

# THE CLINICAL COORDINATION PARTNERSHIP (TCCP) Advisory Committee Meeting

April 9, 2013  
Fairview Energy Park Drive Offices

## Meeting Minutes

**I. The meeting was called to order at 10:00am.**

**Attendees:**

**TCCP Partners:**

Kate Andersen Normandale Community College	Jennifer Eccles Century College	Sabrina Ehmke Mayo Clinic Mankato
Jane Foote HealthForce MN	Heather Froehlich Allina Health **Clinical Partner Chair	Melanie Johnson Winona State University
Patty Kelly HealthEast Care System	Margo Marko University of Minnesota **Education Partner Chair	William McBreen Minnesota Association of Colleges of Nursing & Winona State University
LaDonna McGowan Mayo Clinic Rochester	Beth Peterson Bethel University	Rebecca Radcliffe Essentia Health
Elizabeth Riley Minnesota School of Business	Lou Ann Setter North Memorial Health Care	Tanya Velishek Fairview Health Services **Clinical Partner Vice-Chair
Alison Watkins St. Catherine University **Education Partner Vice-Chair	Anne Wilson (Guest) Normandale Community College	

**TCCP Staff:**

Elizabeth Biel TCCP Director	Judith Mitchell TCCP Assistant
---------------------------------	-----------------------------------

**II. Meeting Overview**

**III. Director's Report**

Elizabeth Biel reported on the Fall 2013/Spring & Summer 2014 Activity:

All members met the deadline for Fall 2013 request submission.

*Through partnership, TCCP works to maximize the ability of our healthcare and education partners to coordinate resources that meet experiential learning needs.  
Advisory Committee*

Hennepin County Medical Center and Fairview-Southdale did year-long entry (Fall, 2013 and Spring/Summer 2014). They will report on their experience at the end of the academic year.

Clinical Partners (CPs) start date was moved from 3/22 to 3/25 (Friday to Monday switch) to make sure that all of the data (Units, etc.) were correctly formatted and that their searches would work properly before they got into the system.

### TCCP Clinical Activity & Quality Control Process

1. Remind Education Programs of submission deadline/follow-up if close
2. Receive excel file from Education Program – check to ensure complete/if not request complete file/start quality control once entire file is received
3. Prepare Comparison File – compare submitted date to last year semester activity
  - ✓ Made up ID#s
  - ✓ Very high amount of Cancels/Temporary Releases – are you sure?
  - ✓ Very high amount of New placements – are you sure?
    - Does the CP anticipate a large number of new?
    - Do you have an affiliation agreement (for those with requests to CPs they haven't used before)?
    - Does CP anticipate this large number of new requests? Maybe tell them ahead of time?
  - ✓ Unit changes
  - ✓ Number of students –
    - Groups may go up 1-2
    - Preceptors – may not; break into new/additional requests
  - ✓ Day of the week
  - ✓ Does day of the week and start date match?
  - ✓ Overview all together – give summary of activity
4. Convey areas to clarify/edit to Education Partner (EP)
5. Receive EP response (sometime 4 & 5 repeat until all points are clarified)
6. Upload file and Admin Quick Check
7. Email EP that file has been uploaded – encourage EP to check upload work

It was mentioned that it's very helpful for the CPs to have the data "cleaned up" before they have to look at it.

It was mentioned that relationships are important – not just the "machine." It's helpful to have the back-and-forth between CPs, EPs, and TCCP staff.

Meetings that were held:

- All-Partner Meeting
- Advanced Practice Nursing/Physician Assistant (APN/PA)
- HEIP Council Meeting

### **A. TCCP Process Discussion: Deletion of denials and TR/non-carry through to rollover**

*Through partnership, TCCP works to maximize the ability of our healthcare and education partners to coordinate resources that meet experiential learning needs.*  
Advisory Committee

Biel explained how request entries are rolled over. She presented a diagram to describe which statuses roll over and which don't.

The group discussed "Denied TR" – Common use: CP is saying "We want to give this unit a rest; don't want it open for other schools to jump in to the spot."

It was suggested to add a new category in StudentLink, called "Temp Deny," for entries that are denied for one year only. These entries would then be rolled over for the next year.

The group decided to find out how much it would cost to program it. Try it out and see how it works.

Benefits:

1. Takes away the panic of "we've lost this entry for eternity."
2. Addresses the concern that having the process computerized doesn't remove possibilities. (Previous to TCCP, these types of situations would have been discussed by partners.)
3. Provides another way to look at the data – adds an easy way to address a variable. Learn how often this situation happens.

It was also suggested to track reasons for temporary denials. In this way we can find out what the trends/reasons are.

Possible categories:

- Staff Restructure
- Physical Restructure/Construction
- Policy Change
- Other

Biel will research data collection possibilities and report back in a future meeting.

It was discussed whether an EP should request something if they already know it will be denied? The group decided that the requests should be submitted for tracking purposes.

#### **IV. TCCP Transition Plan**

- **Invoice Notices/State Contracts and Invoices**
- **MnSCU Update**
- **Current Budget Forecast**

1. Income Contract – Winona and MNSCU collecting the fees for first year.

The income contracts will be coordinated by Winona State University (WSU), therefore invoice procedures must follow state guidelines. WSU has to set up an Income Contract with the all non-MnSCU partners. The contract has to be signed then WSU will invoice the partners. (July 1, 2013-June 30, 2014) The contract and invoice cannot go out at the same time.

Invoices will be distributed in May for payment by July.

Q. In the future, when will the contract go out?

A. Schools can decide when they want the contracts to go out, so that they can plan their budgets when they need to. Ex.: One EP said that mid-Fall would be best for signing contracts based on when their annual budget meetings take place.

Contracts have not been sent out to non-MnSCU yet. Because this is the first year, they're being set up. In future years, it will be easier to send them earlier, because there will just be small revisions.

Two copies will be required. The contracts can be sent out by email, but the signed copies must be returned as hard copies by regular mail, not email.

---

### Membership Fee Scenario Calculation

Will be based on Approved numbers for of Group, Preceptor and Observation entries – the total number will be used to calculate usage..

As of this date, no one has said they won't be working with TCCP next year.

Q. What happens if someone doesn't pay?

It was discussed how to grow revenues: New members? Other ways? It was decided to discuss further in the future.

All of MnSCU is grouped together. Those schools will split out the cost by school's usage percentage.

Draft expenses vs. revenues project 3% buffer.

#2 on Consultant Staffing Summary – will always need this for enhancements, new developments.

Q. Increase staffing? Will more staff be needed as TCCP expands into other disciplines? How to cover Biel's maternity leave?

### Advanced Practice Nursing /Physician Assistant (APN/PA) database:

\$40,000 difference in bid amounts. TCCP is going with the cheaper one, which also had a good proposal. Bids were \$71,000 and \$110,000.

APN/PA database development will require a "whiteboard process." The group will sit down with the web developers 2 or 3 times with a whiteboard diagram and will discuss relational pieces – how the software will function. The group will tweak during later meetings. After the whiteboard process, the web developers will start building. It will be important for the full group to be at the whiteboard session to make sure all aspects of the software that is needed is covered.

*Through partnership, TCCP works to maximize the ability of our healthcare and education partners to coordinate resources that meet experiential learning needs.  
Advisory Committee*

28% of the cost from the vendor is for this planning stage. They need a comprehensive plan.

Biel is working on identifying the data fields that will be needed. The next phase is how requests are made and processed – how things work with Partners.

Biel is going to go over the terminology used in StudentLink with the web developers before the whiteboard meetings so that everyone is speaking the same language.

Biel has sufficient information from the sample entries during the initial talks.

Timeline: When Biel returns from maternity leave, the testing period for the new database will begin. The web developers will build the software application while she's on leave.

Biel will keep in touch with group about date(s) for the whiteboard session(s).

---

APN/PA Workgroup Strategy worksheet – pink section on Preceptor Information and Promotion

People don't have information about what it takes to be a preceptor, for example the time commitment and how the student can help them, plus none of the information is standardized. The group will work to collect it and help find ways to get people to want to be a preceptor.

Additionally it is recommended to have information clearinghouse - all the info in one location. Who to contact, info about the process, etc.

The \$71,000 goes entirely to the new database – the preceptor information portion needs its own RFP bid.

Steps:

- Identifying Information
- Site Map
- Website design/programming

Preliminary estimates have been \$10-15,000 for website design.

The group will start by deciding what information to be included on the site before doing the site map.

Biel recommends waiting until the revenue picture is clear before hiring vendors.

For this database, TCCP Admins will have to do the reports, because of FERPA. Different partners will not be able to see each other's data. (Reports on numbers of requests, etc.)

The group will hold a meeting to develop the information for website. Another meeting will be coordinated for the database structure.

---

The group discussed how fees will be affected when APN/PA is added.

As TCCP expands, there should be new funding sources.

Currently the students are doing the requests, not the schools. CPs want the requests to be done through the schools instead. It was noted that there could be a problem with Minnesota students at out-of-state schools. There are too many sources of requests that creates CPs having to dedicate a lot of time to schedule students. It was recommended that Minnesota schools have priority. The schools need to develop relationships with the CPs. Some schools don't take any responsibility for setting up the relationships with the CPs – students have to find openings themselves. Some schools tell students their employers will give them experiences – that isn't always true. Employers don't always have space for them.

**V. StudentLink: Needed enhancements and budget**

Tweaking the “Revise” decision to be more like “Email Placement” functions so that partners email when a revision message is created, and let the EP know what they need to revise.

Remember format from previous screen; currently, after you make a decision the system goes back to the search results screen.

**VI. APN/PA TCCP Workgroup**

**A. Promotional/Informational website development**

**B. Software application development**

**1. Discussion: approval of strategies, costs/effects on budget and plans to move forward**

**VII. TCCP Policy Discussions:**

**A. Membership Involvement and Non-Member Involvement**

**B. New Programs – when to charge fees**

**C. New CPs and EPs – when to charge fees**

**D. Advisory Committee Membership**

Q: “What happens if I decide not to participate?”

A: No access to StudentLink, no notices about when data is due.

For pre-licensure:

Fairview, Allina, North Memorial, Essentia, HealthEast all agree that they will not take students from schools that do not participate in TCCP. Mayo is currently still responding to outside requests, but is considering changing that. Currently at Mayo non-TCCP requests get placed last, if there are spots left after TCCP requests.

Policy decided: CPs will decide the consequences of non-membership. If TCCP staff are asked that question, they can respond “CPs make that decision.”

It was mentioned that one benefit of StudentLink is “guaranteed” relationships. Schools may generally count on continuing placements, barring unexpected changes.

Decision: If a school only has a couple of entries with one CP, if the CP wants them to do the entries through StudentLink, they have to pay. (Per-entry fee.) If they don’t go through StudentLink, they don’t have to pay. The CP is using their resources for those, so it’s their decision.

---

Discussed suggestion to add language “State and affiliated programs” to the TCCP Guideline/Policy statement. (“Through statewide affiliation;” “regional” instead of “affiliated?”)

---

Discussed when TCCP should begin to charge fees for new partners. Startup fee? Pay for initial training session(s)? (Typically three meetings.)  
Decided: no flat fee, just travel expenses for the training during the first year of involvement.

---

Q. If their “first year” is only a partial year, when do they start paying?  
Decision: When a full year of data is obtained.

---

#### New programs?

The startup costs will be different depending on if TCCP can adapt one of the current software applications, or if they have to set up a new one. This will determine how much the initial investment will be.

Q: Who decides which program will be added next?

New programs will be voted upon for addition by the TCCP Advisory Committee.

Discussion: Shouldn’t have different contracts with a single school for different types of students – this would likely be too cumbersome. Some schools will bump into different cost categories when new programs are added – when should they be charged for the bump?

Decision: TCCP won’t decide on costs for future new programs yet – have to figure that out as they come.

Example: U of M is in the second to top tier already, so how will they pay more as they increase the number of programs? Should 1-2 programs be the flat fee, and as new programs are added, have new categories of payment?

---

Q. Should schools be charged more for Advanced Practice placements? There are a lot more variables. These variables will be discussed in future meetings.

Needs further discussion. There are “a lot of moving parts.” Fees should follow the amount of work.

A CP mentioned that it takes twice the time to do a Nurse Practitioner as it does a pre-licensure.

Do the educational partners pay more of the costs for the advanced placements than the CPs do, because there is a lot more work for the CPs? Currently costs are equal for education programs and clinical sites.

It was questioned if APN/PA will work with StudentLink, because it’s so customized? They have to negotiate many variables. The point of StudentLink is to *help* organize what they’re doing. Need to track exactly where they are at all times. This would be a big organizational change.

This may result in the need to split invoices, so schools can charge their graduate programs their share of the costs.

One of the benefit ‘talking points’ for TCCP is that the CPs are contributing as much as the EPs— an argument for keeping equal contributions. But will CPs participate then? If they will have to hire new people, it absolutely will not happen.

What is the return on the investment? It may not be immediate for CPs – but if they get retention, then it will save them money in the long run.

Decision: Sit on this issue for a while and get more data before making decisions.

---

It was asked whether long term care might need a different funding system. It will need to be different than what is currently in place for investment scenarios. Jane Foote offered to bring it to the Minnesota Department of Health Commissioner?

### **VIII. TCCP All Partner Meeting Feedback**

#### **A. Next Meeting: May 24, 2013**

#### **B. Prep**

(Preparation for rotation – look at charts, meet with supervisor, etc...)

Q. Do you enter “0” for the hours, or the actual number of hours?

A. It should be calculated so that it counts as clinical hours.

Students may or may not have floor time, supervised or not supervised – not the same for every partner.

Need to collect “best practices.” Ex: One EP does prep only ½ hour before rotation, not the night before.

StudentLink Prep data:

Survey Schools – ID who conducts Prep prior to clinical and how.

*Through partnership, TCCP works to maximize the ability of our healthcare and education partners to coordinate resources that meet experiential learning needs.*  
Advisory Committee



Survey CPs – how they:

- Want it reported
- Affect their clinical availability

This information will be presented at the TCCP All Partner Meeting. Following this presentation there will be table discussions amongst participants.

**IX. Partner Discussion**

**A. Substantial Program Expansions**

School X wants a huge expansion by 2017. Asked Allina if they could accommodate the expansion and the answer was “no.” (From 84 students to 900 students.) TCCP group agrees – there is no space. Expansions need to be discussed with CPs, and should be need-based.

**B. Student Information Tracking for Recruitment**

Fairview wants to collect placement data to use for recruitment purposes. TCCP can’t collect the data, but could we set up a system for CPs to use? Elizabeth Biel will gather information for future discussions.

**X. Additional Upcoming Meetings**

**A. April 22, 2013: MN board of Health Clinical Coordination Committee**

**B. May 29, 2013: Clinical Education Summit**

**XI. Wrap-Up**

- Questions/Concerns/Suggestions
- Next Steps & Next Meeting Date(s)

Next meeting will be the afternoon after the morning All-Partner meeting.

**XII. Meeting adjourned at 2:15pm**

**Minutes developed by:**

Judith Mitchell/Elizabeth Biel

**Clinical Coordination Contacts:**

Elizabeth Biel [ebiel@winona.edu](mailto:ebiel@winona.edu) 507-429-6653

Judith Mitchell [judithm@umn.edu](mailto:judithm@umn.edu) 612-625-0695