



Illinois Council on Long Term Care 2008 Publications Catalog

**A Commitment to Professionalism and Quality Care
A Partnership for Excellence**

Illinois Council on Long Term Care



The Medicaid MDS Reimbursement System

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The new, revised Medicaid MDS reimbursement system will dramatically affect facility Medicaid rates in the coming year. This user-friendly manual explains in detail the new Public Aid MDS reimbursement categories, the coding necessary for scoring and the staffing values associated with each category. All the new and revised categories, including Exceptional Care for 2006, are covered in this updated and revised edition. The manual contains all the MDS interpretive guidelines and coding instructions relevant to the new Illinois Medicaid system, cross-referenced to each reimbursement category. The manual also contains detailed audit and quick reference tools so facilities can audit resident conditions and medical records to ensure proper coding, documentation and service delivery under the new system. The manual offers a detailed, complete and comprehensive approach to Illinois' new Medicaid MDS reimbursement system.

Price: \$300.00 for non-members, \$75.00 for Illinois Council members

This is the most up-to-date 2008 version of the federal Medicaid/Medicare Certification Enforcement Requirements, Survey Procedures and Interpretive Guidance for long term care facilities. The manual contains all the recent revisions for abuse prevention, pressure sore prevention, incontinence, quality assurance, activities, vaccinations, psycho-social severity guidance and the latest surveyor guidance on pharmacy services and medication pass. The Council's updated OBRA Manual is the complete working document used by surveyors and contains the following:

- The Regulations. Federal Medicare and Medicaid requirements for certified long term care facilities, regulations 42 CFR Part 483
- The Survey Forms, as revised in CMS' State Operations Manual
- The Survey Procedures, F-Tags, and Guidance to Surveyors

Price: \$75.00 for non-members, \$50.00 for Illinois Council members

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OBRA Final Rules

Medicaid/Medicare Certification
for Long Term Care Facilities:
Enforcement Requirements, Survey Procedures,
and Interpretive Guidance
Effective December 18, 2006

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Illinois Department of Public Health

Rules and Regulations for
Skilled and Intermediate Care Facilities:
77 Illinois Administrative Code 300

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The Illinois Department of Public Health, Section 300, Rules and Regulations for Skilled and Intermediate Care Facilities is the complete and comprehensive state licensure rules for all Illinois nursing homes, including the healthcare worker background check provisions, dietary, electronic medical records, infection control, nursing, activity, mental health, background check and identified offender provisions adopted in the past few years.

Price: \$75.00 for non-members, \$50.00 for Illinois Council members

The Illinois Council on Long Term Care is a professional healthcare association representing nearly 200 long term care facilities, providing care and services to more than 37,000 nursing home residents in Illinois. The mission of the Council is to achieve the highest possible Quality of Life for nursing home residents through a working partnership with government, families, caregivers, and residents to establish nursing home standards of excellence.

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Resident Attendant Model Training Program

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Recently OBRA regulations were introduced that would allow Paid Feeding Attendants in long term care facilities. The Illinois Council's Resident Attendant Model Training Program is a state-approved program that meets the requirements for Illinois State Resident Attendant Training. This course can be taught by a registered nurse alone or with a dietitian. In order to teach a Resident Attendant Program in Illinois, a facility must first apply for a program number and get program approval from IDPH. The Illinois Council Resident Attendant Training Program contains everything your facility needs for program submittal. The packet includes Resident Attendant Job Description, Policy and Procedure, Training Program, Manual Skills Competency Evaluation, Sample Master Schedule, Sample Daily Schedule, IDPH Official Class Roster, Textbook Suggestions, and Required Facility Policy Statements.

Price: \$200.00 for non-members, \$100.00 for Illinois Council members

The Council Electronic UCIA Background Check System allows a facility fast and reliable access into the State Police Background Check system to electronically request Background Check information for employees and residents. This saves the facility \$5.00 per request and decreases the State Police response time from two months to a few days. The Electronic UCIA Background Check Package comes on CD and includes:

- One copy of the Background Check application software
 - One copy of Microsoft's Access 97 (Runtime Version) database software
 - A printed copy of the User's Manual
 - An online version of the User's Manual formatted for Acrobat Reader
 - A copy of Adobe's Acrobat Reader Software for the online manual
 - State Police Electronic Background Check application form and info
- The Laplink communication program required to electronically access the State Police System is not included.

Price: \$300.00 for non-members, \$150.00 for Illinois Council members

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Healthcare Worker Background Check Software

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OSHA Compliance Program

A Two Volume Policy and Training Handbook

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The Occupational Safety and Health Administration (OSHA) has singled out the long term care industry as a business which has an above average level of worker injuries and accidents. As a result of this increased focus, nursing homes are a prime target for random OSHA inspections. To satisfy OSHA regulations, nursing homes must have a series of worker safety programs in place, including bloodborne pathogens, tuberculosis, ergonomics, workplace violence, hazard communications, lock-out/tag-out, confined spaces, and fire safety and disaster preparedness. The **Council's two-volume OSHA Compliance Program**, developed specifically for nursing homes, not only contains the required programs, but also includes essential staff training programs to help facilities comply with OSHA.

Price: \$200.00 for non-members, \$100.00 for Illinois Council members

This Quality Assurance manual for nursing is designed to assist today's long term care nursing departments in complying with OBRA Quality of Care standards, IDPH regulations, OSHA guidelines and requirements for Medicaid and Medicare reimbursement. Developed by a team of front-line nurses, the quality assurance approach of 16 sentinel Focused Rounds (where there's smoke) and more than 100 targeted Quality Assurance Reviews (there's the fire) can help a facility develop a practical, proactive Quality Improvement Program that addresses nursing care issues before they become problems. For facilities cited for nursing care violations, the care-specific Quality Assurance Reviews provide a standardized path for correction, and are recognized by IDPH as an acceptable Plan of Correction. The manual offers instructions on how to set up a program that satisfies all the Quality Assurance Committee requirements for OBRA F-tag 520 and for the Joint Commission.

Price: \$200.00 for non-members, \$100.00 for Illinois Council members

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Nursing Quality Assurance Program for LTC Facilities

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Facility Abuse Prevention Program

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One of the highest priorities of both the federal and state enforcement agencies is Abuse Prevention in nursing homes. In response to extensive federal and state requirements and enforcement protocols for Abuse Prevention, the Illinois Council assembled a panel of legal, management, and clinical experts to develop a model program of abuse prevention. This comprehensive, standardized, ready-to-use best practices program for Abuse Prevention and Investigation includes new facility policies for abuse prevention, extensive orientation and training for staff, specific investigation procedures for reporting and investigating any suspected abuse, immediate measures to protect residents, and detailed management quality monitoring probes. This Facility Abuse Prevention Program has been reviewed by the Illinois Department of Public Health and contains the policies that Illinois nursing facilities need to comply with the state laws and the new federal requirements.

Price: \$30.00 for non-members, \$20.00 for Illinois Council members

Pain management has become a front-burner issue for long term care facilities, receiving increased attention from CMS and IDPH. Recent studies have shown that nursing home residents are seriously under-assessed and under-treated for pain. Recognizing the growing importance of this issue, the Illinois Council has developed a comprehensive pain management protocol that can be used by facilities to put an entire program together from start to finish. The protocol includes policies and procedures, assessment forms, pain tracking tools, care planning guides, staff training modules, physician communication tools, medication guidelines, and an overview of supplementary comfort measures. The protocol provides a detailed blueprint for putting pain management principles into practice to improve outcomes and quality of life.

Price: \$30.00 for non-members, \$20.00 for Illinois Council members

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Pain Management Protocol

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Wound Management Protocol

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Pressure ulcers are the primary causes of nursing home lawsuits and a central focus of the public release of the Quality Measures. The management and treatment of pressure ulcers require a coordinated, facility-wide management protocol. The Council's Wound Management Protocol incorporates guidelines from the Agency for Health Care Policy and Research (AHCPR) and the Wound Ostomy Continence Nurses Society (WOCN). It contains policies, procedures, documentation forms, care plan suggestions, quality assurance forms, training materials, as well as suggested treatment protocols, all updated with the 2005 OBRA regulations.

Price: \$80.00 for non-members, \$40.00 for Illinois Council members

The **Standardized Admission Packet** is a comprehensive collection of admissions forms utilized by hundreds of admissions directors throughout Illinois. The packet includes a standardized admissions contract, forms on caregiving issues, materials on lifestyle issues, financial notifications for Medicare and Medicaid, and advance directives forms, including living will and durable power of attorney. The packet contains all the admissions materials required by state and federal law including the latest HIPAA requirements. In addition, it provides Year 2008 updates on Benefit Rights and Eligibility Information Under Medicaid (both Single Individuals and Married Couples with One Person in the Community) and Year 2008 Benefit Rights Under Medicare, including Part D notifications.

Price: \$200.00 for non-members, \$100.00 for Illinois Council members

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Standardized Admission Packet

Year 2008 Updated

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Working Successfully with the Media

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The Illinois Council on Long Term Care has created the guidebook **Working Successfully with the Media** to provide practical and easy-to-understand information about how to harness the power of the media for the benefit of your facility and our profession. The guidebook covers two areas:

Earning Positive Media Coverage – This section covers making stories attractive to the media, writing press releases, creating a media list, pitching stories to editors, completing interviews with reporters and many other topics.

How to Handle a Media Crisis – This section outlines a standardized facility policy for handling media inquiries, appointing spokespeople, determining key messages, releasing statements to the media, and declining comment with skill when necessary.

Price: \$30.00 for non-members, \$20.00 for Illinois Council members

Regulations, Survey Citations, and You is an entertaining, but serious look at the survey process. Through the use of graphics, catchy phrases, and pictures, the survey process is explained in a non-threatening way. Direct care staff are able to read this booklet and know what essential practices are expected of them on a daily basis and during the survey process. Key areas featured in this booklet are Resident Rights; Infection Control; Safety; Privacy; Personal Care; Communication with Residents, Families, and Surveyors; Dining; and Laundry.

Price: \$50 for non-members (50 booklets), \$25 for Illinois Council members (50 booklets)

Illinois Council on Long Term Care



Regulations, Survey Citations, and You

A Survival Guide for CNAs

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Quality Customer Relations

A Guide for Staff at Long Term
Care Facilities

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In today's competitive marketplace, providing quality customer relations is an increasingly important issue that involves every department and every staff person at a facility. **Quality Customer Relations** provides an overview, written specifically for front-line staff, about successful customer relations approaches that greatly impact on a facility's reputation in the community. Topics covered include Creating a Positive First Impression; Utilizing Proper Telephone Etiquette; Effectively Communicating with Facility Customers; Offering Care and Compassion to Residents and Families; Handling Customer Conflicts; and Focusing on Solutions to Problems, Rather Than Just Offering Excuses.

Price: \$50 for non-members (50 booklets), \$25 for Illinois Council members (50 booklets)

The Illinois nursing home community is facing tremendous challenges, including inadequate funding and labor shortages. Now, more than ever, professionals need to reach out to their state legislators to educate them about the issues affecting the state's 85,000 nursing home residents. The booklet **Reaching Out to Legislators** covers a wide variety of grassroots lobbying techniques including writing letters to local legislators, calling legislative offices, inviting a legislator for a facility visit, and registering residents to vote. In addition, the booklet outlines public relations strategies including writing press releases, calling news reporters, submitting letters to the editor, and handling media interviews. Written in a practical and easy-to-understand style, **Reaching Out to Legislators** details the many ways that professionals can become successfully involved in the political process.

Price: \$30.00 for non-members, \$20.00 for Illinois Council members

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Reaching Out to Legislators

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Illinois Council on Long Term Care 2008 Publications Order Form

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