**The Clinical Coordination Partnership**

**Membership Dues Scale Changes Update**

**November 2018**

**NOTICE of TCCP Membership Dues Scale & Rate Changes for July, 2019**

*Brief Background*

According to TCCP Bylaws, every three (3) years TCCP will hold a meeting (open to all TCCP partners) to review the TCCP Membership Dues Scale Tiers & Rates, and to discuss and recommend changes. On October 4th approximately 25 TCCP members, representing both schools and clinical sites, participated in this meeting. The meeting’s concluding recommendations were submitted to the TCCP Advisory Committee for discussion and vote on November 15th.

Below are the changes to the TCCP Membership Dues Scale that were unanimously approved by the TCCP Advisory Committee. These changes will be implemented for the next billing date of July 1st, 2019. The following pages provide further information about the TCCP membership dues and the Membership Dues and Advisory Committees’ process, recommendations and decisions.

*Advisory Committee Decisions for the 2019-2021 Membership Dues Scale*

1. The lowest member tier (1-19 placements) will be increased to $200 per active/approved experience.
2. Membership Dues Scale tiers will be changed to reflect levels of usage by every 50 active/approved experiences. This means the number of tiers will increase to twenty-three (23). (See 2019-2021 scale attachment.) Previously there were seven (7) tiers. (See 2016-2018 scale attachment.)
3. Each tier’s dues amount will increase by 5%. This means that the lowest tier will rise from $3,000 to $3,150 and the highest tier will rise from $13,500 to $14,175.
4. Membership dues tier changes will be implemented the year they occur. The previous allowance of one year’s grace period for a membership rate increase has been removed.

*Advisory Committee Further Recommendations*

* Research/evaluate ‘observation’ experiences: do further research, gather data, and consider including active/approved observations in the pricing structure. TCCP staff will conduct research over the next year, then the Advisory Committee will discuss charging for observations. The member dues group was in favor of charging for stand-alone observations and to include the total number in a group (accounting for those that rotate off to observations) for better representation of actual student activity.
* Add to the criteria for the TCCP Appeal Process, to make it clearer. The TCCP Advisory Chair Committee will draft a new appeal process guide for the July notice of TCCP Membership Dues.

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**The Clinical Coordination Partnership**

**Pre-Licensure Membership Dues Scale Outline**

**2019-2022**

**Pre-Licensure Membership Dues Scale**

The table below outlines the TCCP Membership Dues Scale for experience levels and their related dues. Activity levels are calculated by the total number of active/approved group, preceptor, leadership and capstone experiences for the previous calendar year (denials are not included). Tiers and dues are at the same level for both school and clinical site pre-licensure members.

*Membership Dues Scale Calculation Notes*

* Schools are emailed a report listing their experiences for the previous calendar year every November (4 weeks prior to dues calculation). This allows them an opportunity to submit edits to reflect actual activity.
* Notice of membership dues amounts are distributed in January, five months prior to the invoice due date.
* Membership dues are invoiced every July 1st by the Winona State University (WSU) business offices.
* Members may submit an appeal to their membership dues amount within 60 days after receiving their January notice of dues.
* Membership dues tiers and annual rates (the table to the left) are set for a three (3) year period. Every 3rd year TCCP pre-licensure members will convene to re-evaluate and implement changes (last: 10/4/18)

*2019-2021 Member Dues Scale*

*What Pre-Licensure TCCP Membership Dues Fund*

|  |  |  |
| --- | --- | --- |
| A | 1051+ | 14,175 |
| B | 1001-1050 | 13,650 |
| C | 951-1000 | 13,125 |
| D | 901-950 | 12,600 |
| E | 851-900 | 12,075 |
| F | 801-850 | 11,550 |
| G | 751-800 | 11,025 |
| H | 701-750 | 10,500 |
| I | 651-700 | 9,975 |
| J | 601-650 | 9,450 |
| K | 551-600 | 8,925 |
| L | 501-550 | 8,400 |
| M | 451-500 | 7,875 |
| N | 401-450 | 7,350 |
| O | 351-400 | 6,825 |
| P | 301-350 | 6,300 |
| Q | 251-300 | 5,775 |
| R | 201-250 | 5,250 |
| S | 151-200 | 4,725 |
| T | 101-150 | 4,200 |
| U | 51-100 | 3,675 |
| V | 19-50 | 3,150 |
| W | <19 | 200/Exp |

*How to Calculate*

Notice of which tier members fall under in the Membership Dues Scale will be sent in January 2019 (based on calendar year 2018 data). If members would like to see which of the new tiers they would have fallen under the previous year, they may either look at their past year’s dues notice for the total experiences calculated, or they may find that information in the StudentLink system: pull the active/approved group, preceptor, leadership, and capstone experiences for 2017. Export this information to your computer, then at the bottom of the Number column use the Sum (∑) function for that column’s total. That will be the same number used by TCCP staff to determine your tier.

*For questions or more information, contact Elizabeth Biel, TCCP Executive Director, at eabiel@winona.edu or 507.429.6653.*

The Clinical Coordination Partnership

Membership Dues Committee and Advisory Committee Summaries

October/November 2018

*October 4, 2018 Brief Background*

According to TCCP Bylaws: “every three years of an actualized budget the membership rates of the TCCP will be evaluated. Members of this committee are open to the entire membership. Recommendations will be taken into consideration by the Advisory Committee as they determine changes to the TCCP membership rate structure. Recommendations must provide a membership dues scale structure that meets the TCCP Advisory Committee approved annual budget.”

Accordingly, on October 4, 2018 TCCP convened a Membership Dues Committee to determine edits to the current membership dues scale. All TCCP members were invited and approximately 25 participated. At the conclusion of this meeting, the committee proposed the following recommendations for the TCCP Advisory Committee to consider:

*October 4, 2018 Recommendations*

1. Revise the Membership Dues Scale to have the tiers jump by every 50 experiences. Tier-based rates will start at the same level as in the previous scale: at 20 experiences.
2. Increase membership dues amounts by 5%.
3. Recommend TCCP staff look at lowest tier (1-19 experiences) and develop recommendations for membership dues for that group that correlate with the work needed by TCCP staff and Winona State University. Concluding the meeting, members were looking at scenarios in which the bottom tier would be around $200/experience.
4. Appeal form should have clear criteria of the grounds for an appeal.
5. Evaluate/research observations – do further research, gather data, and consider a pricing structure for observations. Conduct research over the next year, then discuss charging for observations. The group was in favor of charging for stand-alone observations and to include the total number within a group (account for those that rotate off for observations).
6. Phase away the grace period of having schools/clinical sites stay at the previous year’s tier/rate if their experience numbers go up a tier. (This recommendation was based on the tier jumps becoming much smaller, meaning that rises in dues would not be budget-busters.) Allow one more year for schools and clinical sites to adjust to the new dues scale structure. Then phase out the grace period so that the tier you fall into is the rate you are charged that year.

*November 15, 2018 TCCP Advisory Committee Decisions/Recommendations*

* Recommendations 1-3 of the above were unanimously approved.
* Recommendation 4 will be worked on through the TCCP Chair Committee (of the TCCP Advisory Committee) for the January 2019 notice of the TCCP membership Dues.
* Recommendation 5 will be researched by TCCP Staff over the next year. Once there is more information available concerning what the observation numbers represent, it will be brought to the TCCP Advisory Committee for discussion.
* Recommendation 6: After considerable discussion the TCCP Advisory Committee voted unanimously to phase away the grace period immediately, in order to meet budget expectations. With the new smaller-size tiers, the likelihood of a significant membership fee increase is low. If members experience undue hardship as a result of this decision, they may file an appeal (within 30 days of their membership dues notice in January).

**TCCP Budget**

**Approved by the TCCP Advisory Committee July, 2018.**

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| Budget Items Explained  Staff & Benefits   * 3 Salary FTEs at Winona State University * 35% Benefits   Administrative   * Phones * Computers * Travel * Copies   Technology (3 Software Packages – StudentLink Pre & APP (2) and Student Passport System   * Encryption & Hacker-testing Subscriptions * Domain costs * Informational Website * Web developer time for maintenance; ensure operational 24/7   New Initiatives   * Aimed to move forward new initiatives identified by the TCCP membership that would be useful/valuable to their work * So far, this fund has been used to fund web developer coding for new TCCP software and features (370 hours of web development work at $135/hr)   Savings   * Primary goal is to safeguard TCCP technology for TCCP members in a crisis event; ensure TCCP software is maintained and operational (funded over 3 years’ time)   **Total** | Totals  $234,000  12,000  45,000  50,000  34,000  **$375,000** |

**The Clinical Coordination Partnership (TCCP)**

**Membership Dues Scale Outline**

*The following membership dues scale scenarios were approved by the TCCP Advisory Committee on 12/1/15.*

**Membership Dues Scale**

The table below outlines the TCCP Membership Dues Scale regarding experience ranges and the related dues. Activity levels are calculated by the total number of active/approved group, preceptor, leadership and capstone experiences for the previous calendar year (denials are not included). Scales are the same for both Education and Clinical pre-licensure members. Membership dues are based on usage of services.

* Member due scales and annual rates are held for a 3-year period; at that time the TCCP Membership will re-evaluate (last 11/5/15).
* Systems are consolidated together when determining scale levels.
* Membership dues are invoiced for July 1st
* Notice of membership dues are distributed in January, 5 months prior to the due date.

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| 2016 – 2018 Scale | | |
| Scale | Experience Range | Member Dues |
| A | 1,000+ | $13,500 |
| B | 750-999 | $11,500 |
| C | 500-749 | $9,500 |
| D | 350-499 | $7,500 |
| E | 100-349 | $5,500 |
| F | 20-99 | $3,000 |
| G | <20 | $100/Exp |

Process & Unique User Notes:

* Schools are emailed a report listing their experiences for the annual year four weeks prior to dues calculation in order to review and submit edits that reflect actual activity.
* If members increase a level, they are given a year at the previous rate before the increase is implemented.
* If members decrease a level, the decreased dues are implemented in the current year’s billing cycle.
* All members may submit an appeal of their dues within 60 days of receiving their annual report.
* Regions that only utilize TCCP software (i.e., La Crosse) have a rate that is determined by the TCCP Advisory Committee at the same time as the Membership Dues Scale re-evaluation. The fact that they do not use TCCP staff resources is taken into consideration when setting their dues.

**What TCCP Membership Dues Fund**

* Direct Services: staffing for implementation of TCCP’s task saving services, partnership coordination, coordination of special clinical activity workgroups, maintain TCCP software, new and turnover partner orientation.
* Service Growth: research, development and implementation of new services that assist members (i.e., Student Passport).
* Technology Management: software maintenance, enhancements and security subscriptions
* Admin: office supplies, computers and phones

**The Clinical Coordination Partnership**

**Advisory Committee Membership**

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| --- | --- | --- | --- | --- |
| **Site** | **First Name** | **Last Name** | **Email Address** | **Representing** |
| Allina | Ann | Yolitz | annette.yolitz@allina.com | Health System (TCCP Chair, reelected Nov. 2018) |
| HealthPartners | Char | Baum | Charlene.A.Baum@HealthPartners.Com | Health System (alternate) |
| Essentia | Christina | Marshall | Christina.Marshall@eirh.org | Health System |
| Lake Superior Coll. | Deb | Amys | d.amys@lsc.edu | MN State AD |
| St. Kate’s | Heather | Bidinger | hkbidinger@stkate.edu | PA Programs |
| Mayo | Jane | Foote | foote.jane@mayo.edu | Health System |
| Metro State | Judith | Graziano | [judith.graziano@metrostate.edu](mailto:judith.graziano@metrostate.edu) | MN State BSN |
| Winona (MACN) | Julie | Anderson | Julie.Anderson@winona.edu | MACN |
| Children’s | Lindsay | Schipper | lindsay.schipper@childrensmn.org | Health System |
| North Memorial | Lou Ann | Setter | louann.setter@northmemorial.com | Health System |
| HealthPartners | Michelle | Noltimier | michelle.t.noltimier@healthpartners.com | Health System (alternate) |
| St. Scholastica | Mike | Clabaugh | mclabaug@css.edu | Private Colleges |
| CSB/SJU | Rachelle | Larsen | rlarsen@csbsju.edu | Private Colleges |
| St. Kate’s | Rebecca | McGill | rlmcgill@stkate.edu | Private Colleges (TCCP Chair, reelected Nov. 2018) |
| Univ. of Minn. | Sue | Kostka | kostk008@umn.edu | Univ. of MN (TCCP Chair, reelected Nov. 2018) |
| Fairview | Tanya | Velishek | tvelish1@fairview.org | Health System (TCCP Chair, reelected Nov. 2018) |
| Minneapolis Coll. | Traci | Krause | traci.krause@minneapolis.edu | MN State (TCCP Chair, reelected Nov. 2018) |
| Bethel | Wally | Boeve | w-boeve@bethel.edu | PA Programs (alternate) |
|  |  |  |  |  |
| HealthForce MN | Valerie | DeFor | vdefor@winona.edu | HealthForce MN |
| TCCP | Liz | Biel | eabiel@winona.edu | TCCP Staff |
| TCCP | Judith | Mitchell | judith@clinicalcoordination.org | TCCP Staff |
| TCCP | Jackie | Ryan-Lodermeier | JRyanLodermeier@winona.edu | TCCP Staff |