 1 – TUESDAY, SEPTEMBER 13

THE LEGAL FOUNDATION OF HOUSING-WITH-SERVICES (PART 1)

8 am	Registration and continental breakfast
8:30 am – 4:30 pm	PROGRAM

PURPOSE

Days 1 and 2 focus on legal and regulatory requirements that shape housing-with-services (HWS) settings, drive your organization’s operations and allow you to serve your customers. Discuss critical concepts behind the laws and operational best practices that allow HWS organizations to maintain compliance while providing high quality services.

- TOPICS**
- **Overview: Laws and Rules that Regulate HWS Settings in Minnesota**
 - **Landlord-Tenant Law**
 - **Fair Housing Laws**
 - **How Minnesota Regulates Senior Housing with Services**
 - **Self-Evaluation of Regulatory Compliance with MN HWS Laws and Rules**
- Use what you have learned about MN laws and rules that regulate HWS settings to evaluate your organization’s operations and compliance. A list of documents to bring will be sent prior to the program.

PRESENTERS

BARBARA J. BLUMER, Attorney, Barb Blumer Law, PA, Eagan; APRIL BOXETH, Attorney, Voigt, Rodé and Boxeth, St. Paul; and MICHELLE KLEGON, Klegon Law Office, LTD, Minneapolis

DAY 2 – WEDNESDAY SEPTEMBER 14

THE LEGAL FOUNDATION OF HOUSING-WITH-SERVICES (PART 2)

8 am	Check in and continental breakfast
8:30 am – 3:45 pm	PROGRAM

- TOPICS**
- **Building and Service Licensing and Other Requirements**
 - **General Regulatory Overview**
 - **Emergency Preparedness • Crisis Communications**
 - **The Vulnerable Adults Act and the Role of the Ombudsman**

PRESENTERS

BOBBIE GUIDRY, Vice President for Housing and Community Services, LeadingAge Minnesota; ANNETTE GREELY, Administrator, Park View Campus, Buffalo; JACOB BEAUREGARD, All Hazards Planner, Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management, Minnesota Department of Public Safety, St. Paul; MARY MCGURRAN, Policy Specialist, Adult Protection, Continuing Care, Aging and Adult Services, Minnesota Department of Human Services, St. Paul; and CHERYL HENNEN, State Long-Term Care Ombudsman, Office of Ombudsman for Long-Term Care, St. Paul

DAY 5 – THURSDAY, NOVEMBER 3

HUMAN RESOURCE MANAGEMENT

8 am	Check in and continental breakfast
8:30 am – 3:45 pm	PROGRAM

PURPOSE

Become familiar with the applicable employment laws and best practices for matching the right staff with the right position in your HWS setting.

- TOPICS**
- **Overview of Human Resources in HWS**
 - **Overview of Applicable Employment Law for HWS Settings**
 - **Building an Effective Staff - job descriptions, applicant screening, interviewing, background checks**
 - **Effective Leadership Strategies**
 - **Performance Reviews**
 - **Corrective Actions**
 - **Safety in Your Organization: OSHA and Safety**

PRESENTERS

ELLEN SCHNEIDER, Human Resources Consultant, St. Paul; and MICHELLE KLEGON, Klegon Law Office, LTD, Minneapolis

DAY 3 – TUESDAY, OCTOBER 4

SERVICES IN SENIOR HOUSING SETTINGS

8 am	Check in and continental breakfast
8:30 am – 3:30 pm	PROGRAM

PURPOSE

Explore what it means to offer services in senior housing settings and the implications for staffing to provide clinical care and services, expectations to demonstrate quality, how the services you offer flow from your organization’s vision, mission and values and the corporate structures that are legally required to provide them.

- TOPICS**
- **Minnesota’s Nurse Practice Act: What a HWS Manager Needs to Know**
 - **Effective Partnerships Between the HWS Manager and the Director of Clinical Services**
 - **Quality Improvement**
 - **The Role of Intent in Service Model Design – How to Achieve What You Have Set Out to Do**
 - **Legal and Business Structures of Owners and Managers of HWS Settings and their Implications**

PRESENTERS

RENE CRONQUIST, Director for Practice & Policy, Minnesota Board of Nursing, Minneapolis; LORI MEYER, Senior Vice President and Chief Operating Officer, LeadingAge Minnesota, St. Paul; MARK E. ANDERSON, Vice President/Consultant, Eldermark Software, Minnetonka; and BARBARA J. BLUMER, Attorney, Barb Blumer Law, PA, Eagan

DAY 4 – WEDNESDAY, OCTOBER 5

FINANCIAL MANAGEMENT STRATEGIES

8 am	Check in and continental breakfast
8:30 am – 4 pm	PROGRAM

PURPOSE

Develop an understanding of the role financial management plays in the manager's daily decision-making.

- TOPICS**
- **Groundwork Prior to Budget Development**
 - **Budgeting Types and Tracking Tools**
 - **Determining Health Care Services and Revenue Sources in HWS Settings – Rent and Services**

PRESENTERS

JAY PIZINGER, CPA, Regional Director of Campus Operations, Augustana Care, Minneapolis; ANDREA NYE, Housing & Community Services Director, Apple Valley Villa, Apple Valley; and MARY JO THORNE, Regional Director of Housing Services, Augustana Care, Minneapolis

DAY 6 – FRIDAY NOVEMBER 4

PRINCIPLES OF LEADERSHIP

8 am	Check in and continental breakfast
8:30 am – 3:45 pm	PROGRAM

PURPOSE

Learn how to sharpen your leadership skills even if you weren’t born with them.

- TOPICS**
- **Transform 2030: How the Age Wave Will Impact All Aging Services Providers in Minnesota**
 - **Dialogue with Leaders in Aging Services**
 - **What Great Leaders Do Differently**

PRESENTERS

LARHAE KNATTERUD, Director of Aging Transformation, Minnesota Department of Human Services, St. Paul; Leader panel to be announced; and LORES VLAMINCK, Principal, Lores Consulting, Rochester

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REGISTRATION INFORMATION AND FEES

Entire program: Member: \$835 per person. Prospective Member: \$1,095 per person

Daily fee: Member: \$180 per person. Prospective Member: \$310 per person

CONTINUING EDUCATION CREDITS

HOW TO REGISTER

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

HOW TO KNOW IF YOU ARE REGISTERED

Confirmation of program registration is sent by e-mail within three (3) working days upon receipt of a registration and will include a paid statement or an invoice for unpaid registration. Registration is limited and on a first received basis. Registration cut-off date/cancellation notice: Five (5) working days before the start of each session to receive a refund. All cancellations are subject to a \$25 processing fee. No shows will be billed the full session fee. Missed sessions will incur a \$50 fee to make up the following year. LeadingAge Minnesota reserves the right to cancel any program session or the entire program. Contact bkeo@leadingagemn.org if your registration has not been confirmed.

Application has been made to/or the program has been designed to meet the continuing education requirements for the Minnesota Board of Examiners for Nursing Home Administrators and the Minnesota Board of Nursing.

ATTENDANCE

Register for the entire series or individual sessions. Attendance at all six sessions is required to earn your certificate (see other course requirements for 2016 on the back page). Missed sessions may be made up at a future offering at an additional cost of \$50 per day. Cancellation for individual sessions must be received in writing 5 business days in advance to receive a partial refund. No refunds for missed sessions without advanced notice.

ACCOMMODATIONS

Accommodations are available at the Radisson Hotel Minneapolis/St. Paul North, Roseville at a special program rate of \$109. Call 800.333.3333 for reservations and ask for the LeadingAge Minnesota group rate.

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