



2019 Military Justification Toolkit

We want to encourage you to review the materials in this toolkit to gain a greater understanding of the 2019 CMSA Annual Conference & Expo, taking place June 10-14, in Las Vegas, and how to communicate the value it can provide when attempting to gain attendance approval from your manager, supervisor or chain of command to attend.

CMSA has created simple steps to assist you in obtaining financial support to attend the conference. With expert advice and pre-conference justification documents, your manager or supervisor is sure to appreciate the investment made into your training and development as well as to your program's success.

Below is some helpful information to explain why you should attend CMSA's Annual Conference & Expo. The Justification Toolkit includes:

- Cost and Benefits Worksheet
- Cover Letter to Supervisor (or Decision-Maker)

Be sure to highlight, that CMSA is one of the most the nationally recognized educational conferences for case management professionals. Point out that face-to-face interaction, networking and discussion amongst civilian and tri-service peers are highly valuable to your growth and development.

Remember: You should be ready to answer any question that your supervisor may have. After you provide all the necessary information to your supervisor, he/she will assess the information before making the decision. Your supervisor's decision will likely depend on the information you provide and how well articulate, advocate and/or justify the benefits of attending the conference.

Good Luck!

Cost & Benefits Worksheet

A. Registration Fees:

Registration Type	Early Bird (by 4/1/19)	Standard (after 4/1/19)
Standard Full Registration	\$775	\$895
DoD/VA Full Registration	\$675	\$795
Military Full Registration	\$605	\$725
Military/VA/DoD Day Rate for Full Conference Registrant	\$110	\$110
Military/VA/DoD Day for this Event Only Registrant	\$150	\$150

Available Discounts and Benefits:

- **BACK AGAIN!** – 1-year free CMSA membership with every registration (*excludes company membership, exhibitors, speakers, complimentary registrations, workshop only and one day attendees.*)
- Groups of 3 or more people, registering together, receive an additional \$100 off per person.
- Chapter leaders receive an additional \$50 off.

The FULL registration fee includes:

- Meals:
 - Tuesday - Lunch Symposia, Expo Hall Opening Dinner
 - Wednesday - Breakfast Symposia, Expo Hall Lunch
 - Thursday - Breakfast and Lunch Symposia

Note: there will be ancillary events on Wednesday night that are supported by sponsors. Some will provide food. Invitations will be sent on behalf sponsoring companies to selected attendees. Acceptance to these events is at sponsor discretion.

For meals not included in registration fee, please use published 2019 Federal Per Diem for Las Vegas as a guide:

- Breakfast - \$14
- Lunch - \$16
- Dinner - \$26
- Incidentals - \$5

- Access to Expo Hall, where cutting industry organizations are on full display with the latest products and services
- Access continuing education and networking through keynote presentations, concurrent sessions, poster sessions and symposia sessions
- Some pre-conference and post conference educational sessions
- Over 40 CE hours for Nursing, CCMC, CRCC, CDMS and CPHQ; up to 13 CE hours for ASWB (CE's pending approval from certifying bodies; amount of CEs available estimated as of September 2018 and is subject to change)

Military/VA/DoD (MVD) Day – Monday, June 10, 2019

MVD Day brings together Military, VA and DoD case managers from across the country for a day dedicated to their professional growth. Earn up to 8 CEs, meet new comrades, network with colleagues and enjoy a day of learning amongst your peers!

An additional fee is required to attend this event: \$110 for Full Conference registrants and \$150 for MVD Day only registrants.

B. Accommodation Fees

THE MIRAGE

3400 S Las Vegas Blvd.

Las Vegas, NV 89109

Main Phone: (702) 791-7111

Reservations Center: 1-800-374-9000

*Per Diem Rate: \$102

CMSA Standard Group Rates:

Saturday, June 8 – Sunday, June 9: \$108

Monday, June 10 – Wednesday, June 12: \$125

Thursday, June 13 – Saturday, June 15: \$108

Daily Resort Fee: \$32/night (*applicable to per diem and standard rates*)

Tax Rate: 13.38%

Deposit: One night's room and tax required to reserve a room

Cancellation: Deposits are returned if cancellation is made at least 72 hours/3 days prior to scheduled arrival date

Book hotel rooms online at <http://conference.cmsa.org/hotel-travel/>

A limited number of government rooms are available. Government rates are available to military and government members and/or employees. **Mirage will honor the prevailing federal government per diem rate as it is published for June 2019, which is currently \$102, based on availability in the block. Military or government ID might be requested at hotel check-in.*

C. Transportation Discounts

- Discount for **Delta Airlines**: Receive a 2-10% discount based on fare class. You may book your discounted ticket by calling (800) 328-1111 and providing the Meeting Event Code: NY2FT or book online at www.delta.com.
- Discount for **United Airlines**: Receive a 2-10% discount based on fare class. You may book your discounted ticket by calling (800) 426-1122 and providing the Promotion Offer Code: ZFTX888026 or book online at www.united.com.
- Discount for **Avis**: You may book your discounted rental car by calling (800) 331-1600 and providing the AWS Code: J095432. Find the online booking link at <http://conference.cmsa.org/hotel-travel/>.
- Discount for **SuperShuttle**: Receive a 10% discount off airport shuttle transportation using code VC2NR. Book online at <https://group.supershuttle.com/group-page/cmsa-2019-annual-conference-expo/>.

D. Define your conference goals. For example, goals could be to:

- Contribute to my professional development as a case manager through education and discussion in areas such as patient safety, caseload management, veterans benefits, transitions of care and family engagement.
- Earn credit hours toward an industry certification or recertification program.
- Be a part of a group that is committed and dedicated in continued and lifelong professional development.
- Learn ways to reduce costs, increase efficiency, motivate and advocate for patients, and various innovative ideas to use in my daily job.
- Create a list of exhibiting contacts I plan to meet and explore new technologies and resources for use with our patients and clients.
- Attend CMSA's Expo tradeshow, where I will be immersed in the industry's most comprehensive marketplace for case management professionals.

E. Plan to Achieve Conference Goals and Demonstrate ROI:

To achieve these goals, I have identified the following list of sessions. Based on session descriptions and learning objectives, I believe these sessions will not only assist me in achieving my goals, but also allow me to build a professional network and bring new tools and techniques to apply in our organization.

Once released, you will be able to [view the conference education listing online](#). List all sessions you plan to attend as well as the session objectives and indicate how the session will benefit you and your organization. An example is below:

Title: Transforming the Course: Enhancing the Patient Care Team for Optimal Transitions in Care

Abstract: Patients and family caregivers need a care team that is on their side and is both for them and with them. To achieve that professionals and para-professionals—in partnership with the patient and family—must all be engaged, learning and working together regardless of care setting. It is this engagement and inclusive relationship that fosters the opportunity for significant improvement in the quality of care delivery and outcomes. Dr. Naylor will review the important process to support and sustain effective engagement of patients and family caregivers throughout transitions in health and health care.

Learning Objectives:

1. Illustrate the context for transitional care in the current healthcare system, and examine the basis for transitional care as an approach toward improving the quality of health care in the U.S
2. Discuss the significance of findings/study results (health outcomes) from the evidence base.
3. Describe the essential role of the health care team in providing safe, effective transitional care.

Anticipated ROI: The presenter for this session is one of the country's most well-respected thought leaders in enhancing the care and outcomes of chronically ill adults and their families. The following portion from her respective bio provides insight into learnings from which all healthcare professionals can benefit.

Presenter: Mary D Naylor, PhD, FAAN, RN
Marian S. Ware Professor in Gerontology; Director of NewCourtland Center for Transitions and Health

Mary D. Naylor, Ph.D., RN, FAAN, is the Marian S. Ware Professor in Gerontology and Director of the NewCourtland Center for Transitions and Health at the University Of Pennsylvania School Of Nursing. Dr. Naylor is the architect of the Transitional Care Model (TCM), designed to positively impact the care and outcomes of chronically ill older adults who are navigating fragmented systems of care. In collaboration with a multidisciplinary team of clinical scholars and health services researchers, she has tested the TCM and translated the evidence generated within health systems and communities throughout the US and across the globe.



Conference Attendance Request

[date]

Dear **[your supervisor's name]**:

In order to provide **[name of your facility]** with the most current information on professional concepts, advances, educational tools and resources, evidence-based guidelines, performance measures, and standards of practice in health care case management, I would like to attend the 29th Annual Conference & Expo of the Case Management Society of America in Las Vegas, NV June 10-14, 2019.

As the sole health care event designed to deliver clinical, professional, regulatory and personal growth for care management professionals, CMSA's Conference & Expo offers continuing education from more than 8 certifying bodies through *concurrent sessions, symposia, poster presentations, keynote sessions, and educational tracks like acute care, leadership, long-term care, managed care and population health.*

In addition, this event provides opportunities to share best practices, discuss professional challenges, local chapter activities, and network with other healthcare case managers, both civilian, military and other related professionals.

The sessions that are of particular relevance for our work include:

[List the sessions that will provide the greatest benefit to your agency or command. The list of sessions appears in the conference brochure and is posted on <http://www.conference.cmsa.org>]

Handouts for all the sessions, including those I cannot attend, will be available online before, during and after the conference to all conference registrants.

I'll also be able to experience the latest state-of-the-art technology in health care products and services at the 200+ booths in the CMSA Expo Hall.

Costs

[Lists transportation costs, registration fee, cost of meals, and the price per night of the hotel room.]

CMSA's 29th Annual Conference & Expo will allow me to discover new and emerging techniques in advancing care delivery, quality and coordination. I plan to pass on the

information that I have learned at the conference to other members of our **[unit/team/department]**, and my notes will be available for reference following the conference.

Lastly, here is the conference website for your reference: <http://conference.cmsa.org>

Thank you for your consideration of my request.

Sincerely,
[your name]