Call for Educational Proposals Guidelines

OVERVIEW

OHCA 2019, to be held April 29 – May 2, 2019 in Columbus, Ohio, is an inclusive opportunity for all current and future Association members in the long-term care services and supports profession to engage in exceptional learning experiences that help to advance the quality of care they provide.

OHCA is seeking proposals that reflect sound adult learning principles and feature expert faculty. To deliver exceptional learning experiences, preference may be given to proposals that are positioned to deliver a mix of the following:

Content:
- Reflect innovative, cutting-edge content and evidence-based practice
- Present a scenario with evidence supported by research or data
- Explore issues important to assisted living communities and providers of services to people with developmental disabilities

Instructional Design:
- Stimulate and provoke discussion, audience engagement and outcome-focused content
- Demonstrates relevance of presentation through "real-life" case studies
- Panel presentations featuring professional staff from SNF, AL, ID/DD settings and services in addition to consultants

Audience:
- Professional staff from:
  ◊ Skilled Nursing Facilities
  ◊ Assisted Living Communities
  ◊ Providers of services to people with intellectual and developmental disabilities
- Experience
  ◊ 50% of attendees have 17 or more years experience
  ◊ 10% of attendees have 13 – 16 years of experience
  ◊ 10% of attendees have 9 – 12 years of experience
  ◊ 10 % of attendees have 5 – 8 years of experience
  ◊ 20% less than 4 years experience

TOPIC AREAS

As you reflect on your proposal please consider the following topics, which are focus areas for the conference program. While proposals may address more than one area, you must select one which is the best fit. Also, keep in mind that staff from all departments within each organization attend the convention.

Example topics noted are intended to help you develop/plan, but we welcome and encourage additional ideas as well.

- Reimbursement & Finance
  ◊ Medicaid Managed Care
  ◊ Accountable Care Organizations
  ◊ Bundled Payments
  ◊ PDPM – more than an overview, pick one area for a deep dive
  ◊ ICD-10
  ◊ Case Mix

- Policy & Payment
  ◊ Quality Reporting Program
  ◊ Value Based Purchasing
  ◊ Staff Data Collection
  ◊ PBJ
  ◊ PDPM
  ◊ Legal topics
  ◊ A/R

- Quality Improvement
  ◊ Nursing Home Compare
  ◊ PEPPER
  ◊ AHCA Quality Award Programs
  ◊ AHCA Trend Tracker
  ◊ AHCA Quality Initiative
  ◊ Operationalize the Data - How to Use It
  ◊ QAPI

- Regulatory
  ◊ Survey Trends
  ◊ Preparing for Survey
  ◊ Focused Surveys

- Resident Care and Services
  ◊ MDS
  ◊ Care planning
  ◊ Documentation
  ◊ Activity Programming
  ◊ Falls
  ◊ Dining & Nutritional Services
  ◊ Specialized Rehab Services
  ◊ Dementia programming

- Administration and Personnel
  - ◊ Facility Assessment (tie-in to revised Conditions of Participation)
  - ◊ Competency Requirement for Nursing Services (tie-in to revised Conditions of Participation)
  - ◊ Understanding and managing the Preadmission Screening and Resident Review
  - ◊ Emergency Preparedness
  - ◊ Human Resources and/or Labor Law
  - ◊ Marketing and/or Community Relations
  - ◊ Risk Management
  - ◊ Recruitment and Retention
- Leadership
  - ◊ Organizational Culture and Communication
  - ◊ Staff counseling/motivation
  - ◊ Ethics
  - ◊ Stress management

In addition our ID/DD members have requested specific topics shown on the list below. Please remember that sessions specific to this line of service are exempt from the rule regarding the number of applications you can submit.

- Balancing Regulations and Rights
- Difficult Conversations with Guardians/Families
- The Drug Epidemic's Impact on ID/DD Services
- Promoting Self Advocacy for All People with Developmental Disabilities
- Caring for an Aging ID/DD Population and End of Life Preparations
- Listening to Their Voice – True Person Centered Planning
- Innovative Programs for Community Inclusion
- Quality Assurance Programs for ID/DD services
- The Direct Care Workforce Crisis – How do We Survive?
- Social Media, It can be Positive – Recruiting Staff, Educating the Community & Keeping Families Engaged

WHO CAN SUBMIT

Speaking at OHCA is a privilege only the best in the profession can experience. For years, the Ohio Health Care Association has offered a remarkable lineup of education and networking opportunities targeting the needs and concerns of staff in all departments and with varying experience. As the profession's most trusted partner for quality education, we look forward to receiving your speaker application and your help to continue this long-standing tradition.

Anyone can apply to be a presenter at OHCA2019 (facility staff, consultants, associate members and professional speakers). The educational program for the convention is being designed to ensure that attendees leave each session equipped with effective strategies to achieve operational excellence in long-term care, assisted living and II-DD.

PRESENTATION STRATEGIES

Education should be interesting, exciting, effective, unique and memorable. Use of case studies, handouts and audio/visual equipment is encouraged. We encourage you to craft a proposal that demonstrates a dynamic and innovative plan to disseminate information. The audience is experienced and knowledgeable and expects the most current information and highest quality training available.

Applications are submitted on line and must be completed by December 5.

HOW MANY APPLICATIONS CAN BE SUBMITTED

The committee encourages proposals from different companies and organizations representing different points of view. However, due to the large number of applications received we can only accept two (2) applications from any one speaker and five (5) from any company. Exceptions to the limit will be given for applications that are **solely** focused for assisted living communities or providers of services to people with intellectual and developmental disabilities

Thank you for your interest, expertise and most notably time to submit an education proposal for consideration. So that you can plan accordingly, please make note of the timeline below:

Timeline:

Call for Proposals Open:	October 1, 2018
Call for Proposals Deadline:	December 5, 2018
Review Process Completed:	December 21, 2108
Invitation to Present:	January 2, 2019
Agreements Signed:	February 15, 2019
Session Materials Due:	April 6, 2019
Save the Convention Dates:	April 29 – May 2, 2019

Sample Submission Form

To prepare for completing the required online form, use this sample to gather proposal details and complete information for each presenter/co-presenter in advance.

Once you have compiled all of the information below, please follow the steps at the end of this document to complete your on line application.

Step 1: Proposal Contact

The contact information you share should be who you want us to communicate with regarding the status of your proposal.

Proposal Contact

* First Name: _____

* Last Name: _____

* Email: _____

Phone #: _____

Company: _____

Title: _____

Address: _____

City: _____   State: _____   Zip: _____

Country: _____

Step 2: Proposal Information

Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session. Spell check and grammar that helps readability and comprehension.

- **Proposal**
- **Title of Presentation:**
    - ◊ session proposals require clear and concise titles (limit 10 words)
- **Session Length:**
    - ◊ 60, 90, 120 or 180 minute session are available
- **Line of Service:**
    - ◊ Select all that apply
    - ◊ Assisted Living, Skilled Nursing, Providers of services to people with intellectual and developmental disabilities
- **Topic Areas:**

While proposals may address more than one area, you must select one which is the best fit. Also, keep in mind that staff from all departments within each organization attend the convention.

- ◊ Reimbursement & Finance
- ◊ Policy & Payment Changes
- ◊ Quality Improvement
- ◊ Regulatory
- ◊ Resident Care and Services
- ◊ Administration and Personnel
- ◊ Leadership

- **Target Audience:**

While we know that people from many backgrounds may gain value from your proposed session, please indicate no more than 3 that will most benefit.

- ◊ Interdisciplinary - all will benefit
- ◊ Activities – Life Enrichment
- ◊ Administration includes NHA - Owner - Regional - etc.
- ◊ Accounting - Business Office – CPA
- ◊ Dining Services includes RD, LD, CDM, Chef, Cook, Etc.
- ◊ Direct Care Staff
- ◊ Environmental Services
- ◊ Human Resources
- ◊ Marketing
- ◊ Nursing Services includes DON - ADON - RN - Corporate - Regional - etc.
- ◊ Social Work
- ◊ Therapy
- ◊ Other

- **Session Description - Short:**
  - ◊ outcome-focused description in a short version, pitch this session to prospective attendees in just 50 words.
- **Session Description - Long:**
  - ◊ Please describe the overall focus and goal of the session, including key points and supporting topics. What makes your session stand out? Important: Do Not include the speaker, company or names anywhere in the session title or description.
- **Learning Outcomes:**
  - ◊ Provide at least three action-oriented and well-thought-out learning objectives that answer the prompt "after this participants will be able to…."

Step 3: Proposal Speakers
Proposal Speaker(s)

Prefix: _____

* First Name: _____

* Last Name: _____

Suffix: _____

Credentials (if applicable): _____

Job Title: _____

How many years' experience in long term care services & supports do you have: _____

Email: _____

Phone: _____

Organization: _____

Photo: Accepted File Types: .jpg, .png, .gif _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

Biography: please provide a short biography (limit 100 words) in paragraph format that describes your experience and expertise as it relates to the subject of the content you will be presenting in this proposal. Refrain from using the word I as this information will be used at the event if you are selected as your introduction.

Have you presented at the OHCA Convention in the last two years?:

Speaking Experience: Please describe any past teaching, presentation and/or speaking experiences, either with OHCA or another organization, and any feedback you may have received.

Honorarium: if required: Please leave blank or write fee if required, see note below regarding honorariums.

◊ In an effort to keep registration fees at a minimum for attendees, the convention operates on a limited speaker budget. Therefore, speakers who will waive any request for fees will be given top priority. Keep in mind, however, that OHCA strives to have an expert panel of speakers and does not select speakers solely based on the fact that they will waive honorariums, however, should a topic be submitted by a speaker who will waive their fee they will receive priority.

Expenses: Speakers are provided reimbursement for travel related expenses including airfare, mileage and meal for the day of their presentation. Overnight room accommodations are provided for out of state speakers as well as first morning session speakers. Speakers willing to donate their travel expenses will also receive priority. Keep in mind, however, that OHCA strives to have an expert panel of speakers and does not select speakers solely based on the fact that they will waive honorariums and travel reimbursements.

On line application information:

Step 1: Click this link: https://www.ohca.org/speak

Step 2: Click Apply now under the Call for Proposal Icon