

RESOLUTION NO.: 72—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Brewster Village is requesting to approve an amendment to their Table of Organization by
2 adding one (1) full-time MDS (Minimum Data Set) Coordinator. Adding this position will
3 allow the nurse leadership team to re-focus efforts as pertains to implementing processes
4 that improve efficiency, increase staff retention, and improve quality of care. Additionally,
5 the new position will improve the ability to complete MDS assessments, which determines
6 how the facility is reimbursed, and focus on capturing data/increasing revenue through this
7 process. It will allow the DON (Director of Nursing) and this position to collaborate on
8 implementing annual competencies per regulation as well as focusing on potential new
9 educational opportunities to extend the impact in the community by expanding the nursing
10 capabilities.

11
12 At this time, no budget adjustment is required as the monies needed for the additional
13 compensation will be included as part of the 2024 budget process.

14
15 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
16 Committee recommends adoption of the following resolution.

17 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the addition
18 of one (1) full-time MDS (Minimum Data Set) Coordinator position, said position effective November 5,
19 2023, for Brewster Village, with no budget adjustment required as the monies needed for the additional
20 compensation will be included as part of the 2024 budget process, as noted on the attached Position
21 Addition Form, Job Description, Table of Organization, and fiscal note, which by reference are made a
22 part hereof, and

23 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
24 this resolution to the Outagamie County Human Resources Director, the Outagamie County Finance
25 Director, and the Brewster Village Administrator.

26 Dated this ____ day of November 2023

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Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Curt Konetzke

Sara MacDonald

Ryan Ferguson

Joe Santonato

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM							
Completion Checklist							
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description/class specification for the position request below, highlighting any changes 							
Request Details							
Effective Date of Requested Change:	11/5/2023						
Department:	Brewster Village						
Department Head:	Taya Walk						
Cost Center Number:	5017100						
Position Title:	MDS Coordinator						
Sunset Position? (Yes or No)	no						
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt						
Pay Grade of Position:	E8						
Estimated Starting Step:	2						
Position exists in current the Table of Organization?	No						
Is this position full time or part time?	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Full Time:</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Part Time:</td> <td></td> </tr> <tr> <td>Hours:</td> <td></td> </tr> </table>	Full Time:	1	Part Time:		Hours:	
Full Time:	1						
Part Time:							
Hours:							
Enter number of positions.							
If Part Time position, how many hours per week will this position be working?							
What other alternatives were considered?	Contracted service and staff OT						
If deleting a position to add this position; which position(s) will be deleted?							
(if deleting a position, complete the Position Deletion Form and include the Cost Savings below)							
List any positions in your Table of Organization that have been vacant for 6 months or longer:							
Position Justification							
Briefly summarize why this position is needed, as well as areas of revenue and savings.							
<p>Adding this position will allow the nurse leadership team to re-focus efforts as it pertains to implementing processes that improve efficiency, increase staff retention, and improved quality of care. It will also improve our ability to complete MDS assessments (how the facility gets reimbursed) and focus on capturing data/increasing revenue through this process. It will allow the DON and this position to collaborate on implementing annual competencies per regulation as well as focusing on potential new educational opportunities to extend our impact in the community by expanding our nursing capabilities. We would also look at adding staff CPR training and potentially our CNA classes in-house in order to eliminate those external costs as well. Each of our CNA classes (we hold 3-5 per year) costs \$4100.00 and each staff member that we send to CPR training costs approximately \$30.00</p>							
Employee(s) Impacted By This Change (if no one in position - leave blank)							
Fiscal Data							
How will this position be funded (choose from drop-down list)?	Levy Only						
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.							

Salary	\$	70,803
Fringe Benefits	\$	35,416
Travel/Training		
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	106,219
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		
Contracted Training	\$	(16,520)
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(16,520)
NET COUNTY COST (Levy/Fund Bal)	\$	89,699

Position Purpose



Join the Premier Senior Living Community in the Fox Valley!

Brewster Village is looking for dedicated and compassionate caregivers who want to work in a team-based environment, where Person Directed Living is our top priority.

Reporting to the Nursing Director, the MDS Coordinator is ultimately responsible for the oversight and coordination of the federally mandated resident assessment instrument (RAI) process which includes the MDS assessment, care area assessment, and care plan development of the revisions.

The MDS Coordinator works with the interdisciplinary team to complete the MDS assessments, analyze care areas, and develop and revise a comprehensive care plan and ensure that compliance is maintained with state and federal guidelines. The MDS Coordinator is responsible for attesting to the completion of the Minimum Data Set (MDS) which is the key driver of the care plan, quality measures, and used for Medicare payment and Medicaid reimbursement systems. The MDS Coordinator serves as the expert resource for the Patient-Driven Payment Model (PDPM) and is responsible for complying with ethical and timeliness standards when setting ARDs, completing assessments, and upholding Medicare requirements.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate the RAI process, which includes, at a minimum, the following elements:
 - Minimum Data Set (MDS)
 - Care Area Assessment Process
 - Care plan development
 - Care plan implementation
 - Evaluation
- Provide oversight of assessment completion and transmission to the national repository. Review final validation reports and correct or modify assessments in response to warnings or errors as needed

- Coordinate the completion of the comprehensive care plan according to regulatory requirements
- Maintain the OBRA and PPS assessment schedules
- Be highly involved in determining skilled level of care for Medicare villagers and procuring required Medicare-specific documentation; be responsible for physician certification/recertification of a skilled level of care throughout the Medicare stay; be involved in making Medicare eligibility determinations
- Coordinate care with case managers for villagers utilizing managed care, health maintenance organizations (HMOs), commercial insurance and other alternate payment models
- Maintain compliance with state-specific regulations regarding the RAI process
- Provide insight and analysis of MDS-based quality measures
- Serve as a member of the quality assessment and assurance (QAA) and/or the quality assurance and performance improvement (QAPI) committees
- Work closely with hospital discharge planners and physicians to obtain accurate and complete documentation to support ICD-10 CM diagnosis coding and surgical procedures
- Audit and improve staff education/competency as needed to ensure accurate and timely completion of supporting documentation and MDS assessments
- Maintain confidentiality of sensitive information
- Plans and conducts BLS/CPR recertification classes

Education/Certifications/Experience Requirements

- Bachelor's degree in Nursing preferred.
- Must possess valid unrestricted RN licensure from the Wisconsin DSPS. This is also expected throughout employment as a condition of continued employment.
- Must maintain current certification in adult CPR.
- RAC-CT required or must be obtained within 6 months of employment.

Required or Preferred Skills

- Plan, organize, prioritize work independently, and meet deadlines
- Be knowledgeable of federal regulations, practice standards and procedures, as well as guidelines pertaining to the RAI process
- Ability to communicate professionally and effectively with Brewster Village administrators and care givers, government health agency representatives, special interest groups, sales representatives, and others verbally and in writing, and understand the importance of modeling positive attitudes and behaviors.
- Ability to assure that federal, state and local laws as well as accepted professional standards and principles of professional organization, boards and councils are followed.
- Ability to see person-directed living as an important component in providing villagers with a sense of health and well-being.

It is required that any applicant and/or employee inform the facility immediately if their license is has been revoked, suspended and/or under investigation.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.



