2020 Justification Kit

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

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 company’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

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

**Remember:** You should be ready to answer any question 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 you sell 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>
</tr>
</tbody>
</table>

* Please note there is a separate justification kit for Military, VA and DoD attendees posted at [http://conference.cmsa.org/military-day/](http://conference.cmsa.org/military-day/)

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</th>
<th>CMSA 2020</th>
<th>AAMCN Spring Managed Care Forum 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aurora, CO</td>
<td>Chicago, IL</td>
<td>Boston, MA</td>
<td>Orlando, FL</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$725 (rate for CCMs only)</td>
<td>$810 (includes Membership)</td>
<td>$775 (includes Membership)</td>
<td>$595 (includes Membership)</td>
</tr>
<tr>
<td># of Days</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Hotel (before taxes and fees)</td>
<td>$239/night</td>
<td>$229/night</td>
<td>$245/night</td>
<td>$219/night</td>
</tr>
<tr>
<td>CEs Offered</td>
<td>17 CCM, 14 RN, SW</td>
<td>10.50 RN, SW, ACM</td>
<td>40.75 CCM &amp; RN, 28 SW</td>
<td>14 CCM &amp; RN</td>
</tr>
<tr>
<td>Ave Cost per CE (Registration / CEs)</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>
</table>

### 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:

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


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:** Using Evidence-Based Decision-Making in Case Management Leadership
*(Leadership Track)*

**Abstract:**
The health care environment is in constant change. Regardless of the setting, leaders in case management are being charged to find innovative models for the delivery of care, reduce the cost of care and manage resources that will meet the needs of the populations their staff serve. Which interventions will produce results that are client-centered, and produce quality and cost-effective outcomes? How do these leaders begin to search for models and options that will address these variables and meet the requirements for their organization or practice setting? Decision-making, based on evidence-based management principles, (EBM) was once defined a systematic process using an evidence-informed process that places science into the process of decision-making. As indicated in the CMSA standards of practice (F-Outcomes), case management leaders have been working with their case manager staff in basing clinical client decisions on evidence-based practice for some time. However, if Standard N (Management and Stewardship) is applied to the leaders of the case management function, their management decision-making may not have always reflected a similar approach. EBM uses models that may guide leaders faced with critical decisions impacting workforce planning, program or services and resources required for strategic or innovative initiatives. Recent literature has indicated difficulties for healthcare leaders in sourcing management evidence and has documented both facilitators and barriers to working with the process. Through a discussion about evidence-based management decision-making, case manager leaders can determine how to guide and support their case management staff in providing the resources needed to provide the best care at the best cost in the most appropriate setting.
Learning Objectives:

- Define the process and purpose of evidence-based management (EBM)
- Describe the use of EBM in case management leadership
- Identify the barriers of and facilitators for EBM for use by case management leaders

Anticipated ROI:
The evidence-based management principles discussed in the presentation could provide ideas on how I can better deliver care, reduce care costs and manage resources.

Presenter:

- Joan Sevy Majers, DNP, RN, FACHE, CENP, CCM

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, 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 health care case management and related professionals.

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

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

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 at the 175+ booths 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 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 considering my request.

Sincerely,

[your name]