



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Financial Management of a Long-Term Care Facility
LTCA 2315.87**

Dr. Natalee Oliver, DSW, LCSW, MSG, BBA, LNFA

Note: This is a 16-week course

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

LTCA 2315 Financial Management of a Long-Term Care Facility: A study of the techniques and strategies for gathering and using financial information to make decisions in the long-term care facility. An examination of the budget process, accounting principles, financial statements, and inventory controls. Topics include the special accounting requirements of Medicare, and other third-party payment systems. Semester Hours 3 (3 lec.)

Prerequisites and/or Corequisites:

No Prerequisites.

Course Notes and Instructor Recommendations:

LTCA is always and only offered during the Spring semester. It is part of a 5 course Long-Term Care Administration Program. Please contact your instructor for more information.

Instructor Information:

Instructor Name: Dr. Natalee Oliver, DSW, LCSW, MSG, BBA, LNFA
MCC E-mail: noliver@clennan.edu
Office Phone Number: 254.717-6622 (text or call)
Office Location: CSC E 129-D
Office/Teacher Conference By appointment

Required Text & Materials:

Title: Effective Management of Long-Term Care Facilities
Author: Dr. Douglas A. Singh, Ph.D., MBA
Edition: 4th
Publisher: Jones & Bartlett Learning
ISBN: 978-1-284-19953-6

[MCC Bookstore Website](#)

Methods of Teaching and Learning:

The course materials will be delivered via the internet through Brightspace. Optional zoom meetings will be held periodically throughout the semester but are completely optional. This course is designed to work on weekly tasks/assignments. Tasks can include assigned readings, case scenarios, discussion boards and exams. The primary evaluation tool will be the completion of prescribed tasks. In some of the training tasks, the student will work independently. In other situations, groups will be created to accomplish the work.

Each task will be assigned a maximum point value. The performance of each student will be evaluated against that maximum value and a percentage will be assigned. Each assignment is important and will need to be completed to be successful in this course.

Since the course requires significant online participation, the student should have knowledge of using a Web browser, computer, and e-mail; the ability to create and save documents; the ability

Course Objectives and/or Competencies:

By the end of the course, the student will be able to:

1. Apply the generally accepted accounting principles
2. Demonstrate the budgeting process.
3. Differentiate among funding sources, such as Medicare, Medicaid, and the other third- party options.
4. Use financial information in management decision making
5. Regard resident rights in the management of resident financial resources and information.

As mentioned earlier, this course is part of the larger Long-Term Care Administration program. The general competencies for this program are established by the Texas Department on Aging and Disability Services (DADS) and is based on the work of the National Association of Long-Term Care Administrator Boards (NAB). To view the complete list of the program student learning outcomes, and see how this particular course fits into the overall plan, click here:

[LTCA Student Learning Outcomes](#)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills. To view this report, click here: [LTCA 2315 SCANS](#).

Course Outline or Schedule:

The course is arranged in learning modules. The following is a TENATIVE schedule of those modules and the major themes in each. Circumstances may cause the schedule to be modified. If a modification is necessary, it will be posted on the course Announcement Screen.

Week 1 Orientation to Course / Class Expectations

Week 2 Introduction to LTC Finance

Week 3 Accounting Defined/GAAP

Week 4 Accounting Documents

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Week 5 Budgeting

Week 6 Depreciation

Week 7 Interpreting the Numbers

Week 8 Mid-term covering weeks 1-7

Week 9 Medicare Part 1

Week 10 Medicare Part 2

Week 11 Medicaid

Week 12 Private Insurance/ Managed Care

Week 13 Fraud & Abuse

Week 14 Finance & Ethics

Week 15 Peer Evaluations & GROUP PROJECT DUE

Week 16 Final covering weeks 9-15

Course Grading Information:

The work of each student will be evaluated weekly. This will be accomplished through the use of weekly tasks and assignments, the midterm and the final. All tests and training tasks will be assigned a value in points. Each assignment is important and needs to be completed to be successful in this course. This course also includes a Group Project. **Lack of participation in the Group Project will result in failure of this course.** Instructions for the Group Project will be located in Brightspace.

The performance of the student on each task or test will be assigned a percentage value reflecting the scale as follows:

90% or greater Outstanding work (A)

80% to 89% Good work (B)

70% to 79% Acceptable work (C)

60% to 69% Needs Improvement (D)

Less than 60% Poor work (F)

The values of these individual tasks and tests are collected to form an overall evaluation of the student's performance for this course. Overall, the student's work must meet the level of Acceptable for the student to receive credit for completing this course. An overall evaluation of either Needs Improvement or Poor means the student will have to at least repeat course to receive credit in the Long-Term Care Program. In cases where the training tasks are completed in groups, all members of the group will receive the same value for the work completed, unless otherwise indicated.

Late Work, Attendance, and Make Up Work Policies:

Late Work

Students are encouraged to complete their assignments by the due date. Late work will be accepted with the understanding that 5 points will be deducted for each day the work is late, **unless otherwise indicated**. If there are extenuating circumstances (e.g., illness, death in the family, etc.,) please contact your instructor before the due date for approval to turn work in late without penalty. **Note, all Group Project work must be completed on time. Lack of participation in the Group Project will result in failure of this course.**

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course. Examples of cheating include but are not limited to:

- copying the work of another employee
- seeking excused absences/tardies under false pretenses
- plagiarism (claiming as your own the work of another)

Courtesy & Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#)

MCC Academic Integrity Statement:

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect

serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the [Highlander Guide](#) for the complete policy.

Student Behavioral Expectations or Conduct Policy:

Describe the behaviors students are expected to demonstrate in class, lab, clinical, including dress policy and reference to the General Conduct Policy in the Highlander Guide. For example, "Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

[Click Here for the MCC Attendance/Absences Policy](#)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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Long Term Care Domains of Knowledge and Skills
Based on the National Association of Long Term Care Administration Boards

	Location with Program					Assessment Methods			
1.0 Resident Care & Quality of Life	Intro 1311	Q&M 1313	Law 2314	Finan . 2315	Rec Care	Objectives Testing	Essay	Group Project	Capstone
1.1 Ensure the <u>direct resident care and services</u> are planned, implemented, and evaluated to maximize resident quality of life and quality of care.		X					X		
1.2 Identify, monitor, and ensure that <u>quality indicators</u> and <u>quality assurance programs</u> are utilized to maximize effectiveness in resident care and services.					X		X		
1.3 Ensure development, implementation and review of <u>resident care policies and procedures.</u>			X				X		
	0	1	1	0	1				

	Location with Program					Assessment Methods			
2.0 HUMAN RESOURCES	Intro 1311	Q&M 1313	Law 2314	Finan . 2315	Rec Care	Objectives Testing	Essay	Group Project	Capstone
2.1 Facilitate the process of communication between management and staff (e.g. coaching, counseling).	X					X			
2.2 Develop, implement, and monitor employee recruitment, development, evaluation, and retention programs to provide quality resident care and services while addressing resident and staff cultural diversity needs			X			X			
2.3 Ensure that Human Resources management policies and programs are planned, implemented and evaluated in compliance with governmental entitles, laws, and regulations (e.g. compensation, benefits, safety, job descriptions, education programs, union relations).			X			X	X	X	
	1	0	2	0	0				

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	Location with Program					Assessment Methods			
3.0 FINANCE	Intro 1311	Q& M 1313	Law 2314	Finan 2315	Rec Care	Objectives Testing	Essay	Group Project	Capstone
3.1 Develop and manage annual operating and capital budgets to effectively utilize fiscal resources.				X		X	X	X	
3.2 Development and implement financial policies, procedures and systems to monitor, audit, and report financial performance (e.g., accounts payable receiving, resident trust funds).				X		X	X	X	
3.3 Negotiate, interpret, and implement financial aspect of contracting agreements (e.g., organized labor unions, managed care, vendor, and consultative services).		X				X		X	
3.4 Ensure adequate resources and protection of facility assets (e.g. insurance coverage, risk management)				X					
	0	1	0	3	0				

	Location with Program					Assessment Methods			
4.0 PHYSICAL ENVIRONMENT & ATMOSPHERE	Intro 1311	Q& M 1313	Law 2314	Finan 2315	Rec Care	Objectives Testing	Essay	Group Project	Capstone
4.1 Ensure that a system for maintaining and improving buildings, ground and equipment is planned, implemented and evaluated.		X							
4.2 Ensure that the facility provides a clean, attractive, safe, and home-like environment for residents, staff and visitors.		X							
4.3 Ensure the planning, implementation, and evaluation of emergency response programs that will maintain the health, welfare, and safety of residents, staff and visitors.			X						
	0	2	1	0	0				

	Location with Program					Assessment Methods			
5.0 LEADERSHIP AND MANAGEMENT	Intro 1311	Q& M 1313	Law 2314	Finan 2315	Rec Care	Objectives Testing	Essay	Group Project	Capstone
5.1 Ensure that policies and procedures are developed, implemented, monitored and evaluated in order to maintain compliance with federal, state, and local rules and regulations			X			X			
5.2 Observe, monitor, and evaluate outcomes of all the facility's programs, policies, and procedures to ensure effectiveness, and to fulfill administrative responsibility (e.g., facility license) and professional responsibility (e.g., personal			X			X			

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NFA license).									
5.3 Ensure administrative oversight of the survey process and responses to findings					X	X	X		X
5.4 Develop and implement a comprehensive marketing and community relations program	X					X	X		
5.5 Ensure the integration of <u>Resident Rights</u> with all aspects of resident care and facility operations.		X				X	X		
	1	1	2	0	1				

Grand Total Competencies

18

Competencies Assessed	2	5	6	3	2
Percentage Assessed	11.1%	27.8%	33.3%	16.7%	11.1%

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the **LONG TERM CARE ADMINISTRATION PROGRAM**.

COMMON WORKPLACE COMPETENCIES

Manage Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

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Course Number: LTCA 2315 Course Name: <u>Financial Management of Long-Term Care Facilities</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage Money c. Manage materials d. Manage space e. Manage staff	a. b. 2, 3, 4, 5 c. d. e. 4
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve Customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 2 b. 4 c. 5 d. 2 e. 2 f.
3. Working with Information a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1, 2, 3, 4 b. 1, 2, 3, 4 c. 1, 2, 3, 4 d.
4. Applying Systems Knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 1, 2, 3, 4, 5 b. 2 c. 1, 2, 4, 5 d. 1, 4, 5 e. 1, 4, 5
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain troubleshoot technologies	a. 2 b. 2 c.
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1, 3 b. 2 c. 2 d. 2 e. 1, 3
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 2, 4 b. 2, 3, 4, 5 c. 2, 3, 4, 5 d. 2, 3, 4, 5 e.
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1, 4, 5 b. c. d. 1, 5 e. 1, 5

Updated 11/04/2022

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C O M M U N I T Y
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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

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Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

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If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

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