



HEALTHTECHS³

strategy solutions support

SWING BED REVIEW PROPOSAL



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May, 2019

Dear CEO,

The enclosed Swing Bed consulting proposal outlines the following services for your consideration:

1. 2 ½ - 3-day on-site review of Your Hospital's Swing Bed program
2. Review of policies, procedures, and resident required notices
3. Review of swing bed utilization and identification of growth opportunities
4. Review of clinical job descriptions and development of Swing Bed education and competency modules for clinical staff
5. Participation in the HealthTechS3 Swing Bed virtual network

Two options have been provided: A comprehensive Swing Bed consulting package and an individual menu of consulting services.

Please let me know if you have any questions about the proposal.

Sincerely,

Regional Chief Clinical Officer
HealthTechS3
staff@healthtechs3.com

1. REVIEW OF POLICIES, PROCEDURES, AND RESIDENT REQUIRED NOTICES

HealthTechS3 will review Swing Bed policies and procedures and make recommendations for new policies or revisions to existing policies. The CMS State Operations Manual, Appendix W, released October 12, 2018, will be used as the basis for the review.

HealthTechS3 will review Swing Bed brochures and information as well as resident required notices at admission and discharge. HealthTechS3 will make recommendations for new forms or revision of current forms.

2. SWING BED ON-SITE REVIEW

HealthTechS3 will conduct a 2 ½ day on-site mock survey by one nurse consultant.

The on-site survey will include:

- A concurrent and retrospective review of resident records using the tracer methodology
- Review of admission processes, including a review of admission documents and resident required notices
- Review of resident assessment and reassessment processes
- Review of multidisciplinary care planning including multidisciplinary conferences, resident involvement, and documentation
- Review of discharge planning processes including required resident notices, resident involvement in the discharge process, and communication with the next provider of care
- Staff and provider education if requested

3. SWING BED PROGRAM UTILIZATION

HealthTechS3 will review a sample of approximately thirty swing bed records. The review will focus on the length of stay in acute care prior to the Swing Bed admission, the reason for admission to Swing Bed, and the length of stay in Swing Bed.

In addition, the following information, provided by the Hospital, will be reviewed for at least the last six months, including:

- Length of Stay in acute care prior to admission to Swing Bed
- Source of admission (internal or external)
- Admitting diagnosis (reason for Swing Bed admission)
- Payor source
- Number of Swing Bed admissions
- Swing Bed Length of Stay

- Discharge Disposition

Staff and providers, identified by the Hospital, will be individually interviewed to determine their knowledge about Swing Beds, and their recommendations for strengthening the Swing Bed program.

HealthTechS3 will make recommendations for growing or stabilizing the Swing Bed program.

4. JOB DESCRIPTIONS, EDUCATION, AND COMPETENCY

HealthTechS3 will provide recommendations for revisions to job descriptions including Swing Bed specific responsibilities for clinical staff if needed.

HealthTechS3 will provide education and competency modules for clinical staff. Education materials will include an overview of Swing Bed regulatory requirements, multi-disciplinary assessment and planning, and discipline-specific responsibilities. Materials will be designed to incorporate into education and competency programs.

5. SWING BED NETWORK

HealthTechS3 offers a Swing Bed Network and Education program that allows Swing Bed coordinators to share best practices and network with other Swing Bed coordinators. The network is facilitated by HTS3 consultant(s) using a virtual format and includes various educational modules. For those times when scheduling does not permit attending, recordings are made available to network members.

FEES

OPTION 1: SWING BED BUNDLED CONSULTING SERVICES	FEES
2 ½ day on-site Swing Bed review	Included
Review of Swing Bed policies, procedures and resident admission notices	Included
Review of Swing Bed program utilization and identification of growth opportunities	Included
Review of clinical job descriptions Development of Swing Bed education and competency modules for clinical staff	Included
Education for staff and providers during on-site visit	Included
Support by Phone and E-Mail for twelve months	Included
Participation in Swing Bed Virtual Network for 12 months	Included
Total	To Be Negotiated

In addition to the fees listed above, Your Hospital will reimburse HealthTechS3 for any expenses incurred by HealthTechS3 personnel (including any subcontractor) while performing any on-site services related to the mock survey, including without limitation travel, lodging, meals, local transportation, and out-of-pocket costs and expenses.

Option 2: Swing Bed Individual Services Consulting Menu	Fees
2 ½ day on-site Swing Bed review	To Be Negotiated
1-day Swing Bed follow-up survey (Fee is based on contracting for initial 2 ½ day on-site review)	To Be Negotiated
Review of Swing Bed policies, procedures and resident admission notices (Fee is based on contracting for 2 ½ day on-site review)	To Be Negotiated
Review of Swing Bed policies, procedures and resident admission notices (Fee is based on <u>not contracting</u> for an on-site review)	To Be Negotiated
Review of Swing Bed utilization and identification of growth opportunities	To Be Negotiated
Review of clinical job descriptions Development of Swing Bed education and competency modules for clinical staff	To Be Negotiated
Participation in Swing Bed Virtual Network	To Be Negotiated (Paid per year)
Support by phone and e-mail for twelve months	Included

In addition to the fees listed above, Your Hospital will reimburse HealthTechS3 for any expenses incurred by HealthTechS3 personnel (including any subcontractor) while performing any on-site services related to the mock survey, including without limitation travel, lodging, meals, local transportation, and out-of-pocket costs and expenses.

OTHER SERVICES PROVIDED

GOVERNANCE & STRATEGY

STRATEGIC PLANNING

Strategic planning is about creating and maintaining a competitive advantage. It is the process of making difficult choices among competing priorities and focusing the organization's human and capital resources on those areas with the greatest long-term benefit.

LEAN

With the constant changes and dynamic atmosphere of healthcare, it is essential to tap into the talents and expertise available at all levels of an organization. Executives must create and communicate a vision, managers must mentor and coach staff, staff must be empowered to solve problems and make improvements in real time.

CHNA

Community Health Needs Assessments (CHNA) are required every three years for not-for-profit hospitals. HealthTechS3 consultants work with you and your community to develop a CHNA that is focused on improving health in your community and is aligned with your strategic plan.

FINANCE

REIMBURSEMENT OPTIMIZATION

HealthTechS3 can help you identify opportunities for improvement as well as provide resources for resolution so that your cash flow is consistent and strong.

SUPPLY CHAIN MANAGEMENT

HealthTechS3 has comprehensive operational and financial databases, supply spend metrics and revenue benchmarking that can help your hospital identify expense reductions and revenue enhancement opportunities within your supply chain.

GPO MEMBERSHIP

HealthTechS3 offers its client hospitals the opportunity to realize extensive cost savings on supplies, purchased services, and capital equipment through its GPO partner Vizient.

CLINICAL & QUALITY

CARE COORDINATION

As the healthcare focus changes from a "sick" care model to a population health model, primary care practices have new opportunities that are supported with Medicare reimbursement.

SURVEY PREPARATION

HealthTechS3 provides mock surveys to assess survey readiness with regulatory standards including CMS, TJC, DNV, HFAP and the State.

SWING BED

A swing bed program can be an important part of meeting community needs and enhancing financial performance. HealthTechS3 consultants provide assistance to develop a swing bed program or to strengthen your current program.

PRACTICE ASSESSMENT

HealthTechS3 offers a variety of consulting services related to provider clinics and employed physician practices. Many healthcare institutions have begun employing physicians or purchasing existing practices.