

WESTMOUNT HEALTH FACILITY
A SKILLED NURSING HOME operated by Warren County
42 GURNEY LANE – QUEENSBURY, NY 12804 Phone (518) 761-6540 Fax: (518)761-6590 Lloyd F. Cote, Administrator

HEALTH SERVICES COMMITTEE AGENDA

Friday, November 22, 2013
9:30 a.m.

1. Committee Meeting called to order by Chairman.
2. Motion to approve minutes of prior Committee Meeting.

Agenda

1. Resolution Request – Miscellaneous - Authorizing the Adoption and Electronic Certification of a Compliance Program Page 1-4
2. Resolution Request – Miscellaneous – Daily Room Rate Increase Page 5
3. Resolution Request – Reclassify Position Page 6
4. Resolution Request – Transfer of Funds Page 7-8

Staffing report:

Vacancies: F/T Supervising RN 3rd shift
F/T Rehab Aide
F/T Aide 2nd shift

DBL: F/T Aide

Overtime report:

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Items for Discussion

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Westmount Health Facility

DATE: November 22, 2013

- (a) Purpose of Request: Authorizing the adoption and electronic certification of a Compliance program for Westmount Health Facility.

- (b) Details: Authorizing the adoption and electronic executing of a Compliance program for Westmount Health Facility consisting of (1) the compliance manual (2) the compliance protocols; and (3) appropriate written policies and procedures affecting any risk areas in Facility's operations.

- (c) Previous Resolution Number: 716 of 2012

CORPORATE COMPLIANCE IN-SERVICE OUTLINE

11-22-13

FUNCTION OF CORPORATE COMPLIANCE: The compliance committee was established to assure that Westmount's operations are being conducted in compliance with applicable law and the highest ethical standards. A significant portion of Westmount's services are reimbursed through governmental programs which require that Westmount's business be conducted with complete integrity as set forth by the Office of Inspector General (OIG).

MEMBERS OF THE COMMITTEE:

Lloyd F. Cote/Administrator	Dr. Roslyn Socolof/Medical Director
Kylle Baker/Director of Nursing	Kendra Raymond/MDS Coordinator
Betsy Henkel, Officer/Comptroller	Mary Hilliard/Admissions
Patricia Hawley/Health Information Manager	

STANDARDS OF CONDUCT:

RESIDENT CARE AND RESIDENT RIGHTS: Westmount has developed policies and procedures to ensure quality of care and the protection and promotion of resident rights.

- Comprehensive assessment for each resident is conducted in accordance with federal and state laws and regulations.
- All resident plans of care are developed by the interdisciplinary team based on assessment with the MDS. This includes measurable objectives and goals to meet the resident's medical, nursing, mental, and psychosocial needs.
- Residents are free from verbal, mental, sexual or physical abuse, corporal punishment or involuntary seclusion.

REFERRALS: Federal and state law prohibit Westmount from soliciting or accepting or offering or paying for referrals.

- Receiving free goods or services from a vendor in exchange for the purchase of other goods/services.
- The offering or making gifts, loans of any kind to an entity that is a prospective referral source.

BILLING AND CLAIMS: The facility has an obligation to its residents, third party payors and the state/federal agencies to exercise diligence when submitting claims for payment. Some risks areas include:

- Claiming reimbursement for services not rendered.
- Filing duplicate claims
- Upcoding to a higher RUG's score
- Billing for services not medically necessary.
- Failing to provide medically necessary services
- Billing excessive charges.

NON-DISCRIMINATION IN RESIDENT SERVICES AND CHARGES: The Facility should not discriminate with regards to admission, retention and care of residents based on race, color, blindness, national origin, sex, sexual preference, religion, and sponsorship/payment.

CONFIDENTIALITY: Resident information must be kept confidential. Discussing a resident's medical condition or providing any information about to anyone other than hospital personnel, interdisciplinary team, and authorized representatives is a violation.

BUSINESS ENTERTAINMENT/GIFTS: Employees should not receive any gift under circumstances that could be construed as an improper attempt to influence Westmount's decisions/actions.

CONFLICTS OF INTEREST: No employee should place themselves in a situation where their personal interests might conflict with the interests of Westmount Health.

- Another job that would interfere with the effective-performance of your duties at Westmount.
- No employee should have financial interests in a firm/entity which is doing, or seeking to do business with Westmount.
- No employee will compete with Westmount by selling or offering to sell services or products similar to this offered by Westmount.
- No employee may use Westmount's assets for personal benefit.

PROCEDURES TO HELP THE FACILITY STAY IN COMPLIANCE:

- Initial and annual training
- Periodic training
- Ongoing communication and regular updates to the compliance manual
- Westmount Corporate Compliance Committee meets quarterly.

REPORTING REQUIREMENTS:

- To report a violation; you may notify the compliance officer either in writing or verbally.
- Westmount will investigate any suspected violation and take necessary action. These investigations may be conducted by the officer or externally (lawyers).
- Westmount Health Facility has 3 posters hung through out the Facility including a phone & fax number for reporting.
- All reporting is confidential

WHISTLE BLOWER PROTECTION

- No employee because of lawful acts done by the employee in furtherance of a civil action under the act, including investigation may be discharged, demoted, suspended, threatened harassed or discriminated against.

FEDERAL FALSE CLAIM ACT: Imposes civil liability upon any person who knowingly makes a false claim or falsifying records for payment by the government.

DISCIPLINARY PROCEDURES: Against an employee or professional staff who authorizes or participates directly in a violation of a standard, deliberately fails to report a violation of standard, fails to cooperated, retaliates, seeks retribution, encourage non-compliant behavior, or fails to participate in required training.

WEBSITE: Westmount Health Facility has a copy of the Corporate Compliance Manual listed on their website.

<http://www.warrencountyny.gov/westmount/docs/compliance.pdf>

IN SUMMARY:

Corporate Compliance is about complying with regulatory mandates. The ultimate goal of a corporate compliance program is to improve the quality of the care provided to Residents.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: November 22, 2013

- (a) Purpose of Request: Daily Room Rate Increase

- (b) Details: Daily room rate increase from 285.58 per day plus applicable 6.8% NYS Assessment Tax (305.00 per day) to 294.94 per day plus applicable 6.8% NYS Assessment Tax (315.00 per day) effective February 1, 2014.

- (c) Previous Resolution Number: 613 of 2011

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: November 22, 2013

- (a) Title of Reclassified Position: Administrative Assistant

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. Grade 8, \$30,230.00

- (c) Title and Employee Number of Position to be Deleted: Senior Account Clerk, 12351

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. Grade 7, \$29,031.00

- (e) Effective Date:* December 27, 2013
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.83110.600 110 Westmount/Fiscal Services Office, Clerical & Other Wages, Salaries - Regular \$30,230.00

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. Yes

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: _____

DATE: November 22, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.72600.100 130	Westmount, Activities Program, Mgmt & Super, Salaries – Part-time	EF.72600.100 110	Westmount, Activities Program, Mgmt & Super, Salaries - Regular	3,100.00
EF.72600.100 130	Westmount, Activities Program, Mgmt & Super, Salaries – Part-time	EF.72600.100 120	Westmount, Activities Program, Mgmt & Super, Salaries – Over time	100.00
EF.73300.500 110	Westmount, Physical Therapy, Aides, Salaries – Regular	EF.73300.500 120	Westmount, Physical Therapy, Aides – Salaries – Overtime	60.00
EF.83110.8302 469	Westmount, Fiscal Services Office, Other Pymnt/Contributions	EF.60100.100 110	Westmount, Nursing Admin, Mgmt & Super, Salaries – Regular	11,000.00
EF.74100.800 130	Medical Staff Services, Physician, Salaries – Part time	EF.60100.600 120	Westmount, Nursing Admin, Clerical & Other, Salaries - Overtime	300.00
EF.83110.8302 469	Westmount, Fiscal Services Office, Other Pymnt/Contributions	EF.60200.100 120	Westmount, Nursing-Nurses' Station, Mgmt & Super, Salaries – Overtime	10,000.00
EF.60200.300 110	Westmount, Nursing-Nurses' Station, RN Wages, Salaries – Regular	EF.60200.100 130	Westmount, Nursing-Nurses' Station, Mgmt & Super, Salaries – Part time	3,000.00
EF.74100.800 130	Medical Staff Services, Physician, Salaries – Part time	EF.60200.100 130	Westmount, Nursing-Nurses' Station, Mgmt & Super, Salaries – Part time	3,000.00
EF.83110.5830 220	Westmount, Fiscal Services Office, Office Equipment	EF.60200.400 120	Westmount, Nursing-Nurses' Station, LPN, Salaries - Overtime	1,409.00
EF.82400.5830 220	Westmount, Housekeeping Services, Office Equipment	EF.60200.400 120	Westmount, Nursing-Nurses' Station, LPN, Salaries - Overtime	700.00
EF.83110.8302 469	Westmount, Fiscal Services Office, Other Pymnt/Contributions	EF.60200.400 120	Westmount, Nursing-Nurses' Station, LPN, Salaries - Overtime	5,000.00
EF.60200.300 110	Westmount, Nursing Nurses' Station, RN Wages, Salaries – Regular	EF.60200.400 130	Westmount, Nursing-Nurses' Station, LPN, Salaries – Part time	23,000.00
EF.82100.700 860	Westmount, Dietary Services, FSH, Hospitalization	EF.60200.500 120	Westmount, Nursing-Nurses' Station, Aides, Orderlies, Asst, Salaries – Over time	30,000.00
EF.60200.300 130	Westmount, Nursing-Nurses' Station, RN, Salaries- Part time	EF.60200.500 120	Westmount, Nursing-Nurses' Station, Aides, Orderlies, Asst, Salaries – Over time	4,275.00

EF.83110.8302 469	Westmount, Fiscal Services Office, Other Pymnt/Contributions	EF.60200.500 130	Westmount, Nursing-Nurses' Station, 40,000.00 Aides, Orderlies, Asst, Salaries – Part time
EF.60200.5830 220	Westmount, Nursing-Nurses' Station, Office Equipment	EF.60200.500 130	Westmount, Nursing-Nurses' Station, 1,803.00 Aides, Orderlies, Asst, Salaries – Part time
EF.72600.5830 220	Westmount, Activities Program, Office Equipment	EF.60200.500 130	Westmount, Nursing-Nurses' Station, 700.00 Aides, Orderlies, Asst, Salaries – Part time
EF.82200.7500 414	Westmount, Plant Operations & Maint, Gasoline, Gas-Natural	EF.60200.500 130	Westmount, Nursing-Nurses' Station, 5,000.00 Aides, Orderlies, Asst, Salaries – Part time
EF.74100.800 130	Westmount, Medical Staff Services, Physician, Salaries – Part time	EF.82100.100 110	Westmount, Dietary Services, 554.00 Mgmt & Super, Salaries – Regular
EF.82100.700 110	Westmount, Dietary Services, FSH Wages, Salaries – Regular	EF.82100.700 130	Westmount, Dietary Services, 8000.00 FSH Wages, Salaries – Part time
EF.82100.700 810	Westmount, Dietary Services, FSH, Retirement	EF.82100.700 130	Westmount, Dietary Services, 9072.00 FSH Wages, Salaries – Part time
EF.82100.5803 260	Westmount, Dietary Services, Other Equipment	EF.82100.700 130	Westmount, Dietary Services, 10,634.00 FSH Wages, Salaries – Part time
EF.82400.100 810	Westmount, Housekeeping Service, Management & Super, Retirement	EF.82100.700 130	Westmount, Dietary Services, 885.00 FSH Wages, Salaries – Part time
EF.82400.700 130	Westmount, Housekeeping Service, HK Wages, Salaries – Part time	EF.82400.700 110	Westmount, Housekeeping Serv., 2,000.00 HK Wages, Salaries – Regular
EF.82400.700 850	Westmount, Housekeeping Service, HK, Unemployment	EF.82400.700 110	Westmount, Housekeeping Serv., 2,885.00 HK Wages, Salaries – Regular
EF.74100.800 130	Westmount, Medical Staff Services, Physician, Salaries – Part time	EF.82500.100 110	Westmount, Laundry & Linen Serv, 700.00 Management & Super, Salaries – Regular
EF.82400.700 810	Westmount, Housekeeping Service, HK, Retirement	EF.82500.700 110	Westmount, Laundry&Linen Serv, 6,989.00 LL Wages, Salaries - Regular
EF.83500.5802 210	Westmount, Administrative Services, Furniture Equipment	EF.82500.700 110	Westmount, Laundry & Linen Serv, 511.00 LL Wages, Salaries – Regular
EF.82100.5830 220	Westmount, Dietary Services, Office Equipment	EF.83110.100 110	Westmount, Fiscal Services, 700.00 Mgmt & Super, Salaries – Regular
EF.72600.100 810	Westmount, Activities Program, Management & Super, Retirement	EF.83500.100 110	Westmount, Admin. Services, 1,741.00 Management & Super, Salaries – Regular
EF.83110.8302 469	Westmount, Fiscal Services Office Other Pymnt/Contributions	EF.83500.100 110	Westmount, Admin Services, 9,000.00 Management & Super, Salaries – Regular

Please state reason for transfers requested: to cover salary cost for the 2013 year.

WARREN COUNTY TWO YEAR BUDGET COMPARISON

EXPENSES	YTD ACTUAL THRU November 2013	YTD ACTUAL THRU November 2012	YTD 13 vs 12	% CHANGE	Annualized 13 Expenses	2013 AMENDED BUDGET	2012 AMENDED BUDGET
Salaries - Regular	\$2,420,678.76	\$2,334,988.79	\$85,689.97	3.67%	\$2,997,032.69	\$3,030,765.00	\$2,813,060.00
Salaries - Overtime	\$278,878.85	\$261,473.09	\$17,405.76	6.66%	\$345,278.79	\$284,249.00	\$328,255.00
Salaries - Part Time	\$478,042.55	\$429,433.88	\$48,608.67	11.32%	\$591,862.57	\$490,032.00	\$505,327.00
	\$3,177,600.16	\$3,025,895.76	\$151,704.40	5.01%	\$3,934,174.05	\$3,805,046.00	\$3,646,642.00