

AHCC Documentation Integrity 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) Documentation Integrity Committee provides collective leadership, expertise, and written guidance for the AHCC membership and the broader home care industry. Through individual work on specific projects (such as joint authorship of white papers), group discussion, and other activities, committee members provide AHCC members and home care professionals with defined, compliant policy and processes, and promote best practices for documentation integrity.

Committee members will create content (through publications and calls/webinars) that helps:

1. Improve documentation quality in the home care industry and promote best practices
2. Educate the industry about documentation integrity
3. Provide support and bring awareness to the specific challenges of documentation integrity in home care
4. Recognize home care organizations that promote documentation integrity and implement and share best practices

Essential responsibilities

- Draft industry guidance in the form of position papers, white papers, articles, and tools for publication on the AHCC website.
- Participate in AHCC Talk webinars with the AHCC membership and other industry professionals. These are live web-based calls, run by AHCC staff, on which committee members serve as subject matter experts and answer member questions.
- Join fellow committee members and the AHCC Director on committee meetings (conducted approximately 6-8 times annually), via conference call, to discuss ongoing projects and relevant industry updates
- Provide summary, interpretation, and analysis to AHCC membership.

Code of professional conduct

Documentation Integrity 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.

Committee composition

The Documentation Integrity Committee will consist of 8-10 members, including:

- Members of the BMSC Certification Committees
- Members of the AHCC Advisory Board
- Representatives of the general AHCC membership
- An AHCC/BMSC staff member. This is a non-voting/contributing member charged with facilitating meetings (such as setting up the conference calls), setting meeting agendas, and following up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

Applicants for the Documentation Integrity Committee must be active AHCC members.

AHCC Board liaison:

This committee will have a member of the AHCC board who will serve as a liaison between the board and the committee. The AHCC board liaison will provide guidance, direction, and oversight to the committee.

Specific responsibilities:

- Report back to the AHCC board on committee meetings and work progress.
- Ensure committee members are doing their work and making progress on assigned tasks.
- Chair committee meetings.
- Promote committee membership and work.
- Developing meeting focus and plans.

Term duration and prerogatives

Documentation Integrity committee membership will be evaluated annually, and reappointment decisions will be rendered based on current needs, the given committee member's past contributions and continued desire to serve.

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 30-day 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 AHCC administration in a timely manner 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
- 10 BMSC Educational CEUs each calendar year

Scope of Work and Process

The Documentation Integrity Committee meets via conference call to discuss ongoing projects and relevant industry updates. The main duties of the committee consist of evaluating the present state of the documentation integrity for home care; prioritizing industry opportunities, needs, and concerns with AHCC administration; and providing guidance to the AHCC membership in the form of white papers, articles in the AHCC Quarterly Journal, advice on quarterly conference calls and AHCC Talk webinars, and individual responses to AHCC members.

The Documentation Integrity Committee should expect to participate in quarterly meetings to discuss annual plans for advocacy, plans to communicate issues with AHCC membership, and any other associated work. Meeting frequency may increase depending on projects and identified needs.

Although the Documentation Integrity Committees' major activities center around evaluating the state of documentation integrity in home care and disseminating best practices and information to AHCC membership, committee members are encouraged to remain engaged in additional ways. The following are key ways to keep active:

- Submit written pieces to AHCC's publications and to publications outside of AHCC to further awareness of the documentation issues facing home care and our professions. These written pieces may be assigned by AHCC administration.
- Bring forward ideas for new issues or areas of documentation integrity to AHCC administration for future planning.
- Look for gaps, discrepancies, and other potential deficiencies in AHCC's documentation integrity efforts and inform the AHCC administration of potential opportunities.
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to AHCC Director Jan Milliman at JMilliman@decisionhealth.com.

Task 1: Meeting participation and collaboration

AHCC administration will schedule regular meetings with the Documentation Integrity Committee. During these meetings, committee members will share the progress of ongoing paper writing or other committee work, insights on the operation of CDI departments, observations

from the field working with clients, and recommendations on association strategy. Participation in 75% of these calls are expected.

Committee members will also participate in quarterly conference calls with the membership. These are structured, one-hour calls that include association updates and in-depth review and presentation of the contents of recently completed white or position papers. AHCC administrators will book these calls and provide an agenda prior to the call. Committee members will engage in dialogue with the quarterly call moderator and each other on the assigned topic as well as additional questions submitted by members listening to the call.

Task 2: Writing industry guidance

Committee members will develop industry best practices in the form of white papers, articles, and blog posts.

AHCC documentation integrity White Papers discuss CDI best practices, advance new ideas, increase knowledge, or offer suggestions for administrative simplification. These can be written by a single committee member, a smaller subset of the committee, or can be written by external sources (when they are, they are clearly labelled as such). White Papers are peer-reviewed by other committee members.

These papers address industry and membership needs that emerge from committee discussions, perceived industry trends and regulations/regulatory compliance. Upon completion these papers will be posted to ahcc.decisionhealth.com/.

During regular monthly meetings, committee members will discuss possible paper, article, or blog topics, prioritize work, and volunteer to participate as writer on topics that best suit their areas of experience and expertise. The AHCC Director will schedule meetings with any subgroup of volunteers, at which volunteers will develop an outline for the scope and completion of the project.

The AHCC Director will assign writing duties, deadlines, and a review process as needed. Between meetings, the AHCC Director will follow up with the writers regarding their progress and any questions that arise. AHCC staff will conduct final copy editing and formatting.

Should concerns arise as to contents or direction of a white paper, article, or blog post, it will be brought forward at the next committee meeting for review.