



STAFFING • TRAINING • ALTERNATIVE RESOURCES INC.

# March 2010

## Psychotropic Medication Monitoring

## Tardive Dyskinesia, the DISCUS & the MOSES

## Finance & Billing for Social Service Agencies

## Individual & Program Finances

## A Year in the Life of a Designated Coordinator

## Psychotropic Medication Monitoring

Presented by Becky Eikmeier, Program Services Consultant/QMRP  
Wednesday, March 10, 2010  
9:00 am-12:00 pm  
Cost: \$55.00

CEUs  
3.6 for  
Nurses

For any individual taking psychotropic medication, monitoring medication for effectiveness is mandatory according to current 245B licensing requirements. Proper training and knowledge is essential to completing all required documentation.

Participants will learn about and discuss:

- Psychotropic medication classifications and their associated side effects
- Assessment, documentation, and tracking of side effects through the DISCUS and MOSES
- Emergency and non-emergency initiation of psychotropic medication
- Behavioral Support Plan content and development
- Completion of the Psychotropic Medication Use Checklist

Audience: Nurses, management, and executive level staff responsible for psychotropic medication monitoring for the individuals they serve will benefit from this first time or refresher course!

**SIGN UP FOR BOTH CLASSES ON MARCH 10<sup>th</sup> FOR \$99 AND LUNCH IS INCLUDED!**

## Tardive Dyskinesia, the DISCUS and the MOSES

Presented by Jodi Larson, RN, Health and Wellness Consulting Services Manager  
Wednesday, March 10, 2010  
1:00 pm-5:00 pm  
Cost: \$69.00

CEUs  
4.8 for  
Nurses

Individuals taking psychotropic medications may be at risk for developing Tardive Dyskinesia (TD), an abnormal involuntary movement disorder. Because of this risk, careful monitoring of the individual using a standardized assessment may be required of the licensed provider. The DISCUS is the most common assessment and is best completed by trained individuals and/or medical health professionals.

Participants will learn about and discuss:

- The prevalence and prognosis of Tardive Dyskinesia (TD)
- TD and other abnormal involuntary movement disorders and medications that may cause these
- Characteristics of TD and how to distinguish them from behavioral stereotypes and mannerisms
- How to conduct the DISCUS exam and properly complete and score the DISCUS
- How to conduct the MOSES exam and properly complete and score the MOSES
- Health care follow up for abnormal scores

Through lecture, DVD presentation, demonstration and practice, participants gain knowledge and experience in conducting the DISCUS.

Audience: This course is an excellent resource for managers, lead staff, and nursing professionals who are involved in psychotropic medication monitoring for the individuals they support.

## A Year in the Life of a Designated Coordinator

Presented by Becky Eikmeier, Program Services Consultant/QMRP  
Wednesday March 24, 2010  
12:30 pm – 3:30pm  
Cost: \$55.00

From admission to annual, follow along as we go through the work of a Designated Coordinator. Not only will we cover what needs to be done, but we will cover why and how to do it according to 245B and best practices. Topics include Interdisciplinary Team (IDT) meetings (from preadmission to annual), suspension and termination responsibilities, progress reports, the basics of risk management plans, incident reporting, and the development of supports and methods. We'll have time to discuss your role as an IDT member as well as provide solutions to some of the difficult problems of your job.

In addition, participants will learn:

- How and when to schedule meetings required through out a year
- What documents are needed for each meeting
- Development and revision schedules required for documents and forms
- The various responsibilities of each member of the IDT
- IDT meeting follow up

CEUs  
3.6 for  
Nurses  
3 for Social  
Workers

Audience: This class will benefit first time Designated Coordinators or staff looking to take on more responsibility at their agency.

## Finance and Billing for Social Service Agencies: Understanding and Using MN-ITS

Presented by STAR Services Finance  
Thursday, March 18, 2010  
9:00 am-12:00 pm  
Cost: \$55.00

In a time of tight margins, it is important to capture revenue for the services you have provided. In addition to the completion of the on-line billing forms, you will receive information on how to organize the required data so that the error (denial) factor can be reduced, in turn eliminating the denial of claims and the delay in payments that you need. The information you will learn will help to increase cash flow, lower denials and track your billings. This seminar will not cover "batch processing" through a third vendor. Participants with very limited or no experience in billing MN-ITS and those looking to make the billing process easier and faster will benefit from this seminar.

Attendees will learn how to:

- Set up new users
- Enter a basic billing
- Read codes and organize data
- Re-bill
- Look Up
- Eligibility
  - Previously submitted bills
  - Remittance advice
  - Service agreements
- Helpful tips for successful completion of billing

Audience: House managers, company owners, and any person doing billing or bookkeeping would benefit from this introductory course!

**SIGN UP FOR BOTH CLASSES ON MARCH 18<sup>th</sup> FOR \$99 AND LUNCH IS INCLUDED!**

## Individual and Program Finances

Presented by Brian Evans, Administrator  
Thursday, March 18, 2010  
1:00 pm-4:00 pm  
Cost: \$55.00

This course is intended to give you an in-depth look at individual and program funding, reporting requirements, forms, and timelines. This class will provide a information on funding sources, medical assistance, and an individual's personal funds.

This seminar will focus on:

Funding sources:

- Social Security and SSDI
- Program rates and service agreements
- Room and Board
- Group Residential Housing (GRH)
- CDS
- Private Pay

Medical Assistance:

- MA "caps"
- Spend-downs
- MA-EPD
- MA monthly premium payments
- Verifications
- MA Renewal Forms

Reporting requirements and timelines:

- Combination Application Form (CAF)
- Household Report Form (HRF)
- Social Security Reporting

Individual Funds:

- Asset Limits
- Pre-pay vs. post-pay GRH clients
- Personal needs

**CEUs  
3.6 for  
Nurses  
3 for Social  
Workers**

Audience: This seminar is ideal for social service agency owners, executive or program directors, Designated Coordinators, program managers, and social workers who need a full understanding of individual and program finances.

***The STAR Services training facility is located on the 2<sup>nd</sup> floor of the Ivy League Place building in Suite 200 at 475 Cleveland Ave North in Saint Paul. For directions or more information, visit our website at [www.starsvcs.com](http://www.starsvcs.com) or call 651-644-3140.***

## Participant Registration Information

### Psychotropic Medication Monitoring

March 10, 2010, 9:00 am - 12:00 pm \$55.00

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**Sign Up for Both Classes on March 10<sup>th</sup>  
for \$99 and Lunch Is Included!**

### Tardive Dyskinesia, the DISCUS and the MOSES

March 10, 2010, 1:00 pm - 4:00 pm \$69.00

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

### Finance & Billing for Social Services Agencies

March 18, 2010, 9:00 am - 12:00 pm \$55.00

Name: \_\_\_\_\_

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**Sign Up for Both Classes on March 18<sup>th</sup>  
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### Individual & Program Finances

March 18, 2010, 1:00 pm - 4:00 pm \$55.00

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

### A Year in the Life of a Designated Coordinator

March 24, 2010, 12:30 pm - 3:30 pm \$55.00

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

***Like what you see but don't  
want to travel? We can come  
to you! Call Jennifer today at  
651-644-3140 x257.***

## Company and Payment Information

Payment options include cash, check, and all major credit cards. Please make checks payable to STAR Services.  
Please print clearly. All requested information must be completed for credit card transactions.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Name (as it appears on card): \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3 Digit CSV Code (from back of card): \_\_\_\_\_ Amount Enclosed/To Be Charged: \$ \_\_\_\_\_

Please submit completed registration with payment via phone: 651-644-3140 x257, fax: 651-641-0346,  
email: jmay@starsvcs.com, or mail to:

STAR Services, Attn: Jennifer May, 475 Cleveland Ave N, Ste. 130, Saint Paul, MN 55104

**www.starsvcs.com**