



**Retrainee – Job Creation
Training Proposal for:
Green Pine Home Health Care Service, Inc.**

Small Business \leq \$50,000

ET15-0371

Date Approved: December 31, 2014

ETP Regional Office: North Hollywood

Analyst: M. Paccarelli

CONTRACTOR

- Type of Industry: Healthcare Services
Priority Industry: Yes No

- Number of Full-Time Employees
California: 30
Worldwide: 30
Number to be trained: 52
Owner Yes No

- Out-of-State Competition: No OSC
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 0%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$42,930

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 SB <100 Priority Rate	Cont. Improv., Computer Skills, MST Didactic, MST Clinical Preceptor	28	8-60	0	\$1,092	\$20.32
				Weighted Avg: 42			
2	Retrainee SB<100 Priority Rate Job Creation Initiative	Cont. Improv., Computer Skills, MST Didactic, MST Clinical Preceptor	24	8-60	0	\$806	\$13.37
				Weighted Avg: 31			

- Reimbursement Rate: Job #'s 1 and 2: \$26 SB Priority
- County: Los Angeles
- Occupations to be Trained: Registered Nurse, Licensed Vocational Nurse, Administration Staff
- Union Representation: Yes
 No
- Health Benefits: Job Number 1: \$1.76 per hour, Job Number 2: \$0.37 per hour

SUBCONTRACTORS

- Development Services: Training Funding Source in Seal Beach assisted with development of this proposal for a flat fee of \$2,900.
- Administrative Services: Training Funding Source will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 2006, Green Pine Home Health Care Service, Inc. (Green Pine) is a residential provider of healthcare services such as wound care, intravenous therapy, diabetic care, catheter care, cardiac and respiratory assessment and care, medication management, pain

management, physical therapy, occupational therapy, speech therapy, medical social workers and cancer care.

Recent changes in the industry with the passing of the Patient Protection and Affordable Care Act (ACA) require Green Pine to train its staff with the new regulations, medical coding and Joint Commission compliance. The Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards.

Green Pine is eligible for ETP funding under Special Employment Training (SET) for frontline workers. (Title 22, California Code of Regulations, Section 4409).

Retrainee - Job Creation

Green Pine contracts with over 30 medical groups in Los Angeles County, managing over 100,000 care members and over 10,000 Medicare advantage members assigned through various health plans. This year, Green Pine signed on with additional new contracts and expanding its coverage area, which will double the number of patients. As a result, the Company will need to expand its full-time workforce.

To take on the extra workload and services, Green Pine created new positions and is committed to hiring 24 new employees (22 Nurses and two Administrative Staff) in its California location to serve new patients.

As an incentive for companies that commit to hiring, training for newly hired employees will be reimbursed at a higher rate, and trainees may be subject to lower post-retention wages. Trainees must be hired within the three-month period prior to Panel approval or during the term of contract. The Company also represents that these trainees will be hired into "net new jobs" as a condition of contract.

Need for Training

In 2014, millions of Americans attained health insurance coverage under the ACA. This resulted in a significant increase in the number of patients serviced by Green Pine. To keep up with the new regulations and to better serve its patients, Green Pine is requesting ETP funds to train its staff. Training will focus on the following levels of care to meet the patient's needs and plan of care, including the education or instruction of patients regarding their care, treatment, or services.

ETP-funded training will support Green Pine's objective of maintaining a high performance workplace, promoting advanced employee job skills and improving the patient care experience. The proposed training will focus on Patient Care Experience Improvement Project, an initiative to enhance patient care experience, which include communication with doctors and nurses, medications, pain management, quality of discharge instructions, cleanliness of environments, home safety, and infection prevention and control. This proposal will also focus on training the staff on the company's Electronic Medical Record system as well as new equipment which is continuously being updated to ensure efficient and safe patient care delivery. It is crucial to provide education to staff to ensure the proper operation of the equipment prior to its usage.

Training Plan

Green Pine is prepared to begin training upon Agreement approval. Training will be delivered by in-house subject matter experts and training vendors retained during the contract term.

Medical Skills Training (55%) – This training will be provided to RN's and LVN's to stay current with Health Insurance Portability and Accountability Act regulations and advance their knowledge to ensure competencies in various medical procedures and enhancement of patient care experience.

Computer Skills (15%) – This training will be provided to all occupations. Training will focus on the Kinnser Agency software and database tools to navigate patient charts for specifications and data. Training will be offered to all occupations to ensure all medical staff can navigate the Electronic Medical Recordkeeping system and document patient information electronically.

Continuous Improvement (30%) - This training will be provided to all occupations to improve staff's communication and problem solving skills, enabling them to work independently.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8 - 60 Trainees may receive any of the following:

CONTINUOUS IMPROVEMENT

- Communication Skills
- Coordination of Care
- Customer Service
- Documentation
- ICD-10 Coding
- Interdisciplinary Team Process
- Problem Solving
- Team Building
- Quality Improvement

COMPUTER SKILLS

- Clinical Services Management Systems
- E-solutions
- Kinnser Agency Manager
- OASIS Reporting (Medicare)
- Electronic Medical Records (EMR) Applications
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Patient Billing & Accounts Receivable (PBAR)

MEDICAL SKILLS TRAINING – DIDACTIC

- Advanced Cardiac Life Support (ACLS)
- Annual Skills Update
- Arterial Blood Gas (ABG) Interpretation
- Assessing Cardiac Changes
- Assessing Respiratory Function
- Behavior Management
- Body Mechanics
- Cardiac Conditions
- Care of the PleurX Patient
- Central Venous Access Devices
- Dementia Care
- Diabetic Management
- Disaster & Emergency Preparedness
- Electrolyte Imbalance
- Enteral Feeding Tube Management
- Equipment Skills
- Functional Mobility & Ambulation
- Gastrointestinal Assessment & Management
- Incontinence Management (Colostomy Care, Urinary Catheter)
- Infection Control
- Intravenous (IV) Therapy
- Medication Administration & Management

- Neurological Conditions
- Orthopedic Conditions
- Pain Management (Acute & Chronic)
- Patient Assessment & Care
- Patient Fall Prevention
- Patient Transfer Techniques
- Point-of-Care Laboratory Testing
- Respiratory Care
- Tracheotomy Care
- Urinary Management (Foley Catheter, Input/output)
- Wound Management
- Wound Vac Therapy

MEDICAL SKILLS TRAINING – CLINICAL PRECEPTOR

- Rehabilitative Services
- Patient Assessment & Care
- Dementia Care
- Diabetic Management
- Enteral Feeding Tube Management
- Equipment Skills
- Infection Control
- Intravenous (IV) Therapy
- Medication Administration & Management

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.