

University of Scranton
HAD 513 - Long Term Care Administration
Michael Costello, JD, MBA, FACHE, NHA
340-2021
Intersession, 2011
3 Credits

I. Required Text:

Singh, D.S. Effective Management of Long-Term Care Facilities. Sudbury, MA: Jones & Bartlett Publishers, 2010.

II. Course Description:

Operation and administration of long term care facilities. Differences between acute and long-term levels of care, types of long term care facilities, and special concerns of the long-term care resident. Emerging models of care are discussed in addition to traditional management functions in the industry.

III. Prerequisite: None

IV. Course Objectives:

At the successful completion of the course, the participant shall be able to:

- A. Discern the various organizational structures involved in the delivery of Long-Term Care.
- B. Identify the needs, problems and issues facing the geriatric population in the United States.
- C. Understand the operational aspects of managing a long-term care facility.
- D. Explain the various tools utilized in financial management and demonstrate a knowledge of the reimbursement mechanisms.
- E. Understand the role the federal and state government plays in regulating Long-Term Care Health Services.

V. Major Course Activities:

- | | |
|------------------------|---------------------------|
| A. Class Lecture | F. Long-Term Care Project |
| B. Class Discussion | G. Reading Assignments |
| C. Class Participation | H. Examinations |
| D. Class Attendance | I. Group Exercises |
| E. Reaction-Critiques | |

Class Lecture

The instructor will provide additional information, research findings and opinions of other specialists via class lecture. This material will supplement text reading assignments.

Class Discussion and Participation

This course is designed to maximize class interaction and utilize the resources and expertise of every participant. Participants are encouraged to ask questions, complete reading and course assignments, generate relevant discussions, and express their opinion on issues. Everyone in class will be asked to participate in class discussions with guest speakers.

Case Studies

Cases from Part V of the text are assigned for student reading and in-class discussion. Students should complete the assignment at the end of each case for participation in the discussion.

Class Attendance

Class attendance is extremely important because of the manner in which the course is assigned. If participants cannot attend class because of circumstances beyond their control, this must be discussed with the instructor.

Reaction-Critique

Each participant is required to complete and present three (3) reaction-critiques from professional articles written in appropriate journals. Refer to Appendix A for further instructions. Articles must be taken from reputable journals and not from trade magazines. Subject to the approval by the instructor, students may elect to use chapters in a professional text.

Readings Assignments/Handouts

Participants are required to read the course text between class sessions.

Examinations

There will be one final examination at the end of the term.

VI. Course Evaluation and Assignments:

The main purpose of the course evaluation, activities, and assignments will be to assess to what extent participants have achieved a better understanding and working knowledge of long term care administration.

The course evaluation will serve to assess specific IDEA objective:

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|-----|---|------------------|
| (1) | Gaining factual knowledge | Essential |
| (2) | Learning fundamental principals, generalizations, or theories | Important |
| (3) | Learning to apply course material to improve rational thinking, problem-solving and decision-making | Minor Importance |
| (4) | Developing specific skills, competencies and points of view needed by professionals in the field | Important |
| (5) | Developing skill in expressing oneself orally or in writing | Minor Importance |

VII. Grading Criteria:

	<u>Weight Assignments</u>
Class Attendance	5%
Class Participation	5%
Reaction-Critiques (3 x 10 pts. ea.)	30%
Oral Presentation on Long-Term Care Project	15%
Long-Term Care Project	20%
Final Examination	<u>25%</u>
	Total 100%

VIII. Determination of Course Grade:

Each course assignment has been assigned a point value and has an identifiable level of measure.

<u>Course</u>		<u>%</u>
A	=	95-100
A-	=	92-94
B+	=	89-91
B	=	86-88
B-	=	83-85
C+	=	80-82
C	=	74-79
F	=	Below 74

COURSE OUTLINE

HAD 513 - Long Term Care Administration
(3 Credits)

Michael Costello, FACHE, NHA
McGurrin, Room 402

Intersession, 2011
Monday/Wednesday: 5:00-10:00 PM

Date	Content Activities	Text Readings
January 3	Introduction to Course Project Selection History of Long-Term Care The Physiology of Aging	Chapters 1, 2, 3
January 5	Management of Nursing Facilities Economics of Long-Term Care Reimbursement Marketing Discussion on Personal Financing (attached) Case 1	Chapters 4, 8, 17, 18
January 10	Legal Issues <ul style="list-style-type: none"> - Access - Patient Rights - Wills and Estates Administrative Licensure Facility Licensure Regulatory Issues Reaction-Critique 1 Due (Article on Access) Reaction-Critique Presentations Case 2, Case 4	Chapters 5, 6
January 12	Management of Home Health Services Governance Issues Human Resource Management Issues	Chapters 15, 16
January 17	Ethics in Long-Term Care Operations Reaction-Critique 2 Due (Article on Quality) Case 3, Case 5 Reaction-Critique Presentations	Chapters 9, 10, 11, 12, 13

Date	Content Activities	Text Readings
January 19	Facility Services Quality Management Performance Improvement Selection of Measures Influencing Quality Reaction-Critique Presentations Reaction-Critique 3 (Article on Finance) Case 6	Chapters 14, 19
January 24	The Future of Long-Term Care Facilities and Services Managing for the Future Reaction-Critique Presentations Case 8, Case 9, Case 10	
January 26	Reports on Personal Financing Discussion From Period 2 Long-Term Care Projects Due Student Presentations on Long Term Care Projects	
January 27	Final Examination	

Discussion

Your 65 year-old widowed neighbor is retiring from her job and asks you to help her analyze her potential for financing her long-term care needs. She has no retirement health insurance benefit from her employer, but expects to draw approximately \$1200 per month in Social Security benefits and \$2500 per month in pension benefits. She owns her own home with a realistic market value of \$200,000 and has no mortgage. She has \$150,000 in savings in a bank account.

- A. She knows that she will be eligible for Medicare Part A benefits, but questions whether she should obtain Part B coverage because it will mean a monthly deduction for Part B coverage. How much would Part B cost her per month and what might her out of pocket costs be if she did not have Part B coverage.
- B. How might the answer to (a) above change if she were to join Geisinger Gold, the local Medicare HMO.
- C. She asks you if Medicare Part A would cover the majority of her bill if she needed nursing home care, home health care or assisted living care. How would you answer her?
- D. She asks you under what circumstances Pennsylvania Medical Assistance might pay for part of the cost of nursing home care, home health care or assisted living. How would you respond?
- E. She has no private long-term care insurance policy, but asks you whether she should obtain such coverage. If she purchased long-term care insurance, what type of benefit would she have for each of the following based upon the monthly premium figures which you give her:
 - Nursing-home care
 - Personal care home coverage
 - Home health care
 - In-home attendant care
 - Adult day care
 - Private duty nurses
- F. Assume that she does not purchase long-term care insurance and never qualifies for Pennsylvania Medical Assistance, how much might she expect to pay per month, out of her own funds, for each of the following types of care:
 - Nursing-home care (assuming she is not Medicare eligible)
 - Personal care home
 - Private duty nurses (one nurse three shifts per day)
 - In-home attendant care (one attendant for one eight hour shift, five days per week)

Long-Term Care Project

Each student will select a form of long-term care as covered in the text. The student will complete a written analysis of that form of care covering each of the following elements in sufficient detail. The final written analysis must be submitted on January 28 and each student will make an oral presentation on his/her project on one of the dates noted for student project presentations on the syllabus.

- a. How do patients access the facility/service?
- b. What criteria must the patient meet for admission?
- c. Can patients be excluded on the basis of medical, behavioral or financial criteria?
- d. How long do patients receive care of this level?
- e. Where do patients go upon discharge?
- f. Who pays for the patient care and what is the cost?
- g. How is the facility/service regulated by federal and/or state government?
- h. Must the administrator be licensed and by when?
- i. What are the significant regulatory issues, if any?
- j. What are the significant staffing issues?
- k. What forms of ownership and governance are usually found in this type of facility/service?

APPENDIX A

A. Introduction:

A reaction-critique is a critical estimate of a written work and a personal reaction to this analysis. Experience in making critiques of written works is required for the following reasons:

1. Extensive critical reading helps the student achieve a more comprehensive understanding of the concepts included in the course.
2. Critical analysis of what is read aids one in becoming a more discerning consumer of the literature in the field.
3. Evaluations of what is read assist the student in the comprehension of the implications of the reading content of his particular course of interest and concerns.
4. The written critique helps the student develop the art of effective communication.

B. General Requirements:

Each student is required to review and present three (3) articles from professional health related journals.

C. Guidelines for Review Format:

1. All papers are to be typed and double spaced. The paper is to be clear and concise; does not contain errors in spelling, punctuation, or syntax.
2. All papers are to be submitted on time to meet specific due dates. Include a copy of the article critiqued with your submission.
3. At the top of the first page, and on a 3x5 inch index card, the following information must be provided using the listed headings in sequence:
 - a. Applicable General Topic:
 - b. Title of Article:
 - c. Authors Name: Important
 - d. Name of Journal: You are required to
 - e. Date of Journal: submit a copy of the
 - f. Volume: original article with
 - g. Number: the reaction-critique
 - h. Pages (on which article appears):
 - i. Publisher of Journal:

4. Synopsis and Summary:

100-200 word description of the articles basic content.

5. General Theme:

A brief statement about what you felt was the author's general theme of the article.

6. Point of View:

A brief statement about what you felt concerning the author's point of view - Was the presentation objective and factual or was the presentation subjective and lacking of facts? Explain your opinion.

7. Issue Analysis:

Provide a list of the issues presented in the article.

8. Conclusions and Recommendations:

List of author's conclusions and/or recommendations.

9. Agreement or Disagreement:

Based on the author's conclusions and/or recommendations, do you agree or disagree; provide a brief justification regarding your opinion concerning your agreements and disagreements.

10. Professional Projections:

A 50-75 word statement on what you learned from the article and how you may apply this experience (negative or positive) in your professional future career.

D. Guide to Grading of the Reaction-Critique:

Critique will be graded on a competency basis as follows:

- a. Appropriate article (2 point)
- b. Identifying information on first page and 3x5 index card (3 pt.)
- c. Synopsis and Summary (10 pts.)
- d. General theme stated (1 point)
- e. Point of view stated (2 point)
- f. Issue analysis stated (2 point)
- g. Conclusions and recommendation stated (5 pts.)
- h. Agreement or disagreement stated (5 pts.)
- i. Professional projections stated (5 pts.)

E. Penalties:

Failure to submit reviews on specific due dates may result in the deduction of one full grade for each successive class period that the review is not submitted. Failure to submit one or more reviews may result in an "incomplete" given at the time of final grades.

Special circumstances requiring an extension of the due dates will be handled on an individual basis via written justification explanation and/or request stating the particulars and forwarded to the instructor for approval and appropriate determination.