



**Training Proposal for:**  
**Ajit Healthcare, Inc. dba Westlake Convalescent Hospital**  
**Agreement Number: ET15-0112**

**Panel Meeting of:** June 27, 2014

**ETP Regional Office:** North Hollywood

**Analyst:** M. Reeves

**PROJECT PROFILE**

Contract Attributes:	Retrainee SET Medical Skills Training HUA Priority Rate	Industry Sector(s):	Healthcare  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 481	U.S.: 481	Worldwide: 481
<u>Turnover Rate:</u>	17%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$357,138		\$0	\$0		\$357,138

In-Kind Contribution:	100% of Total ETP Funding Required	\$390,984
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**TRAINING PLAN TABLE**

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SET Medical Skills Training Priority Rate	MS Clinical with Preceptor, MS Didactic, Computer Skills, Continuous Improvement	83	8-200	0	\$2,016	\$20.32
				Weighted Avg: 112			
2	Retrainee SET Medical Skills HUA Priority Rate	MS Clinical with Preceptor, MS Didactic, Computer Skills, Continuous Improvement	95	8-200	0	\$1,998	\$12.03
				Weighted Avg: 111			

**Minimum Wage by County:** Job Number 1 (SET Priority Industry): \$20.32 per hour

Job Number 2 (SET/HUA): \$12.03 per hour for Los Angeles County.

**Health Benefits:**  Yes  No This is employer share of cost for healthcare premiums – medical, dental, vision.

**Used to meet the Post-Retention Wage?:**  Yes  No  Maybe

Up to \$2.32 per hour may be used to meet the Post-Retention Wage in Job Number 1 and up to \$2.03 per hour may be used in Job Number 2.

**Wage Range by Occupation**

Occupation Titles	Wage Range	Estimated # of Trainees
<b>Job Number 1</b>		
Registered Nurse		10
Licensed Vocational Nurse		54
Therapist		13
Administrative Staff		6
<b>Job Number 2</b>		
Certified Nursing Assistant		79
Restorative Nursing Assistant		10
Administrative Staff		6

**INTRODUCTION**

Ajit Healthcare, Inc. dba Westlake Convalescent Hospital (Westlake) is a skilled nursing facility that offers rehabilitation and sub-acute care. The Hospital ([www.wlchospital.com](http://www.wlchospital.com)) is located in the city of Los Angeles and has been under the direction of Dr. Jasvant Modi since 2004. Dr. Modi also oversees a second facility, Virgil Rehabilitation and Skilled Nursing Center (Virgil),

also located in the city of Los Angeles. This proposal will include trainees from both the Westlake and Virgil facilities.

Both Westlake and Virgil provide services to individuals recently discharged from a hospital and not in suitable condition to return home. Patients are referred by doctors, hospitals, insurance companies, family members, medical groups, and word-of-mouth. Patients stay for short-term rehabilitation or long-term care. Services include nursing and medical services, rehabilitation services, social services, dining and dietary/nutrition services, and therapeutic recreation.

Westlake is seeking ETP funding to help the Hospital: (1) respond to industry changes as a result of the Affordable Care Act (ACA), (2) upgrade the skills of incumbent nurses and allied health staff to better serve the expanding aging population, and (3) successfully implement its newly acquired Electronic Medical Records (EMR) system.

The provisions set forth by the ACA have a significant impact on how patients are evaluated and admitted to the Hospital's facilities. Prior to the ACA, either Medicare or Medi-Cal was billed for services and patient records were in alignment with the requirements those of two entities. However, the ACA allows for additional involvement by managed care groups who provide insurance. As a result, the way patients are screened, admitted, cared for, billed and discharged have all been impacted. These changes have created an added layer of procedures and documentation requirements that necessitate comprehensive training for the Hospital's caregivers and support staff.

To meet clinical quality measures and ensure optimal levels of care, the Hospital must equip its nurses and medical support team with the requisite skills to make informed and timely decisions, administer appropriate care, and make proper use of technologically advanced medical equipment.

To remain current with industry standards and requirements, the Hospital purchased an EMR system. However, the purchase only included system setup and a nominal amount of introductory training. Medical and support staff training was not included. Therefore, all hospital staff responsible for patient care and/or medical records handling must receive extensive training in the hospital-wide functionality of the EMR system.

## **PROJECT DETAILS**

### **Training Plan**

Training will be delivered by in-house subject matter experts and training vendors retained during the contract term. Training will take place at both the Westlake and Virgil locations.

### **Medical Skills Training (75%)**

The Panel has established a "blended" reimbursement rate for nurse upgrade training, recognizing the higher cost of delivery for the Clinical Preceptor model. All trainees, except Administrative Staff, will participate in Clinical Preceptor and Didactic training classes. This training will address deficiencies in specific skills to ensure that trainees are competent in advanced medical procedures.

This blended rate, \$22 per hour, will apply to both the Didactic and Preceptor modes of delivery. The standard class/lab rate for priority industries, \$18 per hour, will apply to Computer Skills and Continuous Improvement training. (See Curriculum)

**Computer Skills (15%):** Training will be offered to all occupations. Training will focus on EMR system applications. Intermediate and advanced Microsoft Office training will be delivered to Administrative Staff and other trainees commonly tasked with writing correspondence and generating reports.

**Continuous Improvement (10%):** Training will be offered to all occupations. These courses will focus on performance and quality of care improvements. Training will include organization and time management skills, communication skills, and team building techniques.

### **Special Employment Training/Wage Modification**

Under Special Employment Training (SET), the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees in non-priority industries must be earning at least the statewide average hourly wage at the end of the retention period. Trainees employed in a Priority Industry qualify for a SET wage modification up to 25% below the statewide average hourly wage. Here, the wage modification of \$20.32 is requested for trainees in Job Number 1.

### **HUA Wage Modification**

All trainees in this proposal work in a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. The Westlake and Virgil facilities located in the city of Los Angeles qualify for HUA status under these standards.

Trainees may earn the ETP Minimum Wage rather than the Statewide Average Hourly Wage. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. The Hospital is requesting the HUA wage modification of \$12.03 (25%) for the 95 trainees identified in Job Number 2 only.

### **Commitment to Training**

The Hospital does not have an established training budget and most training is provided on an as-needed basis. The Hospital's ongoing training efforts consist of new employee orientation, on-the-job training, and regulatory mandated training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law.

#### ➤ Training Infrastructure

The Hospital's Accounting Manager will oversee and centralize the management of this project. In addition, the Hospital will assign at least one additional staff member at each facility to assist with scheduling, data collection and reporting. The Hospital has also retained the services of a third-party administrator to ensure that training administration and documentation adheres to ETP requirements.

### **RECOMMENDATION**

Staff recommends approval of this proposal, including the wage modification.

### **DEVELOPMENT SERVICES**

Tax Credit Co. in Los Angeles assisted with development of this proposal for a flat fee of \$22,000.

**ADMINISTRATIVE SERVICES**

Tax Credit Co. will also perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

**TRAINING VENDORS**

To Be Determined

## **Exhibit B: Menu Curriculum**

### **Class/Lab Hours**

8 - 200

All trainees except Admin Staff may receive any of the following:

### **MEDICAL SKILLS TRAINING – DIDACTIC**

- Admissions, Discharges, Transfers
- Case Management/Discharge Planning
- Central Lines Management
- Decontamination Procedures
- Diabetes Care and Management
- Educating the Patient and Family
- Enteral Feeding Management
- Immunization
- Incident Reporting
- Infection Control
- Intravenous Insertion and Therapy
- Laboratory Skills
- Medication Administration and Management
- Nursing Diagnosis Skills
- Occupational Therapy Skills
- Pain Management
- Patient Assessment and Care
- Patient Fall Prevention
- Pharmacy Skills
- Physical Therapy Skills
- Rapid Response Skills
- Restraint Management
- Speech and Language Pathology Skills
- Total Parenteral Nutrition
- Ventilator Management
- Wound Management and Skin Care

All trainees except Admin Staff may receive any of the following:

### **MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR**

- Application and Release of Restraints
- Enteral Feeding Management
- Infection Control
- Intravenous Insertion and Therapy
- Medication Administration
- Patient Assessment and Care
- Patient Fall Prevention
- Respiratory Assessment and Care
- Restorative Nursing Skills
- Transfer and Repositioning Techniques
- Ventilator and Tracheostomy Care
- Wound Care

All trainees may receive any of the following:

**CONTINUOUS IMPROVEMENT**

- Case Management and Discharge Planning
- Charge Nurse Training
- Communication Skills
- Conflict Resolution Skills
- Customer Service Skills
- Documentation Skills
- Organization and Time Management Skills
- Patient Trust Account Management
- Performance and Quality Improvement
- Team Building Skills
- Utilization Review

**COMPUTER SKILLS**

- Microsoft Office Skills (Intermediate and Advanced)
- Electronic Medical Records
- Patient Billing, Accounts Receivable and Financial

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.