Children’s Hospitals
Graduate Medical Education
Payment Program

August 17 – 19, 2005

2005 Technical Assistance
Workshop

Marriott Bethesda North Hotel and Conference Center
5701 Marinelli Road
North Bethesda, Maryland 20852
Workshop Overview

Highlights

Plenary Session Guest Speakers

Separate breakout sessions designed to address the varying needs of new and returning participants

No-Host Reception

The Children’s Hospitals Graduate Medical Education Payment Program (CHGME PP), as part of its continuing effort to provide technical assistance to children’s hospitals eligible to participate in and receive CHGME PP funding and other interested parties, is pleased to announce that it will host a three-day technical assistance workshop in North Bethesda, Maryland, August 17-19, 2005. Plan to arrive early to participate in the No-Host Reception, 7PM-9PM, Wednesday, August 17, 2005. We also encourage everyone to stay until the workshop comes to an end at 5:30PM, Friday, August 19, 2005.

Although a large number of participants will be financial as well as reimbursement managers and analysts, a growing number of participants are chief executive officers, chief financial officers, graduate medical education (GME) coordinators, residency program directors, and GME support staff who need to understand the CHGME PP application and resident FTE assessment processes and the governing rules and regulations in order to fully support the needs and documentation requests of their institutional staff responsible for completing and submitting applications for CHGME PP funding on the hospital’s behalf. For this reason, this year’s workshop will be significantly different from workshops previously conducted by the CHGME PP. The most notable changes to this year’s workshop are:

- Only one (1) workshop will be held for all interested parties (no “regional” workshops).
- The workshop will be held at a conference center/hotel in North Bethesda, Maryland.
- A registration fee of $175.00 will be charged to cover all workshop materials, continental breakfasts, refreshment breaks and lunches as indicated in the workshop agenda.
- The workshop will include several breakout sessions that attendees can select to participate in based on their experience level, interests and needs.
As indicated above, the breakout sessions are designed to address the varying needs and levels of experience among workshop participants including those individuals involved in the CHGME PP process at the hospital, fiscal intermediary (FI), and policy levels. All breakout sessions will address many of the issues identified by children’s hospitals, FIs, and CHGME PP staff alike that arise as a result of changes in rules and regulations governing the CHGME PP, the Full-time Equivalent (FTE) Assessment Program and the application processes.

A significant amount of time will be dedicated to providing an open forum for participants to exchange information and discuss items of interest. A tentative AGENDA is provided for your reference. Also provided, is an overview of the breakout sessions which includes session descriptions, targeted audiences and session pre-requisites, where applicable.

As in previous years, the workshop is open to all interested parties. The primary goal of the workshop is to equip children’s hospital staff responsible for certifying, completing, collecting, or documenting information related to resident FTE counts and application materials with the resources, references and tools needed to successfully participate in and complete the application and FTE assessment processes. For this reason, we strongly encourage institutions currently receiving or interested in receiving CHGME PP funding to send individuals involved in all of the above areas to the workshop. This is the only training that will be offered.

In order to adequately prepare for a workshop of this caliber, the CHGME PP must identify the needs and interests of its participants prior to finalizing the number of breakout sessions required to accommodate participants. For this reason, individuals planning to attend this year’s workshop must participate in a pre-registration and final registration process as described below.

**Pre-Registration (Deadline: Friday, June 10, 2005)**

If you plan to attend the Summer 2005 technical assistance workshop, please assist us by completing an on-line pre-registration form by Friday, June 10, 2005. Please use the link: CHGME PRE-REGISTRATION from the e-mail to register. A separate pre-registration form must be completed and submitted by each individual planning to attend the workshop. The primary goal of the pre-registration process is to identify workshop participants, their experience levels and needs, and the breakout sessions that they are interested in participating in to ensure that we can adequately prepare for the type and number of breakout sessions to meet participants needs and interests. To ensure that we meet the needs of all participants attending this year’s technical assistance workshop please also include in your pre-registration any specific issues or questions that you would like addressed or want to hear from other participants on during the workshop. In addition to the “formal” breakout sessions, ample space and time has been set aside to afford participants the opportunity to exchange ideas, share experiences, and network.

The CHGME PP has negotiated a special hotel room rate of $153.00 for workshop participants who choose to stay at the North Bethesda Marriott Hotel and Conference
Center. PLEASE DO NOT CONTACT THE HOTEL TO MAKE RESERVATIONS AT THIS TIME. This special room rate will be available only during the (final) registration period. No hotel reservations are made or registration fees are due during the pre-registration process.

Participants who pre-register will receive a follow-up email confirming their pre-registration. These individuals will also be notified automatically when the final registration process, detailed below, commences.

Final Registration (Deadline: Wednesday, July 27, 2005)
On or about July 1, 2005, individuals who have pre-registered will receive a second email providing guidance and information on finalizing their registration, paying registration fees, hotel accommodations and reservations, and travel. Registration fees may be paid by check, credit card (MasterCard, Visa, American Express and Discover), or money order. As previously mentioned, the CHGME PP has negotiated a special hotel room rate of $153.00 + tax, for workshop participants who choose to stay at the North Bethesda Marriott Hotel and Conference Center. This rate is available only to workshop registrants.

Hospital Best Practices and Success Stories
The CHGME PP is interested in hearing from hospitals that have success stories that they’ve been wanting to brag about! Do you have a CHGME PP success story? Have you overcome an obstacle that others can learn from? Have you successfully operationalized and/or realigned hospital staff, processes, or resources to ensure a smooth CHGME PP application and resident FTE assessment experience? Then the CHGME PP wants to hear from you! The CHGME PP would like to highlight several children’s hospitals during this year’s workshop. Hospital presentations may address, but are not limited to, how the hospital has benefited from (or utilized) CHGME PP funding, how the hospital has overcome challenges related to documenting resident FTEs claimed in the hospital’s application for CHGME PP funding, including obtaining documentation from internal and/or external sources and tracking residents sponsored by other facilities rotating to the children’s hospital, implementing internal processes to reduce time spent by children’s hospital staff in obtaining and securing required documents from GME program directors, department heads and their counterparts at facilities that send residents to the children’s hospital, etc. If your facility is interested in sharing a success story or best practice during this year’s technical assistance workshop that directly relates to the CHGME PP please prepare a paragraph describing the success story or best practice and email it to Josette Cook at jcook2@hrsa.gov.

If you have questions or require assistance please contact your REGIONAL MANAGER.

We look forward to seeing you in August!
Children’s Hospitals Graduate Medical Education Payment Program
Summer 2005 Technical Assistance Workshop
Breakout Session Overview

The Summer 2005 Children’s Hospitals Graduate Medical Education Payment Program (CHGME PP) Technical Assistance (TA) Workshop will include 3 breakout sessions that individuals may choose to participate in. In light of these options, we recommend the following:

- for individuals “new” to the CHGME PP:
  - Day 1: “The A, B, C’s of CHGME (From Policy to Payments)” ; and
  - Day 2: “CHGME PP FTE Assessment Program and Documentation Guidance” or “CHGME PP Performance Measurements and Assessments”;

- for “seasoned” veterans who participated in one of the CHGME PP’s Summer 2003 TA workshops:
  - Day 1: An Update to the A, B, C’s of CHGME (From Policy to Payments) and the CHGME PP FTE Assessment Program and Documentation Guidance; and
  - Day 2: “CHGME PP Performance Measurements and Assessments; and

- for individuals who are not directly involved in the day-to-day activities surrounding the CHGME PP application process, but have oversight responsibility (signature authority):
  - Day 1: “The A, B, C’s of CHGME (From Policy to Payments)” ; and
  - Day 2: “CHGME PP FTE Assessment Program and Documentation Guidance” or “CHGME PP Performance Measurements and Assessments”.

Session descriptions including targeted audiences and session pre-requisites, where applicable, are detailed below.
Session: The A, B, C’s of CHGME (From Policy to Payments)

Target Audience:

This session is the first of two courses designed for all “newcomers” to the CHGME PP, especially those that did not participate in one of the Summer 2003 CHGME PP TA workshops. This course is a must for anyone in the hospital organization or system responsible for certifying, completing, collecting, or documenting information related to resident full-time equivalents (FTEs) reflected in a hospital’s application for CHGME PP funding. This includes, but is not limited to chief executive officers, chief financial officers, graduate medical education (GME) coordinators, residency program directors, GME support staff, chief residents, financial as well as reimbursement managers and analysts. Fiscal intermediaries, policy analysts, and government relations directors are also encouraged to participate in this course.

Length: 6 hours

Pre-requisite: None

Description:

The A, B, C’s of CHGME (From Policy to Payments) is an introductory course which consists of a thorough review of the CHGME PP. Topics covered during this session include: CHGME PP governing Federal statues and Federal register notices; statutory authorization and appropriations; hospital eligibility; payment methodology; counting of resident FTEs as it applies to resident eligibility requirements, approved training programs, research time and non-provider/non-hospital settings; CHGME PP application cycle and processes; establishing and adjusting a hospital’s cap; Medicare GME affiliation agreements; and an introduction to the FTE Assessment Program. Participants will participate in small-group exercises that reinforce topics covered throughout the day. Plenty of time will be provided for questions and answers.
**Session:** CHGME PP FTE Assessment Program and Documentation Guidance

**Target Audience:**

This session is the second of two courses designed for all “newcomers” to the CHGME PP, especially those that did not participate in one of the Summer 2003 CHGME PP TA workshops. This course is a must for anyone in the hospital organization or system responsible for certifying, completing, collecting, or documenting information related to resident full-time equivalents (FTEs) reflected in a hospital’s application for CHGME PP funding. This includes, but is not limited to chief executive officers, chief financial officers, graduate medical education (GME) coordinators, residency program directors, GME support staff, chief residents, financial as well as reimbursement managers and analysts. Fiscal intermediaries, policy analysts, and government relations directors are also encouraged to participate in this course.

**Length:** 4 hours

**Pre-requisite:** The A, B, C’s of CHGME (From Policy to Payments) or Participation in one of the Summer 2003 CHGME PP workshops.

**Description:**

In 2003, the CHGME PP established a comprehensive assessment of the number of resident FTEs claimed by children’s hospitals in their applications for CHGME PP funding to comply with statutory regulations. The CHGME PP FTE Assessment Program and Documentation Guidance session promises participants an in-depth look at FTE Assessment Program and documentation recommendations in support of resident FTEs claimed by hospitals in their applications for CHGME PP funding. Topics covered during this session include: a more in-depth discussion of intern and resident data collection and submission (touched upon during the A, B, C’s of CHGME) including counting and documenting resident FTEs as it applies to resident eligibility requirements, approved training programs, research time and non-provider/non-hospital settings; the FTE Assessment Program, types and levels of review under the FTE Assessment Program, best practices for documenting hospital, residency program, and resident eligibility; documenting fellows, privacy act issues (as they relate to resident-specific information), audit findings and suggestions to clear findings. A significant amount of time will be dedicated to providing an open forum to discuss the required documentation for all children’s hospitals participating in the CHGME PP. In addition, training will be provided on how to complete and make the most of the Intern and Resident Information System (IRIS) and the IRIS proxy.
Session: An Update to the A, B, C’s of CHGME (From Policy to Payments) and the CHGME PP FTE Assessment Program and Documentation Guidance

Target Audience:
This course is a combined course and targets those individuals who participated in one of the CHGME PP’s Summer 2003 TA workshops. This course is a must for anyone in the hospital organization or system who is well versed in CHGME PP rules and regulations and is responsible for certifying, completing, collecting, or documenting information related to resident full-time equivalents (FTEs) reflected in a hospital’s application for CHGME PP funding. This includes, but is not limited to chief executive officers, chief financial officers, graduate medical education (GME) coordinators, residency program directors, GME support staff, chief residents, financial as well as reimbursement managers and analysts. Fiscal intermediaries, policy analysts, and government relations directors are also encouraged to participate in this course.

Length: 6 hours

Pre-requisite: Participation in one of the Summer 2003 CHGME PP workshops.

Description:
CHGME PP staff will utilize the first part of this course to provide participants updates on CHGME PP activities and changes since the Summer 2003 workshops including statutory authorization and appropriations; and revised and/or clarified regulations governing issues such as research time and non-provider/non-hospital settings. The later part of this course will focus on the CHGME PP FTE Assessment Program and Documentation Guidance and promises participants a more in-depth look at the FTE Assessment Program and documentation recommendations in support of resident FTEs claimed by hospitals in their applications for CHGME PP funding. Topics addressed during this part of the session will include: a more in-depth discussion of intern and resident data collection and submission (addressed in the A, B, C’s of CHGME) including counting and documenting resident FTEs as it applies to resident eligibility requirements, approved training programs, research time and non-provider/non-hospital settings; an overview of the FTE Assessment Program, types and levels of review under the FTE Assessment Program, best practices for documenting hospital, residency program, and resident eligibility; documenting fellows, privacy act issues (as they relate to resident-specific information), audit findings and suggestions to clear findings. A significant amount of time will be dedicated to providing an open forum to discuss the required documentation for all children’s hospitals participating in the CHGME PP. In addition, time will be allotted to share and discuss commons data entry mistakes or errors made by hospitals when utilizing the Intern and Resident Information System (IRIS) and the IRIS proxy.

Pre-register today! Deadline is Friday, June 10, 2005.
Session: CHGME PP Performance Measurements and Assessments

Target Audience:
Anyone in the hospital organization or system responsible for certifying, completing, collecting, or documenting information related to resident full-time equivalents (FTEs) reflected in a hospital’s application for CHGME PP funding. This includes, but is not limited to chief executive officers, chief financial officers, graduate medical education (GME) coordinators, residency program directors, GME support staff, chief residents, financial as well as reimbursement managers and analysts. Fiscal intermediaries, policy analysts, and government relations directors are also encouraged to participate in this course.

Length: 4 hours

Pre-requisite: The A, B, C’s of CHGME (From Policy to Payments) or Participation in one of the Summer 2003 CHGME PP workshops.

Description:
During this half day session, CHGME PP staff will share information about recent activities related to the assessment of program performance, effectiveness and impact. The objective is to inform and explore the efforts of the program and the Bureau of Health Professions to develop performance measures which can be used to evaluate and communicate the impact that a program has on the community and the health of the nation. There are ongoing efforts to assess and report on program effectiveness through both “PART” assessment activities, and the development and future implementation of Program and Bureau of Health Professions performance measures. PART is a program assessment tool administered by the Office of Management and Budget, with approximately 30 questions covering four critical areas: (1) program purpose and design; (2) strategic planning; (3) management; and, (4) results and accountability. The CHGME PP has undergone a PART and was tasked with specific scheduled assessment requirements. Program and Bureau performance measures are being developed using a “logic model” construct that delineates systematic objectives, activities, outcomes, and the impact of a program on the health of the nation. This is done for all programs administered by the Bureau of Health Professions. Proposed measures for the CHGME PP will be presented in this workshop giving you the opportunity to provide feedback and input.

“Measure what is measurable and make measurable what is not so” Galileo Galilei, 1564 -1642