



**New!** Kansas Home Care Association Audio Teleconferences

# Financial Management Series

*Presented by BKD, LLP*

***Register for any or all in the series!***

## **Part 1: The Basics of Home Care Accounting**

**February 23, 2010 • 1:00—2:30 p.m.**

**Presenter: Mark P. Sharp, CPA**

In order for management to effectively manage their business, they must have access to accurate financial reporting. This program provides the basics of establishing a home care accounting structure including an overview of an appropriate chart of accounts, different accounting methods, basic financial statements, charge structure, revenue recognition and more.

*By the end of the presentation, the participant will be able to:*

1. Identify the necessary components to a home care chart of accounts.
2. Describe the two major accounting methods.
3. Interpret a basic home care financial statement.
4. Describe appropriate home care revenue recognition methodologies.

## **Part II: The Home Health Cost Report: It Still Matters**

**April 1, 2010 • 1:00—2:30 p.m.**

**Presenter: Mark P. Sharp, CPA**

Analysis of existing filed Medicare home health cost reports indicates that their accuracy is in doubt. Nevertheless, federal and state agencies continue to make payment-rate judgments based upon cost report data. Additionally, providers of home health services utilize cost report-related benchmarks in making management and operations decisions. This program offers a high-level tutorial on proper preparation of a Medicare cost report for home health agencies.

*By the end of the presentation, the participant will be able to:*

1. Describe the purpose of the Medicare cost report.
2. Identify sources of information to complete the cost report worksheets.
3. Interpret the cost allocation methodologies in the Medicare cost report.
4. Identify the financial and operational dashboard indicators available from the Medicare cost report.

## **Part III: Budgeting in Home Care**

**April 14, 2010 • 1:00—2:30 p.m.**

**Presenter: Mark P. Sharp, CPA**

Budgeting is a critical development tool for all organizations regardless of size, industry or life cycle stage. Budgeting helps management establish the financial road map for the next fiscal year and then identify when the agency is off course. As home health and hospice agencies face the risk of payment cuts, budgeting is one tool that can assist management in controlling costs and making appropriate adjustments on the fly. This workshop will overview different budgeting techniques and implementing a budget in the home care setting.

*Continued...*

### **Part III: Budgeting in Home Care (cont...)**

*By the end of the presentation, the participant will be able to:*

1. Describe the benefits of using a budget.
2. Describe the budgeting process.
3. Identify the different approaches to budgeting.
4. Identify how to implement a budget in the home care setting.

### **Part IV: Using Dashboards for Home Care Financial Management**

**May 18, 2010 • 1:00—2:30 p.m.**

**Presenter: Mark P. Sharp, CPA**

This workshop will demonstrate how utilizing dashboards can help improve the management of your agency. Topics covered include dashboard basics, purpose of financial management dashboards, financial performance measures, how to build a financial management dashboard and dashboard management strategies.

*By the end of the presentation, the participant will be able to:*

1. Identify the basics of dashboard management.
2. Describe how to build an effective financial dashboard.
3. Identify key financial performance measures.
4. Interpret key financial performance measures to take appropriate corrective action.

### **Part V: Effective Billing Oversight Practices in Home Care**

**June 15, 2010 • 1:00—2:30 p.m.**

**Presenter: M. Aaron Little, CPA**

This session will focus on the essentials of managing the billing operations using dashboard principles. Participants will be provided examples of practical dashboard management tools and benchmarking data by which to compare individual agency billing performance.

*By the end of the presentation, the participant will be able to:*

1. Cite typical billing process challenges.
2. Identify effective dashboard management tools.
3. Apply recommended billing performance dashboard measures.
4. Interpret key billing performance measures to take appropriate corrective action.

### **Speakers:**

**Mark P. Sharp, CPA, Partner, BKD, LLP**

Mark is a Partner with BKD's National Health Care Group and serves as the firm-wide leader of BKD's Center of Excellence for Home Care and Hospice Services. He has more than 15 years of experience assisting home care and hospice providers with strategic planning, financial management, audits, accounting, cost reports, operating budgets, agency start-up and mergers and acquisitions. As a nationally recognized home care consultant, Mark serves on the Home Care and Hospice Financial Managers Association's Workgroup, and currently participates on its Transportation, Medicare Cost Report and Hospice Reform task forces. He frequently presents workshops on various home care and hospice topics at national, regional and state home care conferences. He has authored many industry articles and is regularly quoted in industry periodicals such as Eli's Home Care Week, Hospital Home Health and Home Health Line.

**M. Aaron Little, CPA, Senior Managing Consultant, BKD, LLP**

With over 10 years of experience with BKD, Aaron oversees the operations of BKD Health Care Billing Services, which manages more than \$50 million in revenues for home care, hospice, and senior living organizations. Nationally recognized for his expertise in home care billing and operations, Aaron frequently presents at national, regional, and state home care industry events and is routinely published and quoted in national industry periodicals. Aaron's professional affiliations include the Home Care & Hospice Financial Managers Association, American Institute of Certified Public Accountants and Missouri Society of Certified Public Accountants.

**Location:** Your office!

**Registration Fee:** **KHCA Members** — \$95 per teleconference, \$400 for all five  
**Non-Members** — \$190 per teleconference, \$800 for all five  
(**Note:** *Multiple personnel/agencies may participate at one site by using a speakerphone and paying only one fee.*)

**Digital Recording Option:** Each presentation will be digitally recorded in its entirety and available for listening for two weeks following the live presentation. If you are not able to listen live, you may take advantage of this option. You may call in **one time** at your convenience. Cost is the same – See Registration Fee above.

**CEUs:** KHCA has not applied for advance CEU approval for these workshops.

**Registration Procedure:**

1. Upon receipt of your registration form, a confirmation will be e-mailed to you.
2. Approximately one week in advance of each workshop, you will receive your conference packet and handouts. The packet will include the call-in phone numbers for the teleconference.

**Registration Deadline:** 5 p.m. the day before the teleconference. However, please note that a minimum number of participants has been set with the speaker. If that number is not met by six days prior to the conference, the workshop will be cancelled. **Please do not delay registering if you plan to participate.**

**Cancellation Policy:** No cancellations will be accepted within 6 days of the teleconference, and payment will be expected. We consider a faxed or e-mailed registration to be a commitment for payment by the agency registering. (See **Registration Deadline** above.) If KHCA cancels the program, full refunds will be issued.

**Questions?** Contact Kristen Ada, KHCA Program Manager, at 870/743-9309 or [kada@kshomecare.org](mailto:kada@kshomecare.org)

**See next page for a registration form...**

KHCA Teleconference Registration Form

# Financial Management Series

Agency \_\_\_\_\_

KHCA Membership # \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # You Will Use to Call In \_\_\_\_\_

E-mail Address \_\_\_\_\_

*(Please provide the e-mail address at which you want to receive your conference packet.)*

**We will participate in the following teleconference(s):**

Live    Digital

- |     |     |   |
|-----|-----|---|
| ___ | ___ | Part 1: The Basics of Home Care Accounting ▪ February 23, 2010              |
| ___ | ___ | Part II: The Home Health Cost Report: It Still Matters ▪ April 1, 2010      |
| ___ | ___ | Part III: Budgeting in Home Care ▪ April 14, 2010                           |
| ___ | ___ | Part IV: Using Dashboards for Home Care Financial Management ▪ May 18, 2010 |
| ___ | ___ | Part V: Effective Billing Oversight Practices in Home Care ▪ June 15, 2010  |

**KHCA Members** — \$95 per teleconference, \$400 for all five

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Amount Due: \_\_\_\_\_

Are you able to open a PowerPoint presentation? Yes \_\_\_ No \_\_\_

**E-MAIL** completed registrations to [kada@kshomecare.org](mailto:kada@kshomecare.org) AND then mail a copy of this registration with payment to KHCA, 2738 SW Santa Fe Drive, Topeka, KS 66614.

Please read the Cancellation Policy with regard to payment.  
"No-shows" will be billed for the teleconference.

Thank you!