

# Call for 2009 Committee Participation



## Aging Services of Minnesota 2009 Committees

### **Public Policy and Advocacy**

- SNF Regulatory Affairs Committee
  - ▲ Survey Review & Analysis Subcommittee
- Housing & Services Policy Committee
- Care Center Payment Committee
- Public Policy Cabinet

### **Customer Excellence and Innovation**

- Health Information Technology Committee
- Emerging Technology Committee
- Culture Change Steering Committee
- Clinical Practice Committee
- Workforce Solutions Council
- Aging Services/MHCA Assisted Living Council

### **Leadership Development**

- Education & Leadership Development Committee
- Awards & Recognition Committee

**Deadline for Submission:  
February 13, 2009**

# **Aging Services of Minnesota Committees Call for 2009 Committee Participation**

January 30, 2009

TO: Aging Services Members

FROM: Wayne Olson, Chair  
Aging Services of Minnesota Board of Directors

SUBJECT: **Call for Participation – 2009 Committees and Workgroups**

As the new chair of Aging Services, I am pleased to invite you to participate on an Aging Services Committee in 2009. This booklet contains information about the 2009 committees – charges, work plans and proposed work products. Please indicate the committee assignment of your choice by filling out the assignment request form and returning it to Nancy Garrett no later than February 13, 2009. If you had a committee assignment in 2008 and wish to continue on the same committee this year, please still fill out an assignment form.

Our committees this year will address our key areas of strategic focus: Public Policy and Advocacy, Customer Excellence and Innovation and Leadership Development. We are seeking not only your involvement, but also that of key members of your own management team. I hope you will be a part of our work in 2009 and thank you in advance for helping to make Aging Services the results and member-focused association that we are! Please do not hesitate to contact me, Gayle Kvenvold or any member of the Aging Services staff if you have questions about our committee work for the coming year.

# SNF Regulatory Affairs Committee

## 2009 Charter and Work Products



### Charge

The SNF Regulatory Affairs Committee will focus its advocacy efforts on moving the regulatory system toward measured outcomes, systemic improvements, and reasonable relationships between problems and remedies. The committee will address both federal and state policies and seek creative ways to incorporate quality improvement techniques into the care center regulatory environment. The committee will continue to analyze and develop recommendations for Aging Services (and AAHSA) action on state (and federal) issues, proposed rules, and policy questions. Committee members will be linked via an e-community for frequent and timely input to developing issues.

SNF Regulatory Affairs Committee members may also serve on the Survey Review and Analysis Subcommittee.

### 2009 Work Plan Focus/ Work Products

- Identify and prioritize issues for regular policy discussion to be held with MDH.
- Provide analysis and comment as needed on proposed rules, interpretive guidelines and survey protocols, including the new QIS protocols.
- Advocacy at the state level to accomplish regulatory reforms consistent with principles of quality improvement.
- Identification of specific criteria to be used in quality improvement recommendations for federal legislative and administrative reforms, including the new CMS 5-star rating system.
- Advocacy at the federal and state levels to implement key regulatory innovations developed as part of the Care Center of the Future discussions, including flexible licensing, physical plant redesign and culture change, and life safety codes.

### Aging Services' Scorecard Measure

Members' Customer Excellence: *Increasing excellence of service delivered by members to older adults.*

#### Strategic Focus:

Public Policy and Advocacy

#### Chair:

Mark Pederson, Regional Director of Operations, Health Dimensions Group

#### Vice Chair:

Traci Beach, Campus Administrator, Presbyterian Homes of Arden Hills

#### Lead Staff:

Darrell Shreve, Vice President of Health Policy

#### Meeting Schedule:

At least three meetings in person, and regular discussions via email and e-community

# Public Policy & Advocacy



## Survey Review & Analysis Subcommittee 2009 Charter and Work Products

### Charge

The Survey Review and Analysis Subcommittee will conduct regular analysis of survey and certification findings to identify trends, inform policy debate and provide members with information to assist them in quality improvement and management of the survey process.

### 2009 Work Plan Focus/ Work Products

- *Regular analysis of survey and certification findings.*
- *Identification of survey trends and outliers.*
- *Development of quality improvement and survey management information.*

### Aging Services' Scorecard Measure

Members' Customer Excellence: *Increasing excellence of service delivered by members to older adults.*

### Strategic Focus:

Public Policy and Advocacy

### Chair:

Geoffrey Ryan, Administrator, Heritage Manor

### Vice Chair:

Gene Gustason, Administrator, Stewartville Care Center

### Lead Staff:

Darrell Shreve, Vice President of Health Policy

### Meeting Schedule:

Three meetings per year, plus email discussions as appropriate

*Public Policy & Advocacy*



## Housing & Services Policy Committee 2009 Charter and Work Products

### Charge

The Housing and Services Policy Committee will develop policy agendas and formulate legislative strategies pertaining to payment and regulatory policy cutting across the housing-with-services and community-based services sector. Special focus will be on strategies that expand access to and development of affordable HCBS, including assisted living as indicated by the Imperative Demand Model. The committee's work will advance Aging Services' strategic initiative "to increase affordable housing and service options and develop local continuums of care for healthy aging." Committee members will be actively involved in hands-on activities at the Legislature during the Legislative Session and in Aging Services' grassroots campaign.

### 2009 Work Plan Focus/ Work Products

- Monitor the emerging regulatory environment for assisted living/housing-with-services and develop proactive policy recommendations to address developing issues in housing and community-based services, such as credentialing of housing managers.
- Monitor issues and recommend policy solutions related to low-income access to housing and community-based services, including assistance programs such as Elderly Waiver (and MSHO and MN Senior Care Plus), Alternative Care and Group Residential Housing. Issues related to the Customized Living tool and its implementation will be a special focus.
- Examine any emerging issues related to fire and building codes and food licensing and their impact on housing-with-services settings; formulate proactive policy recommendations as needed.
- Provide analysis on proposed legislation, rules, survey protocols and other regulatory documents.
- Identify and prioritize issues for policy discussions with MDH and DHS.

### Aging Services' Scorecard Measure

Members' Mission Progress: *Members report increasing success in accomplishing their own missions.*

#### Strategic Focus:

Public Policy and Advocacy

#### Chair:

Mark Anderson, Housing Director, Walker Plaza

#### Vice Chair:

Annette Greely, Director of Assisted Living, Guardian Angles By the Lake

#### Lead Staff:

Mary Youle, Vice President of Housing and Community-Based Services

#### Meeting Schedule:

Five meetings per year

# Care Center Payment Committee

## 2009 Charter and Work Products



### Charge

The Care Center Payment Committee will develop and respond to public policy related to Medicare, Medicaid and other payment and reimbursement issues affecting care centers. The committee's work will include the continuation of the development and implementation of a new operating and property reimbursement system and Aging Services' efforts to improve members' financial health.

### 2009 Work Plan Focus/ Work Products

- Provide input to the DHS Nursing Facility Rates and Policy Advisory Committee and other DHS-sponsored task forces/workgroups charged with reimbursement design, modification and implementation.
- Provide input to the Long-Term Care Imperative on changes needed for the successful rebasing of care center rates and development of the details of a new property reimbursement system.
- Identify and analyze payment/reimbursement initiatives for the 2009 and 2010 Legislative Sessions; advise on advocacy/educational strategies.
- Identify and review Medicare payment initiatives and advise on advocacy/educational strategies.
- Analyze financial challenges facing members and identify public policy initiatives or other methods to address necessary changes.
- Conduct dialogue with outside speakers and experts on issues that impact care center payments.
- Review managed care contracting issues that impact care centers.

### Aging Services' Scorecard Measure

Members' Financial Health: *Members are financially stable.*

**Strategic Focus:** Public Policy and Advocacy

**Chair:** Christine Bakke, Administrator, St. Benedict's Senior Community

**Vice Chair:** Jim Blaha, Chief Financial Officer, Walker Methodist

**Lead Staff:** Jeff Bostic, Director of Data Analysis

**Meeting Schedule:** 5-6 meetings per year; approximately every other month



## Public Policy Cabinet 2009 Charter and Work Products

### Charge

The Aging Services Public Policy Cabinet's key role is to recommend policy positions, formulate strategies and recommend action on these to the Aging Services Board of Directors. This committee will meet during the Legislative Session to review public policy developments and develop positions on issues as they arise. Cabinet members are also involved in the hands-on activities at the Legislature during the Legislative Session, and will take a lead role in carrying out the Association's grassroots campaign.

*The size of this committee will be limited. The Aging Services' Chair will appoint members to this cabinet based on a list of those members that have expressed interest in serving on this committee.*

### 2009 Work Plan Focus/ Work Products

- Review/refine recommendations from Aging Services' policy committees: SNF Regulatory Affairs Committee, Care Center Payment Committee, and Housing and Services Policy Committee.
- Develop recommendations to Aging Services Board of Directors on policy positions not covered by the Long-Term Care Imperative; advise on LTC Imperative agenda items.
- Develop positions on public policy issues during Legislative Session.
- Develop and help execute grassroots advocacy strategy.

### Aging Services' Scorecard Measure

Members' Mission Progress: *Members report increasing success in accomplishing their own missions.*

#### Strategic Focus:

Grassroots Advocacy

#### Chair:

Chuck Hofius, CEO and Administrator, Perham Memorial Hospital and Home  
Robin Theis, Administrator of Housing & Community Services, St. Benedict's Senior Community

#### Vice Chair:

#### Lead Staff:

Kari Thurlow, Vice President of Advocacy

#### Meeting Schedule:

Every three weeks during Legislative Session

# Grassroots Advocacy

**NEW!**

## **Health Information Technology Committee 2009 Charter and Work Products**



### **Charge**

The Health Information Technology Committee will guide Aging Services of Minnesota's efforts to increase the role that health information technology can play in aging services. The committee's work will align with and inform the state's E-Health Advisory Committee discussions, as well as those by the Minnesota Department of Health regarding e-prescribing. As a result of the committee's work, members across the continuum will be positioned to successfully comply with all federal and state mandates related to e-health initiatives and participate fully in the world of electronic medical and health records.

### **2009 Work Plan Focus/ Work Products**

- *Provide input to the Minnesota Department of Health's e-Health Initiative that advances the expansion of e-prescribing and interoperable electronic health records in aging services settings.*
- *Assist in the development, testing and promotion of the e-Health Toolkit for care center and home care providers that is being created in partnership with Stratis Health.*
- *Examine barriers to health information technology implementation and identify strategies to overcome obstacles.*
- *Identify opportunities to educate and exchange information on available and emerging health information technology including programming for the 2009 Aging Services Technology Conference.*
- *Identify resources to assist members in funding health information technology initiatives.*
- *Assist in the development of state and federal policy changes that facilitate the creation and use of health information technology for aging services.*

### **Aging Services' Scorecard Measure**

Members' Mission Progress: *Members invest in programs and infrastructure that outperform the past.*

**Strategic Focus:** Technology

**Chair:** Susan Klabo, CEO and Administrator, Mahnomon Health Center

**Vice Chair:** Mike Senden, CEO, Moravian Care Ministries

**Lead Staff:** Lori Meyer, Senior Vice President

**Meeting Schedule:** Quarterly

# *Technology*

**NEW!**

## **Emerging Technology Committee**

### **2009 Charter and Work Products**



#### **Charge**

The Emerging Technology Committee will guide Aging Services of Minnesota's efforts to identify promising practices in technology applications in aging services, create awareness of available and emerging technologies throughout the membership and identify opportunities to assist members in technology implementation. The committee will work closely with the MHA Service Corporation to scan for business opportunities that benefit members and the Association.

#### **2009 Work Plan Focus/ Work Products**

- *Identify emerging technologies and promising practices in technology applications in aging services.*
- *Develop opportunities to showcase, educate and exchange information on existing and emerging technologies.*
- *Examine barriers to technology implementation and identify strategies to overcome obstacles.*
- *Identify resources to assist members in funding technology initiatives.*
- *Assist in the development of state and federal policy changes that facilitate the use of technology for aging services.*
- *Partner with MSC to scan for business opportunities that advance our technology initiatives.*

#### **Aging Services' Scorecard Measure**

Members' Mission Progress: *Members invest in programs and infrastructure that outperform the past.*

**Strategic Focus:** Technology

**Chair:** Penny Solberg, CEO and Administrator, Spring Valley Care Center

**Lead Staff:** Lori Meyer, Senior Vice President

**Meeting Schedule:** 2-3 meetings

# *Technology*



## Culture Change Steering Committee 2009 Charter and Work Products

### Charge

The Culture Change Steering Committee will guide Aging Services of Minnesota's efforts to promote, showcase and facilitate development of person-directed living models. Building on the history of Minnesota pioneers and the national culture change movement, the committee will explore, share and stay abreast of current practices to help identify ways to incorporate the core principles of culture change into Association education programming, policy and product development, new services and other activities. The committee will guide the implementation of activities to increase member knowledge about the culture change philosophy and growing collection of best practices cutting across architectural design and service delivery.

Membership of the committee will include a mix of member leaders, as well as leading experts from the stakeholder partner community, to assist in advancing the Association's efforts to create the future of older adult services.

### 2009 Work Plan Focus/ Work Products

- *Explore the research or capacity needed to inventory and evaluate culture change practices already underway in Minnesota, and to create a clearinghouse or dissemination mechanism for resources and tools within Aging Services of Minnesota's membership.*
- *Guide outreach activities and collaboration opportunities with outside stakeholders in the promotion of culture change information and in shared activities through members of the Minnesota Culture Change Coalition, Pioneer Network or other groups.*
- *Identify regulatory or other barriers to culture change activity and action steps needed to remove barriers.*
- *Convene a design summit to explore and disseminate emerging consumer, provider and business partner needs and roles in the remodeling, replacement, and development of aging services settings statewide.*

### Aging Services' Scorecard Measure

Members' Innovation: *Members invest in programs and infrastructure that outperform the past.*

Members' Customer Excellence: *Increasing excellence of service delivered by members to older adults.*

### Strategic Focus:

Culture Transformation

### Chair:

Dan Strittmater, Health Strategies & Strategic Initiatives Advisor,  
Presbyterian Homes and Services

### Vice Chair:

Carol Kvidt, Administrator, Bethany Community

### Lead Staff:

Adam Suomala, Director of Member Relations

### Meeting Schedule:

Quarterly; with the potential of interim conference calls

# Culture Transformation



## Clinical Practice Committee 2009 Charter and Work Products

### Charge

The Clinical Practice Committee provides a forum for representatives of an interdisciplinary health care team to: exchange information on key clinical issues, with the goal of identifying and disseminating evidence-based practice standards. The committee's work will advance Aging Services' strategic initiative "to improve quality, accountability and public trust."

The committee membership draws not only from the practice community – directors of nursing, social services, dietary and recreational activity – but seeks the participation of research, academic and regulatory stakeholders. Clinical Practice Committee members may also serve on targeted task forces devoted to each clinical area, and will coordinate efforts with the Survey Review and Analysis Subcommittee as needed.

### 2009 Work Plan Focus/ Work Products

- *In-depth review and analysis of the clinical data from the MDH survey process to identify and explore trends, analyze nature of deficient practices, and identify/execute effective remedies.*
- *Analyze the data from quality indicators and other public report card outcome trends.*
- *Address potential member needs related to current practice gaps related to benchmarks or evidence-based practice.*
- *Review and make recommendations pertaining to draft documents related to professional practice, standards of clinical practice and work environment.*

### Aging Services' Scorecard Measure

Members' Customer Excellence: *Increasing excellence of service delivered by members to older adults.*

#### Strategic Focus:

Customer Excellence and Innovation

#### Chair:

Denise Juday Barnett, Administrator, St. Therese Home, Inc.

#### Vice Chair:

Rebecca Odden, Assistant Administrator, Broen Memorial Home

#### Lead Staff:

Liz Sether, MSC Nurse Consultant/Aging Services Policy Analyst

#### Meeting Schedule:

Five full-day meetings per year (May, June, July, September, October); first meeting held via conference call to review charge, work and meeting dates

*Customer Excellence  
& Innovation*

# Workforce Solutions Council

## 2009 Charter and Work Products



### Charge

The Workforce Solutions Council will further the implementation of new career and training models designed to inspire and elevate our future workforce. The council will also seek out new tools, best practices and strategies through Better Jobs Better Care or other initiatives and partnerships resulting in the improved recruitment and retention of talent.

Membership of the council will include member leaders, human resource and training professionals, as well as leading experts from outside stakeholder partners, to assist in advancing the Association's strategic initiative "to elevate the older adult services workforce of the future."

### 2009 Work Plan Focus/ Work Products

- Explore and advise on opportunities to disseminate tools, resources and best practices from the Better Jobs Better Care research and demonstration projects.
- Explore and advise on opportunities to better connect with Minnesota education programs and support development of emerging leaders.
- Develop a recommendation for redevelopment of the Aging Services Jobs Bank and other career marketing activities.
- Develop an analysis of whether Aging Services pursue launch of a Dementia Specialist Certificate Program.
- Provide a recommendation on creating an official position for immigration policy in coordination with national affiliates.
- Provide a recommendation on creating a new "Best Workplace" award category, including criteria.
- Guide implementation and outreach of the Health Support Specialist (HSS) pilot project.
- Guide replication and outreach of the LTC LPN Regional Training Centers in up to five sites.

### Aging Services' Scorecard Measure

Members' Employee Engagement: *Staff in member organizations is committed to their jobs.*

**Strategic Focus:** Workforce Solutions

**Chair:** Ken Westman, Chief Operating Officer and Director of Senior Services, Bigfork Valley

**Vice Chair:** Irmadene Knudson, Director of Nursing, Bethany Community

**Lead Staff:** Adam Suomala, Director of Member Relations

**Meeting Schedule:** Quarterly, with the potential for interim conference calls

*Workforce Solutions*



## **Aging Services/ MHCA Assisted Living Council 2009 Charter and Work Products**

### **Charge**

This committee is a jointly-constituted professional network comprised of members of Aging Services of Minnesota and the Minnesota Home-Care Association whose focus is the practice of home care in assisted living settings. It is jointly staffed and directed.

Its purpose is to identify best practices and standards of practice, tools and resources for use by assisted living home care providers, and policy issues affecting these providers. The council will give home care providers working in housing-with-services/assisted living programs a forum for information sharing and opportunity to discuss relevant topics such as:

- Home care survey trends
- Reimbursement issues affecting assisted living providers
- Educational needs and resources, including input regarding the fall home care conference.

### **2009 Work Plan Focus/ Work Products**

- *Examine the issues that have emerged from the expansion of managed care and identify strategies and tools to address these issues.*
- *Track implementation of the MSHO product as it relates to contracts for assisted living services.*
- *Develop a uniform tool that providers can use to document the profile and increasing acuity of their clients over time.*
- *Identify and address issues related to reimbursement policy, especially Elderly Waiver, Customized Living and the Customized Living tool developed by DHS.*
- *Identify issues related to medication management, emergency services and other “emerging” issues.*
- *Work with MDH and the Board of Nursing, as appropriate, in order to develop clarifications and guidance for providers.*

### **Aging Services’ Scorecard Measure**

Members’ Customer Excellence: *Increasing excellence of service delivered by members to older adults.*

#### **Strategic Focus:**

Customer Excellence and Innovation

#### **Chair:**

Connie Enge, Director of Home Care, Sholom Community Alliance

#### **Lead Staff:**

Mary Youle, Vice President of Housing and Community-Based Services

#### **Meeting Schedule:**

Four times per year

*Customer Excellence  
& Innovation*



## Education and Leadership Development Committee 2009 Charter and Work Products

### Charge

The Education and Leadership Development Committee will assist in the identification, development and evaluation of a comprehensive calendar of educational offerings for Aging Services' members based on the provider community's most pressing issues. The committee will identify and develop opportunities for leadership development at all levels – including programs that meet the educational needs of trustees. The committee will also advise on the mix of new educational products and mediums to meet member needs.

### 2009 Work Plan Focus/ Work Products

- Evaluate the Call for Presentations for the 2010 Institute and assist in identifying appropriate topics and speakers for educational sessions.
- Assist in the formation of Annual Meeting 2009 programming aimed at older adult services leadership.
- Anticipate and identify emerging topics for the “On Target Solutions” program series and assist in developing content and identifying faculty.
- Suggest effective ways for education to better meet members' needs and identify professional groups currently underserved for professional development.
- Assist in the evaluation and application of new education mediums, e.g. distance learning, web-based educational programming to targeted member audiences.

### Aging Services' Scorecard Measure

Members' Satisfaction: *Members are highly satisfied with the level of support they receive from Aging Services.*

### Strategic Focus:

Increasing the Value of Membership/Customer Excellence and Innovation

### Chair:

Sue Ann Guildermann, Director of Clinical Education, Empira

### Vice Chair:

Roman Bloemke, Director of Operations, Welcome Home Management Company

### Lead Staff:

Heidi Simpson, Director of Education

### Meeting Schedule:

Two full-day meetings per year; conference calls as needed

# Leadership Development

# Awards & Recognition Committee

## 2009 Charter and Work Products



### Charge

The Awards and Recognition Committee will guide Aging Services' programs designed to honor individuals and organizations that have made outstanding contributions to aging services. The committee's work will showcase and celebrate members' excellence, innovation and leadership; and will advance Aging Services' strategic initiative "to improve public perception of older adult services." 2009 Awards Program includes:

- Living Our Mission Award
- Caregiver of the Year
- Leadership Award
- Volunteer of the Year
- Administrator of the Year – Kal Michels Award
- Senior Housing Leadership – Ray Johnson Award
- Trustee (Volunteer Board Member) of the Year
- Investing in Our Communities Award
- Innovation of the Year Award(s)
- Excellence in Practice

### 2009 Work Plan Focus/ Work Products

- Evaluation of existing award categories and recommendations for changes.
- Recommendations for awards/recognition for Business Partners.
- Selection of award winners.
- Recommendations for presentation of awards (venues, timing, frequency).
- Evaluation of scoring/selection process – recommendations for changes.

### Aging Services' Scorecard Measure

Improving Public Perception: *The public perceives older adult services positively and accurately.*

#### Strategic Focus:

Increasing the Value of Membership/Customer Excellence and Innovation

#### Chair:

Shirley Barnes, Chief Executive Officer, Crest View Senior Communities

#### Vice Chair:

Debbie De Grio, Assistant Administrator, Viewcrest Health Center

#### Lead Staff:

Barbara Landeen, Manager of Support Services

#### Meeting Schedule:

Three meetings (March, June, October)



# Call for 2009 Committee Participation

## Your Voice Counts

Aging Services of Minnesota is a *membership* organization. Our direction, our policies, our *future*, depends on participation by members in association governance and committee work.

### **Aging Services of Minnesota**

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

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# 2009 Aging Services Committees Assignment Request Form

Please indicate your **first, second and third** committee choices. **SELECT ONLY ONE FIRST CHOICE, ONE SECOND CHOICE AND ONE THIRD CHOICE.**

## Public Policy & Advocacy

- SNF Regulatory Affairs Committee
- Survey Review & Analysis Subcommittee
- Housing & Services Policy Committee
- Care Center Payment Committee
- Public Policy Cabinet

## Customer Excellence and Innovation

- Health Information Technology Committee
- Emerging Technology Committee
- Culture Change Steering Committee
- Clinical Practice Committee
- Workforce Solutions Council
- Aging Services/MHCA Assisted Living Council

## Leadership Development

- Education and Leadership Development Committee
- Awards & Recognition Committee

I would like to serve on more than one committee

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### PLEASE TYPE OR PRINT CLEARLY

Name \_\_\_\_\_

Title \_\_\_\_\_

Facility/Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone #s (Main) \_\_\_\_\_ (Direct Dial) \_\_\_\_\_

(Other - specify) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax: \_\_\_\_\_

#### Mail or FAX completed form to:

Aging Services of Minnesota  
Attn: Nancy Garrett  
2550 University Avenue West, Suite 350 South, St. Paul, MN 55114-1900  
Fax: 651-645-0002 • Email: [ngarrett@agingservicesmn.org](mailto:ngarrett@agingservicesmn.org)

**Initial Deadline for Submission: Friday, February 13, 2009**