

AHCCtober Committee Scope of Work

AHCC Contact

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Purpose and Terms of Service

Objectives

The Association of Home Care Coding and Compliance's (AHCC) AHCCtober Committee will plan activities for the annual AHCCtober week festivities, develop and brainstorm resources to help people celebrate and recognize the efforts of home care coding and compliance professionals, and participate in Q&As based on the annual AHCCtober Industry Survey. The committee members will meet on a regular basis over conference calls to meet these objectives (once or twice per month from May through October).

Essential responsibilities

- Plan activities for the annual AHCCtober festivities
- Develop and brainstorm resources to help people celebrate AHCCtober and recognize the efforts of coding and compliance professionals
- Further the mission of AHCCtober by being an outspoken advocate for the home care industry as a whole and a resource to the AHCC and broader home care community
- Assist with one's own AHCCtober internal celebrations bringing insight from committee work back to your organization's endeavors
- Participate in at least one interview (conducted over email or phone with the committee coordinator) on a topic covered by the annual AHCCtober Industry Survey as needed
- Join fellow committee members and AHCC staff on regular conference calls to discuss plans for AHCCtober and accomplish the tasks outlined above
- Provide insight into current industry needs, evaluate opportunities and gaps in AHCC's current AHCCtober offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

Code of professional conduct

AHCCtober Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

Term duration and prerogatives

AHCCtober membership begins each May and extends until the end of October, after the close of the AHCCtober week of recognition. Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, as well as on the given committee member's past contributions and continued desire to serve.

Committee members may not serve more than a three-year period. After at least a one-year hiatus, an individual may volunteer to serve on the committee at the discretion of the coordinator and AHCC administration.

Those needing to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least two weeks' advance notice to the coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with the coordinator or AHCC administration may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work. In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the AHCC website

Volunteers will be sought every April with responsibilities beginning in May. For additional information, please contact AHCC Director, Jan Milliman at jmilliman@decisionhealth.com.

Scope of Work and Process

The AHCCtober Committee will meet on a monthly basis to discuss ongoing projects, brainstorm ideas for AHCCtober, and discuss individual plans for the week of recognition. The main duties of the committee consist of providing resources for home care coding and compliance professionals to use during their AHCCtober celebrations and support the important work of coding and compliance in home care.

Task 1: Planning activities for AHCCtober

Each year, AHCCtober has a theme chosen by AHCC administration and the AHCCtober committee. The committee is tasked with planning activities related to that theme and sharing their own organization-specific plans with the community. The committee coordinator will compile all the activities into a list to be published on the AHCC website and publicized in the

AHCC Insider e-newsletter, on AHCC's social media accounts, and elsewhere as administration sees fit.

Task 2: Developing and brainstorming AHCCtober resources

AHCC provides a number of resources to home care professionals to aid in their AHCCtober celebration. The committee members will use time during meetings to brainstorm resources that will aid this goal and individual members may be asked or volunteer to develop these tools outside of meeting time, presenting the finished product to the other members for review. Some ideas include word searches, crossword puzzles, fact sheets, and press releases, and a Jeopardy game, but the committee is free to branch out from those ideas to create further resources for celebrating the work of home care coding and compliance professionals.

Task 3: Participating in Q&As related to the AHCCtober Industry Survey

AHCC conducts an annual Industry Survey in conjunction with AHCCtober and publishes related Q&As as part of the AHCCtober celebration. Some committee members are expected to participate in these Q&As. Each Q&A interview will be conducted over email or phone with the committee coordinator. The Q&As will be published on the AHCC website and sent out to AHCC Insider subscribers in daily e-newsletters during AHCCtober.

Ongoing duties

Although the AHCCtober Committee's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout their service. The following are key ways to keep active:

Notify the committee coordinator when something on the AHCCtober pages on the AHCC website appears to need updating

- Bring forward "hot topics" to AHCC administration for future coverage editorially during AHCCtober or otherwise
- Submit AHCCtober activities and resources for consideration on the AHCC website
- Look for gaps, discrepancies, and other potential deficiencies in AHCC's AHCCtober offerings and inform the committee coordinator of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work
Please direct all feedback to AHCC Director Jan Milliman jmilliman@rochester.rr.com.