

# AHCC Education Committee: Scope of Work

## AHCC Contact

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## Quick-Reference Bookmarks

- [Purpose and Terms of Service](#)
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## Purpose and Terms of Service

### Objectives

The Association of Home Care Coding and Compliance's (AHCC) Education Committee provides collective leadership, expertise, and training for the AHCC membership and the broader home care industry. Through individual work on specific projects (such as joint presentation of webinars), 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 coding and OASIS accuracy.

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

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

### Essential responsibilities

- Prepare and conduct webinars with the AHCC membership and other industry professionals. These live web-based calls, run by AHCC staff, will feature training content from committee members who 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

Education 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 Education 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 Education 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

Education 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 Education 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 coding and OASIS accuracy for home care; prioritizing industry opportunities, needs, and concerns with AHCC administration; and providing guidance to the AHCC membership in the form of training webinars, articles, and individual responses to AHCC members.

The Education Committee should expect to participate in at least quarterly meetings to discuss annual plans and any associated work. Meeting frequency may increase depending on projects and identified needs.

Although the Education Committees' major activities center around creating and providing coding and OASIS education, committee members are encouraged to remain engaged in additional ways. The following are key ways to keep active:

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

Please direct all feedback to AHCC Director Jan Milliman at [Jan.Milliman@decisionhealth.com](mailto:Jan.Milliman@decisionhealth.com).

### **Task 1: Meeting participation and collaboration**

AHCC administration will schedule regular meetings with the Education Committee. During these meetings, committee members will share the progress of ongoing webinar planning or other committee work, insights on the operation of coding and OASIS review work, observations from the field working with clients, and recommendations on association strategy. Participation in 75% of these calls are expected.

**Task 2: Planning and presenting training**

Committee members will also participate in producing webinars for the membership. AHCC administrators will book these calls and help facilitate. Committee members will present training content, engage in dialogue with the quarterly call moderator and each other on the assigned topic, and respond to questions submitted by members listening to the call.

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

The AHCC Director will assign presentation duties, deadlines, and a review process as needed. Between meetings, the AHCC Director will follow up with volunteers regarding their progress and any questions that arise. AHCC staff will conduct final review of training content.

Should concerns arise as to contents or direction of training, it will be brought forward at the next committee meeting for review.