2020 Military, VA, DoD Justification Toolkit

We encourage you to review the materials in this toolkit to gain a greater understanding of the 2020 CMSA Annual Conference & Expo, taking place June 28 – July 2, and how to communicate its value when requesting attendance approval from your manager, supervisor or chain of command to attend.

CMSA has created some simple steps to assist you in obtaining financial support to attend the conference. With expert advice and justification documents your supervisor is sure to appreciate the investment made into your training and development as well as to your program’s success.

Below please find helpful information to explain why you should attend CMSA’s Annual Conference & Expo. The Justification Toolkit includes:

- Cost and Benefits Details
- Cost Benefits Analysis for Conference Attendance
- Cover Letter to Supervisor (or Decision Maker)

Be sure to highlight, that CMSA is one of the most the nationally recognized educational conferences for case management professionals. Point out that face-to-face interaction, networking and discussion amongst civilian and tri-service peers are highly valuable to your growth and development.

**Remember:** You should be ready to answer any question that your supervisor may have. After you provide all the necessary information to your supervisor, he/she will assess the information before making the decision. Your supervisor’s decision will likely depend on the information you provide and how well articulate, advocate and/or justify the benefits of attending the conference.

Good Luck!
Cost & Benefits

FULL CONFERENCE REGISTRATION FEES:

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Early (by 4/1/20)</th>
<th>Standard (starts 4/2/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong> Full Registration</td>
<td>$775</td>
<td>$895</td>
</tr>
<tr>
<td><strong>DoD/VA</strong> Full Registration</td>
<td>$675</td>
<td>$795</td>
</tr>
<tr>
<td><strong>Military</strong> Full Registration</td>
<td>$605</td>
<td>$725</td>
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Optional Military/VA/DoD (MVD) Day Event

<table>
<thead>
<tr>
<th>Full Conference Registrant</th>
<th>$110 for MVD Day</th>
</tr>
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<tbody>
<tr>
<td>Attending MVD Day Only</td>
<td>$199 for MVD Day</td>
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Military/VA/DoD (MVD) Day – Sunday, June 28

MVD Day brings together Military, VA and DoD case managers from across the country for a day dedicated to their professional growth. Earn up to 8 CEs, meet new comrades, network with colleagues and enjoy a day of learning amongst your peers!

An additional fee is required to attend this event: $110 for Full Conference registrants and $199 for MVD Day only registrants.

AVAILABLE DISCOUNTS AND BENEFITS:

- **BACK AGAIN! Complimentary Membership:** 1-year free CMSA membership with every registration (excludes company membership, exhibitors, speakers, complimentary registrations, workshop only and one day attendees.)
  - Free membership includes:
    - Post conference access to concurrent, symposia and keynote sessions for additional CE earning opportunity! Plus, 160 courses always available in our Educational Resource Library (ERL)
    - 20% off of CCM Certification plus 20% off of CCM renewal, membership to your local chapter, local discounts and much more!

  **Note:** Membership is on an anniversary cycle. Free membership begins at the end of the current anniversary. No refunds on current memberships will be given, including installment payment plans.

- **Group Discounts:** Three (3) or more individuals who register together, receive an additional $100 off per person on any paid full conference registration rate.

- **Leadership Discount:** Current Chapter Leaders receive an additional $50 off.

- **Installment Plan:** Pay equal monthly installment payments. Installments must be paid in full by May 29, 2020.
**Benefit Analysis for Activities included in Main Conference Registration**

(Does not include additional pre-conference pricing or CE’s with fee-based workshops)

<table>
<thead>
<tr>
<th>Conference Site</th>
<th>CCMC World Symposium 2020</th>
<th>ACMA 2020 Chicago, IL</th>
<th>CMSA 2020 Boston, MA</th>
<th>AAMCN Spring Managed Care Forum 2020 Orlando, FL</th>
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<tbody>
<tr>
<td></td>
<td>Aurora, CO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td>$725</td>
<td>$810</td>
<td>$775</td>
<td>$595</td>
</tr>
<tr>
<td>(based on early bird rates)</td>
<td>(rate for CCMs only)</td>
<td>(Includes Membership)</td>
<td>(Includes Membership)</td>
<td>(Includes Membership)</td>
</tr>
<tr>
<td><strong># of Days</strong></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td><strong>Hotel (before taxes and fees)</strong></td>
<td>$239/night</td>
<td>$229/night</td>
<td>$245/night</td>
<td>$219/night</td>
</tr>
<tr>
<td><strong>CEs Offered</strong></td>
<td>17 CCM, 14 RN, SW</td>
<td>10.50 RN, SW, ACM</td>
<td>40.75 CCM &amp; RN, SW</td>
<td>14 CCM &amp; RN</td>
</tr>
<tr>
<td><strong>Ave Cost per CE (Registration / CE)</strong></td>
<td>$42.65/CCM, RN; $51.79/SW</td>
<td>$77.14/ RN, SW, ACM</td>
<td>$19.01/CCM, RN; $27.68 /SW</td>
<td>$42.50/CCM, RN</td>
</tr>
</tbody>
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**FULL Registration Fees include:**

- **Meals:**
  - **Monday** - *Lunch Symposia, Expo Hall Opening Dinner*
  - **Tuesday** - Expo Hall Lunch

  *Symposia access requires pre-registration for a ticket. Ticketing is subject to capacity limitations.*

  **Note:** There might be ancillary events on Tuesday night that are supported by sponsors. Some will provide food. Invitations will be sent by the sponsoring companies and must be accepted to participate in the ancillary events.

- **Access to Expo Hall:** Where cutting industry organizations are on full display with the latest products and services.

- **Additional Session:** Optional pre-conference and post conference educational sessions and workshops

- **Continuing Education:** Obtain continuing education and networking through keynote presentations, concurrent sessions, poster sessions and symposia sessions.

**CE HOURS:** up to 40.75 CE hours for Nursing, CCMC, CDMS and CPHQ; up to 34.75 for CRCC; up to 28 CE hours for ASWB. Ethics hours TBA.

*(CE’s pending approval from certifying bodies; amount of CE’s available estimated as of December 2019 and is subject to change).*
Accommodation Fees:

Note: No per diem hotel block was needed for this conference due to the Federal per diem rate in Boston ($280) being higher than our conference hotel rates.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Rate</th>
<th>Comp</th>
<th>Deposit/Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Headquarter Hotel:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westin Boston Waterfront</td>
<td>$245</td>
<td>Internet Fitness Center</td>
<td>No deposit</td>
</tr>
<tr>
<td>425 Summer Street</td>
<td>Tax - 14.95%</td>
<td></td>
<td>Cancel 72 hours in advance to avoid penalty charge</td>
</tr>
<tr>
<td>Boston, Massachusetts 02210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aloft Boston Seaport District</td>
<td>$219</td>
<td>Internet Fitness Center</td>
<td>No deposit</td>
</tr>
<tr>
<td>401-403 D Street</td>
<td>Tax - 14.95%</td>
<td></td>
<td>Cancel 72 hours in advance to avoid penalty charge</td>
</tr>
<tr>
<td>Boston, Massachusetts 02210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Element Boston Seaport District</td>
<td>$229</td>
<td>Internet Hot Breakfast Fitness Center</td>
<td>No deposit</td>
</tr>
<tr>
<td>391-395 D Street</td>
<td>Tax - 14.95%</td>
<td></td>
<td>Cancel 72 hours in advance to avoid penalty charge</td>
</tr>
<tr>
<td>Boston, Massachusetts 02210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seaport Hotel Boston</td>
<td>$250</td>
<td>Internet Fitness Center</td>
<td>Deposit charged one day prior to arrival</td>
</tr>
<tr>
<td>One Seaport Lane</td>
<td>Tax - 14.95%</td>
<td></td>
<td>Cancel 24 hours in advance to avoid penalty charge</td>
</tr>
<tr>
<td>Boston, Massachusetts 02210</td>
<td>Service Fee - $3</td>
<td></td>
<td></td>
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</tbody>
</table>


If you are attending MVD Day 2020, please contact [camos@fraserimagineers.com](mailto:camos@fraserimagineers.com) for a special link

Transportation Discounts:

- **Discount for Delta Airlines:** Receive a 2-10% discount based on fare class. You may book your discounted ticket by calling (800) 328-1111 and providing the Meeting Event Code: NMTMR Book online at [www.delta.com](http://www.delta.com).

- **Discount for United Airlines:** Receive a 2-10% discount based on fare class. You may book your discounted ticket by calling (800) 426-1122 and providing the Promotion Offer Code: ZFTX888026. Book online at [http://united.com/meetingtravel](http://united.com/meetingtravel).

- **Discount for Avis:** You may book your discounted rental car by calling (800) 331-1600 and providing the AWS Code: J095432. Find the online booking link at [http://conference.cmsa.org/hotel-travel/](http://conference.cmsa.org/hotel-travel/).

Define your conference goals for attending conference. Example goals:

- Contribute to my professional development as a case manager through education and discussion in areas such as patient safety, caseload management, veteran's benefits, transitions of care and family engagement.

- Earn credit hours toward an industry certification or recertification program

- Be a part of a group that is committed and dedicated in continued and lifelong professional development.
• Learn ways to reduce costs, increase efficiency, motivate and advocate for patients, and various innovative ideas to use in my daily job.

• Create a list of exhibiting contacts I plan to meet and explore new technologies and resources for use with our patients and clients.

• Attend CMSA’s Expo, where I will be immersed in the industry’s most comprehensive marketplace for case management professionals.

• Volunteer to conduct an in-service at your place of employment to share the knowledge and tools from conference presentations

Plan to Achieve Conference Goals and Demonstrate ROI:
Also include details on how you plan to achieve these goals. For example, you might say: I have identified the following list of sessions. Based on session descriptions and learning objectives, I believe these sessions will not only assist me in achieving my goals, but also allow me to build a professional network and bring new tools and techniques to apply in our organization. I would also be happy to share what I learn with my peers as part of a workplace in-service or staff meeting.

You may view and share the conference education listings online. List all sessions you plan to attend as well as the session objectives and indicate how the session will benefit you and your organization. An example is below:

My Session List:

Title: The 2019 VA/DoD Clinical Practice Guideline for the Management of Stroke Rehabilitation with Application across Settings (Discipline Specific Track)

Abstract:
Case Managers perform a critical role in assisting individuals and their families navigate the complexities and challenges that a stroke diagnosis presents. Since the release of the 2010 VA/DoD Clinical Practice Guideline, a growing body of research has expanded the general knowledge and understanding of stroke rehabilitation. Consequently, a recommendation to update the guideline was initiated in 2018. The updated CPG, which includes objective, evidence-based information, is intended to assist healthcare providers, including Case Managers, in all aspects of stroke rehabilitation, (e.g., assessment, treatment, and follow-up). The system-wide goal of evidence-based guidelines is to improve the patient’s health and well-being by guiding health providers who are taking care of patients recovering from stroke along management pathways that are supported by the evidence. This guideline and the patient/provider tools can improve quality of care, patient safety, and provide consistent quality of care and utilization of resources, thereby resulting in better patient outcomes.

Learning Objectives:
• Discuss the importance of a team-based approach in the stroke rehabilitation
• Discuss considerations for outpatient / community-based rehabilitation services and resources for management of post-stroke impairments/needs

• Discuss the Case Manager’s role in the care of patients who are receiving stroke rehabilitation

Anticipated ROI:
I will be better able to utilize evidence-based guidelines to improve the patient’s health and well-being by knowing more about management pathways that are supported by the evidence, for patients recovering from stroke.

Presenter:

• Christina Smith, RN, BSN - Medical Management Nurse Consultant CPG Coordinator, US Army Medical Command Headquarters

Conference Attendance Request Letter

[date]

Dear [your supervisor’s name]:

In order to provide [name of your facility] with the most current information on professional concepts, advances, educational tools and resources, evidence-based guidelines, performance measures, and standards of practice in health care case management, I would like to attend the 30th Annual Conference & Expo of the Case Management Society of America in Boston, MA on June 28 – July 2, 2020.

As the sole health care event designed to deliver clinical, professional, regulatory and personal growth for care management professionals, CMSA’s Conference & Expo offers continuing education from more than 8 certifying bodies through concurrent sessions, symposia, poster presentations, keynote sessions, and educational tracks like acute care, leadership, long-term care services, managed care and population health.
In addition, this event provides opportunities to share best practices, discuss professional challenges, local chapter activities, and network with other healthcare case managers, both civilian, military and other related professionals.

The sessions that are of particular relevance for our work include:

[List the sessions that will provide the greatest benefit to your agency or command. The list of sessions appears in the conference brochure and is posted on http://www.conference.cmsa.org]

Handouts for all the sessions, including those I cannot attend, will be available online at http://www.conference.cmsa.org to all meeting registrants prior to the conference.

I will also be able to experience the latest state-of-the-art technology in health care products and services in the CMSA Expo Hall.

Costs

[List transportation costs, registration fee, cost of meals, and the price per night of the hotel room.]

CMSA’s 30th Annual Conference & Expo will allow me to discover new and emerging techniques in advancing care delivery, quality and coordination. I plan to pass on the information that I have learned at the conference to other members of our [unit/team/department], and my notes will be available for reference following the conference.

Lastly, here is the conference website for your reference: http://conference.cmsa.org

Thank you for your consideration of my request.

Sincerely,

[your name]