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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF OPERATIONS SUPPORT
BUREAU OF LICENSING & CERTIFICATION

Jeffrey A. Meyers
Commissioner

Dawn Touzin
Chief Legal Officer

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October 3, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1103-(G)Travel Reimbursement Policy, authorize the Department of Health and Human Services, Health Facilities Administration-Certification (HFA-C) to advance \$965.00 in cash to Kara Downes, Social Worker, Licensing and Evaluation Coordinator, to cover anticipated expenses while traveling to San Antonio, Texas to attend the Basic Long Term Care Surveyor training. This training is mandatory by Centers for Medicare and Medicaid (CMS) and will be held at the Drury Inn in San Antonio Texas from November 13, 2016 to November 18, 2016. The funding split is 89.75% Federal Funds and 10.25% General Funds.

Funds are available in HFA-C's out of state travel fund:

010-095-5146-080	Out of State	\$965.00
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Explanation

The CMS Basic Long Term Care (LTC) training course is mandatory for all surveyors and must be completed within the first year of employment. Ms. Kara Downes, SW and Licensing and Evaluation Coordinator was hired as a long term care nursing home surveyor in April 2016. Until a surveyor has completed the CMS Basic training course, and passes the national Surveyor Minimum Qualifications Test (SMQT), a surveyor is not qualified to survey in long term care facilities. The Basic LTC training course is designed to provide new surveyors with an understanding of the regulatory requirements and to prepare surveyors for the SMQT and in the survey protocols for investigating abuse, quality of life, quality of care and to make correct compliance determinations. Having certified surveyors who can effectively determine compliance benefits the nursing home residents. The funds to attend this training are included in the HFA-C budget. Attendance at the Basic LTC training benefits new surveyors, the survey team and the Department. This course provides skills and qualifications necessary for this individual to become a surveyor which protects the residents who live in those facilities and assists this Department in meeting survey workload requirements and provides decreased risk of falling short of federal performance standards and to help maintain current budget allocations.

No state-issued credit card is available to support the anticipated expenses for this travel and direct payment by the individual traveling will cause undue financial hardship.

Respectfully submitted:

Jeffrey A. Meyers, Commissioner
Department of Health and Human Services

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 10/03/2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Health Facilities Administration-Certification requests permission for 1 employees or their designees to travel to San Antonio Texas for 5 days of travel status from November 13, 2016 to November 18,2016.

Conference/Workshop/Seminar Title

Centers for Medicare & Medicaid Services (CMS) Basic Long Term Care Surveyor Training Course

Purpose of Travel

The CMS Basic Long Term Care (LTC) training course is mandatory for all surveyors and must be completed within the first year of employment. Ms. Kara Downes, SW was hired as a long term care nursing home surveyor in April 2016. Until a surveyor has completed the CMS Basic training course, and passes the national Surveyor Minimum Qualifications Test (SMQT), a surveyor is not qualified to survey in long term care facilities. The Basic LTC training course is designed to provide new surveyors with an understanding of the regulatory requirements and to prepare surveyors for the SMQT and in the survey protocols for investigating abuse, quality of life, quality of care and to make correct compliance determinations. Having certified surveyors who can effectively determine compliance benefits the nursing home residents. The funds to attend this training are included in the HFA-C budget. Attendance at the Basic LTC training benefits new surveyors, the survey team and the Department. This course provides skills and qualifications necessary for this individual to become a surveyor which assists this Department in meeting survey workload requirements and provides decreased risk of falling short of federal performance standards and to help maintain current budget allocations.

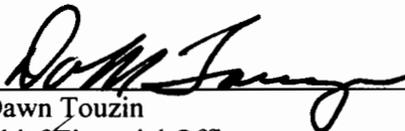
Attendees and their Titles

Kara Downes: Licensing and Evaluation Coordinator or designee

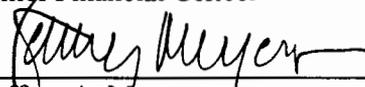
Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 650.00	Appropriation of Out-of-State Travel	\$ 24,400.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 4,091.94
0712	Meals	\$ 265.50	Available Balance	\$ 20,308.06
0713	Hotel	\$ 683.65	Amount requested this authorization	\$ 1,734.15
0714	Mileage	\$ 35.00	Estimated Balance Available	\$ 18,573.91
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 100.00	Appropriation Code	<u>010 - 095 - 5146 - 080</u>
0719	Registration Fees	\$ 0.00	Source of Funds	<u>10.25% General 89.75% Federal</u>
TOTAL		\$ 1,734.15	Job #	<u>95200024</u>

Authorized Signature:


 Dawn Touzin
 Chief Financial Officer

Approved By:


 Jeffrey A. Meyers
 Commissioner

Fiscal Information - Detail #1 (Job #: 95200024)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 650.00	Appropriation of Out-of-State Travel	\$ 24,400.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 4,091.94
0712	Meals	\$ 265.50	Available Balance	\$ 20,308.06
0713	Hotel	\$ 683.65	Amount requested this authorization	\$ 1,734.15
0714	Mileage	\$ 35.00	Estimated Balance Available	\$ 18,573.91
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 100.00	Appropriation Code	010 - 095 - 5146 - 080
0719	Registration Fees	\$ 0.00	Source of Funds	95200024 10.25% General 89.75% Federal
TOTAL		\$ 1,734.15		

Fiscal Information - Detail #2 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
TOTAL		\$ 0.00		

Fiscal Information - Detail #3 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
TOTAL		\$ 0.00		

Fiscal Information - Detail #4 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	
TOTAL		\$ 0.00		

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Agenda

Basic Long Term Care Course

November 14-18, 2016

Centers for Medicare & Medicaid Services
San Antonio, TX

Class time for Monday through Thursday will be from 8 a.m. to 5 p.m. Friday's class time will be 8 a.m. until 12 p.m. Breaks will be given at instructor's discretion.

Agenda Topics

Day 1 (November 14, 2016)

8:00 a.m.	Unit 1—Introduction	Beverly Briggs Rebecca Hall
10:00 a.m.	Break	
—	Unit 1—Team Dynamics	Rebecca Hall
Noon	Lunch	
—	Unit 2—Identifying Potential Concerns	Avery Huels Sally Thayer Glenda Wall Louanne Kirkley
3:00 p.m.	Break	
—	Unit 2—Identifying Potential Concerns	
5:00 p.m.	Adjourn	

Agenda

Basic Long Term Care Course

November 14-18, 2016
Centers for Medicare & Medicaid Services
San Antonio, TX

Agenda Topics Day 2 (November 15, 2016)

8:00 a.m.	Unit 2—Identifying Potential Concerns	Avery Huels Sally Thayer Glenda Wall Louanne Kirkley
10:00 a.m.	Break Unit 2—Identifying Potential Concerns	
Noon	Lunch Unit 3—Information Gathering	Louanne Kirkley Beverly Briggs Glenda Wall Barbara Markovich Sally Thayer Rebecca Hall
3:00 p.m.	Break Unit 3—Information Gathering	
5:00 p.m.	Adjourn	

Agenda

Basic Long Term Care Course

November 14-18, 2016

Centers for Medicare & Medicaid Services
San Antonio, TX

Agenda Topics

Day 3 (November 16, 2016)

8:00 a.m.	Unit 3—Information Gathering	Louanne Kirkley Beverly Briggs Barbara Markovich Rebecca Hall Glenda Wall Sally Thayer
10:00 a.m.	Break	
—	Unit 3—Information Gathering	
Noon	Lunch	
—	Unit 3—Information Gathering	
3:00 p.m.	Break	
—	Unit 3—Information Gathering	
5:00 p.m.	Adjourn	

Agenda

Basic Long Term Care Course

November 14-18, 2016

Centers for Medicare & Medicaid Services
San Antonio, TX

Agenda Topics

Day 4 (November 17, 2016)

8:00 a.m.

Unit 4—Information Analysis

Avery Huels

Barbara Markovich

Beverly Briggs

Louanne Kirkley

Rebecca Hall

10:00 a.m.

Break

—

Unit 4—Information Analysis

Noon

Lunch

—

Unit 4—Information Analysis

3:00 p.m.

Break

—

Unit 4—Information Analysis

5:00 p.m.

Adjourn

Agenda

Basic Long Term Care Course

November 14-18, 2016

Centers for Medicare & Medicaid Services
San Antonio, TX

Agenda Topics Day 5 (November 18, 2016)

8:00 a.m.	Unit 5—Documenting Deficiencies	Glenda Wall Avery Huels
10:15 a.m.	Break	
8:00 a.m.	Unit 6—Defending Deficiencies	Avery Huels Sally Thayer
—	Unit 7—End of Course Activities	Barbara Markovich
Noon	Adjourn	