



NATIONAL ASSOCIATION OF
Community Health Centers

This program has been recommended for 20 CPE credits in the "Specialized Knowledge and Applications" Category



**NACHC Trainings
Are Going Green!**

For more information on how to access course materials, download presentations, or purchase course binders go to:

<http://nachc.org/trainings-and-conferences/>

ACCOUNTING PROFESSIONALS (CPE)

The National Association of Community Health Centers, Inc. (NACHC) is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. (Sponsor #108392)

2017 TRAINING Financial Operations

Management, Level I (FOM I)

NACHC is pleased to offer the Financial Operations Management, Level I (FOM I) Seminar.

This seminar is designed to provide CEOs, CFOs and COOs with an orientation to financial management, accounting principles, and terminology unique to health centers as well as an in-depth focus on managing the 330 grant, including the elements of the scope of services, budgeting, and reporting.

Learning Objectives

By the end of this two-and-a-half-day training, the participants will be able to:

- Understand how to implement effective systems in the finance department for timely and accurate reporting of information.
- Explain the five elements of the 330 scope of service and how they influence health center finance and operations.
- Distinguish between approaches to developing an operational budget.
- Describe the key drivers of profitability in a health center.
- Identify the critical elements to accurately complete the Federal Financial FFR SF 425 and the Medicare Cost Report.

Presenters:

Jeffrey E. Allen, CPA, Partner, BKD, LLP, Springfield, MO

Curt Degenfelder, Curt Degenfelder Consulting, Inc., Los Angeles, CA

David C. Fields, CPA, CMA, CFM, Partner, BKD, LLP, Springfield, MO

Santa Fe, New Mexico February 21-23, 2017

La Posada de Santa Fe Hotel
330 E Palace Avenue
Santa Fe, NM 87501
Telephone: 505-986-0000
Room Rates: \$155/night/single/double

Hotel Reservation Cutoff Date: January 19, 2017

NACHC has negotiated a discounted rate of \$155 a night which will be honored until January 19, 2017 or until the block has sold out, whichever occurs first.

***Pricing Information**

- Early Bird Registration Fee: \$595 if received by February 7, 2017
- Regular and On-Site Registration Fee: \$695 if received after February 7, 2017

*Registration Fee includes continental breakfast, lunch, and snacks for morning and afternoon breaks.

Registration Cutoff Date (Last day to register online): February 14, 2017

To register online, visit:

<http://nachc.org/trainings-and-conferences/>

For questions, contact Elizabeth Zepko at ezepko@nachc.org or call (301) 347-0400.

Financial Operations Management, Level I (FOM I)

Agenda

(as of November 17, 2016 and subject to change)

LEVEL I COURSE—GROUP LIVE

Day One

7:30am – 8:30am Registration & Continental Breakfast

8:30am – 10:00am Introduction to Health Center Financial Management

This session will cover the history of health centers, including relevant financial issues. Specific focus will be placed on the benefits, requirements, and operating issues that are unique to health centers.

Speaker: Curt Degenfelder, Curt Degenfelder Consulting, Inc., Los Angeles, CA

10:00am – 10:15am Break

10:30am – 12:30pm Operating a Health Center Finance Department

The day-to-day supervision of a health center Finance Department requires certain systems to ensure that daily, weekly, and monthly reporting information is available. This session will focus on developing accounting systems and generating reports.

Speaker: Jeffrey E. Allen, CPA, Partner, BKD, LLP, Springfield, MO

12:30pm – 1:30pm Lunch (provided)

1:30pm – 3:00pm Health Center Scope of Service: 330 Grant, Medicare, Medicaid

This session will focus on the five elements of the 330 scope of service – sites, services, providers, service area and target population – and how they influence health center finance and operations. We will also compare the Medicaid and Medicare scopes of service and the implications on health center changes in scope and reimbursement.

Speaker: Curt Degenfelder, Curt Degenfelder Consulting, Inc., Los Angeles, CA

3:00pm – 3:15pm Break

3:15pm – 5:00pm Federal Grants Management

This session addresses key elements of the grant application process in addition to changes brought on by HRSA's PIN 2013-01, Health Center Budgeting and Accounting Requirements. Participants will also discover best practices and recommendations to avoid common mistakes during the budgeting process. Discussion will include guidance on how to account for budgeting, behavioral health integration, as well as the impact of this funding on quarterly and annual reporting such as specifically the Federal Financial Reports to be filed in the Electronic Handbook and Payment Management System. The goal of this session, is to help health center financial staff understand the health center budgeting and reporting processes from start to finish as well as gain insight into what HRSA / OIG / Financial Statement Auditors look for when reviewing a health center's financial records.

Speaker: David C. Fields, CPA, CMA, CFM, Partner, BKD, LLP, Springfield, MO

Day Two

- 8:00am – 8:30am** **Registration & Continental Breakfast**
- 8:30 am – 10:00 am** **Federal Grants Management (cont.)**
- 10:00am – 10:15am** **Break**
- 10:15am – 12:30pm** **Budgeting & Profitability Within Health Centers**
Health centers need to have positive bottom lines to fund growth and development. This session will show the link between budgeting and profitability and identify key drivers of the health center's bottom line.
Speaker: Curt Degenfelder, Curt Degenfelder Consulting, Inc., Los Angeles, CA
- 12:30pm – 1:30pm** **Lunch (provided)**
- 1:30 pm – 3:00 pm** **Federal Grants Management (cont.) including Preparation of the Federal Financial Report (FFR)**
In addition to step by step instruction on how to fill out and file the Federal Financial Report (FFR Form 425), this session also provides an outline that includes an understanding of its purpose and guidance on the information collected on the FFR form.
Speaker: David C. Fields, CPA, CMA, CFM, Partner, BKD, LLP, Springfield, MO
- 3:00pm – 3:15pm** **Break**
- 3:15 pm – 4:00 pm** **Preparation of Federal Financial Report (cont.)**
- 4:00 pm – 5:00 pm** **Q&A/Wrap-up**

Day Three

- 8:00am – 8:30am** **Registration & Continental Breakfast**
- 8:30am – 10:30am** **Understanding Reimbursement in Health Centers including Medicare Cost Reporting**
There are unique aspects to how health centers must bill and receive payment for the services they provide. Explanations of how reimbursement for Medicare, Medicaid, sliding fee scales, and other revenue streams operate are discussed. This session will also cover Medicare cost reporting including discussion on patient visits, reclassifications and adjustments, and the draft of the new Medicare Cost Report form.
Speaker: Jeffrey E. Allen, CPA, Partner, BKD, LLP, Springfield, MO
- 10:30am – 10:45am** **Break**
- 10:45am – 12:00pm** **Understanding Reimbursement in Health Centers including Medicare Cost Reporting (cont.)**
- 12:00pm** **Adjourn – lunch will not be provided**

REGISTRATION FORM

Financial Operations Management, Level I (FOM I)

PARTICIPANT INFORMATION

Name _____

Title _____

Email _____

Organization _____

Address _____

City, State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Dietary Needs (ex. Kosher, Vegetarian, Food Allergies, etc.) _____

COST INFORMATION*

Financial Operations Management, Level I (FOM I)

Early Bird Registration	\$595 per person (if received by February 7, 2017)	\$ _____
Regular and On-Site Registration	\$695 per person (if received after February 7, 2017)	\$ _____

*Includes continental breakfast, lunch, and snacks for morning and afternoon breaks.

PAYMENT INFORMATION *(Payment MUST be received with registration form.)*

Check (payable to NACHC) MasterCard Visa American Express

Total amount enclosed \$ _____

Card Number _____ Expiration Date _____

Print name as it appears on credit card _____

Cardholder's signature _____

Note: Registration is not final until NACHC confirmation is received. This may take up to two weeks from NACHC's receipt of REGISTRATION FORM. DO NOT mail or fax your forms after January 31, 2017.



Financial Operations Management, Level I (FOM I)

February 21-23, 2017

La Posada de Santa Fe Hotel
330 E Palace Avenue
Santa Fe, NM 87501
Telephone: 505-986-0000

Three Ways To Register:



ELECTRONICALLY

Find this registration form online at www.nachc.org. You may register automatically with a credit card or you may print the form and mail it with your check.



MAIL

Mail Registration to:
NACHC Meetings/Acct. Dept.
7501 Wisconsin Avenue
Suite 1100W
Bethesda, MD 20814



FAX

Send registration form with credit card information to (301) 347-0457. **Registration forms will not be processed without payment.**

NOTE: DO NOT mail or fax your forms after January 31, 2017.

NACHC CANCELLATION POLICY: All Cancellations must be in writing and must be received at NACHC on/before February 14, 2017.

- Cancellations received on/before February 14, 2017 will be assessed a \$100 processing fee.
- Cancellations received after February 14, 2017 are not refundable.
- Cancellations after the conclusion of the training are non-refundable.
- Substitutions are encouraged.
- "No Shows" are non-refundable.

To cancel your reservation, please send a request in writing to Elizabeth Zepko at ezepko@nachc.org