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2019

### HESA 459 Administration of Institutions Serving the Aging

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# HESA 459: Administration of Institutions Serving the Aging

*Spring 2019*

Department of Health Services Administration  
College of Professional Sciences  
Xavier University

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**Schedule:** Thursdays, 4-6:30pm  
**Classroom:** Alter Hall 103  
**Credit Hours:** Three Undergraduate Credit Hours  
**Prerequisites:** HESA 101, HESA 110, HESA 451  
**Faculty:** Mark Wellinghoff  
**Office:** Schott 404 (Adjunct Office Space)  
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Xavier Writing Center: Conaton Learning Center

## **Course Description:**

Examines the role of the administrator in developing and administering policies and programs to meet the needs of chronically ill patients and an aging population.

## **HSA Department Mission Statement (2011):**

In keeping with its Catholic, Jesuit tradition, the mission of the Department of Health Services Administration at Xavier University is to educate knowledgeable, highly skilled, values-oriented future leaders who will contribute to the health of society by continuously improving the management of health related organizations. HSA will accomplish its mission through:

- Challenging students in the classroom and in applied field experiences including internships and administrative residencies
- Developing internal and external collaborative relationships with academicians and with health care practitioners which lead to innovations in teaching as well as in the delivery of health services
- Incorporating research, scholarship, and collaborative projects into the classroom experiences and field work.

<b>Objectives, SLO's, Competency Level, and Assessment – HESA 459</b>			
<b>Course Objective</b>	<b>Student Learning Outcome</b>	<b>Minimum expected level of competence</b>	<b>Method of assessment</b>
Understand and apply concepts related to billing for long-term care services	Be able to describe how various health care services are reimbursed in the US (BSHSA SLO 4)	2-Competent Identifies and understands how the methods by which health care services are reimbursed work.	Midterm
Understand how policy impacts the delivery and payment for long-term care services	Be able to describe health care delivery systems within broad social, economic and policy perspectives (BSHSA SLO 5)	2 – Competent Demonstrates an ability to discuss health care delivery systems within broad social, economic, and policy perspectives.	Final Exam Case Study
Describe how long-term care services relate to and interact with other types of health-related services to meet the needs of patients/residents	Be able to discuss the complexity of coordinating health care services and their related services to improve quality, access or to contain costs (BSHSA SLO 6)	1-Basic Understands the broader issues surrounding the improvement of quality, access or cost containment, but struggles relating them to efforts made coordinating health care and related services.	Feb. 1 <sup>st</sup> Class Assignment Midterm
Analyze how long-term care is changing, and how such changes impact the way in which institutions must function	Be able to discuss post-acute care's evolving role, quality measures, management challenges and payment systems (BSHSA SLO 9)	2-Competent Able to identify all of post-acute cares' evolving role including quality measures, management challenges and payment systems.	Midterm
Describe the impact of key regulations and regulatory bodies on the operations of long-term care facilities	Be able to discuss the impact of regulatory bodies on management (BSHSA SLO 15)	2 – Competent Possesses basic knowledge of regulatory bodies, and demonstrates an understanding of how such bodies impact management.	February 28 <sup>th</sup> Class Assignment Midterm
Understand and apply to cases processes around staffing and managing long-term care staff	Be able to describe and discuss human resources practices around the staffing process (BSHSA SLO 18)	2 – Competent Can describe and discuss human resources practices at a basic level, and connects such practices to the staffing process. May be able to apply to cases, but at a basic level.	April 4 <sup>th</sup> Class Assignment Midterm Final

**Required Readings:**

*Text:* Allen, J. (2011). Nursing Home Administration, 6<sup>th</sup> Edition. Spring Publishing Company.

*Articles:* As assigned, see Canvas for details.

**CLASS SCHEDULE**

<b>Session (Dates)</b>	<b>Topic</b>	<b>Readings</b>	<b>Assignment</b>
January 17th	Intro, syllabus, class overview; overview of housing entities; Medicare, Medicaid and other reimbursement entities.	Allen's book pgs. 310 - 394	
January 24th	Medicare and Medicaid cont. Management Functions, Inspections	Allen's Book pgs. 1 - 70	
January 31st	Health Care Systems (history); Long Term Care Options	Allen's Book pgs 310 - 356	
February 7th	Admissions, census, costing, bundling, negotiations Assignment due	Quiz Case Studies	Class Assignment SLO: LTC Services interact other health related services
February 14th	Labor and Management Laws and Regulations	Allen's Book pgs 357 - 396	
February 21st	Nursing Management in LTC	Guest Speakers	Peggy McShane and Carol Harrison
February 28th	Accounting, budgeting, purchasing and negotiations		
March 7th	Midterm review, liability, legal	Allen's Book pgs. 419 - 428	Class Assignment SLO: Impact on Key Regulations
<b>March 14th</b>	<b>Spring Break</b>		
March 21st	Midterm case studies		Midterm Exam
March 28th	Personnel Functions in Long Term Care	Allen's Book pgs. 108 -148	
April 4 <sup>th</sup>			
April 11th	Human resources, Patient Care Issues	Allen's Book pgs. 149 – 208 and pgs. 589 - 597	Class Assignment Managing LTC Staffing Issues

<b>April 18th</b>	<b>Easter Break</b>		
April 25th	Marketing and Advertising for LTC	Allen's Book pgs, 89 - 104	
May 2nd	Case Studies and Final Exam Preparation		
May 9th	Final Exam		

**GPA Requirement for Health Services Administration Majors:**

Students must maintain an overall combined major/concentration GPA of 2.67. This GPA is made up of all courses taken in the major and concentration (HESA courses), and equates to a B- average for all major courses. If the student is to change concentrations, grades from their first concentration still apply to the calculation of this GPA. See the program website for a full description of the policy.

**Inclusivity Statement:**

The Department of Health Services Administration and its faculty and staff are committed to providing an atmosphere for learning that respects diversity, in which all students feel comfortable and safe to learn, and in which all students feel like valued members of the HSA community. We are committed to addressing issues that put such an atmosphere in jeopardy, and to being active allies to diverse students. In order to build a positive classroom community, we ask that students:

- Appreciate the opportunity that we have to learn from each other in this community;
- Share their unique experiences, values and beliefs;
- Be open to the views of others;
- Honor the uniqueness of their peers;
- Communicate in a respectful manner;
- Keep confidential discussions that the community has of a personal (or professional) nature;
- Utilize this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the Xavier community.

**Attendance Policy:** Reasonable attendance at all class meetings is expected. If a student is unable to attend a class, **the responsibility of missed class content is the sole responsibility of the student.** Tests and written assignments will include content covered in class or in the assigned readings. See University Catalogue.

**Attendance Procedure:**

- 1) You will be documented as **present** if you are in class and on time.
- 2) The instructor will document student attendance.
- 3) **Excused absences include:**
  - 1) A funeral, with a program, obituary or holy card
  - 2) A required activity for another class or university sponsored athletic event, with a memo from the professor or program director
  - 3) A documented medical event, with dated, timed and signed documentation (all other Protected Health Information may be redacted)
  - 4) A documented legal event, with dated, timed and signed documentation (all other confidential information may be redacted)

You have **one week from the date of your return** to class to submit documentation for excused absences to your instructor. Failure to submit documentation within one week will result in your absence being unexcused.

#### 4) Unexcused absences

Unexcused absences include, for example:

- Social events, such as weddings, parties, etc.
- Events related to outside employment, such as job training, orientation, business travel, etc.
- Personal travel, such as leaving campus early or coming back late from a holiday break
- Problems due to poor planning on your part, such as missing class due to oversleeping or exhaustion due to staying up all night to complete an assignment, etc.

*You are allowed a specified number of unexcused absences without penalty.*

- One unexcused absence for courses that meet once per week
- Two unexcused absences for courses that meet twice per week
- Three unexcused absences for courses that meet three times per week

You are advised to save these “free” days for unavoidable weather, minor illness and personal events.

**Penalty:** Unexcused absences, greater than the number specified above, will result in the reduction of the student’s final grade of 1.5% for each unexcused absence.

- 5) Final determination is at the discretion of the instructor for the course. Courses with teams, projects and community service may have additional specifications.

#### **Assignments:**

All assignments will have a description that is available via Canvas. All papers and the group project should be written utilizing APA format. Purdue University has a very helpful resource for APA style, utilize the following website:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

Papers and the group project should also be turned in via Canvas. Papers will be graded via Speed Grader through Canvas, and returned with comments you will be able to access through the Grade Book.

Class Assignments: Class assignments will be brief written assignments that you will complete. Each of the three class assignments will relate to a particular unit from the class. The class assignments will involve you writing answers to a series of questions pertaining to that unit. You will submit class assignments on the date indicated in the above syllabus class schedule. One of the class assignments will deal with a case that you will need to analyze via a number of prompts.

Case Study: You will complete an analysis of a case study, and will turn in your paper via Canvas. Papers should be about 4 pages in length, and are to follow a series of prompts available via Canvas.

#### **Exams:**

There will be both a midterm and final exam for this class. The final exam will NOT be cumulative. The

exams will be comprised of a mix of multiple choice, true-false, short answer, fill in the blank questions, and short answer questions.

**Participation:**

Participation will count for 15% of your final grade (think of it has half a letter grade). Active participation includes:

- Being in class
- Being on time to class
- Being awake and alert in class, not focused on other things (i.e. other homework or activities)
- Asking questions
- Offering your perspectives
- Sharing information
- Being active in small group activities
- Showing respect to your classmates, guests, faculty, etc.

If you are engaged in class, this should be an easy 15% to achieve.

**Business Casual Dress:**

Business casual dress is expected on days where a speaker is coming to our class, and for student presentations. Business casual dress includes:

- Slacks or khakis, not wrinkled!
- Dress shirt or solid color polo shirt, not wrinkled
- Jacket (though not required of business casual)
- Tie (though not required of business casual)
- Dress shoes (not tennis shoes)
- Skirts (dress, not casual)
- Blouses
- Shoes not open-toed

**Late Assignment Policy:**

Late assignments will accrue a penalty of 10% per day the assignment is late. An assignment is considered one day late if it is submitted past the identified due date/time. It is considered two days late if it is submitted any more than 24 hours past the identified due date/time, and so forth. This includes weekends! Once an assignment is more than 10 days late, it will become a zero and will not be accepted for credit.

If a student wants an extension for an assignment, this must be received no less than 48 hours before the assigned due date/time. Extensions are not guaranteed, and are at the discretion of the instructor. Extensions may include a late penalty.

**Canvas:**

Canvas will be used in a variety of ways for this class. The syllabus, assignment descriptions, and articles/chapters outside of the class will all be available via Canvas. In the spirit of sustainability, such materials will not be printed off and handed out in class.

Papers and the group project should also be turned in via Canvas through "Turnitin". Papers will be graded and returned via the Turnitin feature of Canvas.

**Academic Honesty:**

“The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission documents, and the falsification of any academic record including letters of recommendation. All work submitted for academic evaluation must be the student’s own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another’s efforts is prohibited as is the use of any work untruthfully submitted as one’s own. Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an “F” in the course, and expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.”

**Faculty Note:**

In addition to the above (taken directly from the University Catalog), please be aware that cutting and pasting from the Internet is plagiarism, and will be treated in the same manner as any other type of plagiarism. If you use more than three words written by someone else, I expect it to be in quotes. When you are writing you should use your own words and thoughts, not those of anyone else. You **may not** take a sentence and change one to two words and call it your own.

**Students with Disabilities**

Xavier University is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations letter from Disability Services, it is essential that you email the letter and meet with me as soon as possible to discuss your disability-related accommodation needs for this course.

If you have not yet met with Disability Services to arrange accommodations, it is necessary that you do so as soon as possible as accommodations are not retroactive. If you would like information regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact Cassandra Jones, Director of Disability Services, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at [jonesc20@xavier.edu](mailto:jonesc20@xavier.edu) to coordinate reasonable accommodations as soon as possible. Please contact Disability Services well in advance of needing an accommodation as the registration process can take several weeks.

**Technology Policy**

Students may utilize laptops or tablets during class ONLY for class-related activities. This would include note taking, viewing lecture power points, or viewing other class-related materials. Other use of technology (i.e. social networking, viewing unrelated websites, doing other homework, etc.) is not acceptable. The instructor reserves the right to prohibit students who abuse this policy from using technology during class.

**Final Grade:**

- Midterm 30%

- Class Assignments 20%
- Final 35%
- Participation 15%

**Grading Scale (Note: .5% will be rounded up):**

A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	below