



DATE: October 25, 2011

TO: All clinicians involved in completing transfer documentation in DHSS licensed settings; administrators; and department heads.

FROM: Theresa Edelstein
Vice President
Post-Acute Care Policy & Special Initiatives

SUBJECT: **Implementing New Jersey's Mandatory Universal Transfer Form – Nov. 22 1- 3 pm**



DHSS held eight education sessions across New Jersey during September and October to assist providers with implementation of the Universal Transfer Form, which takes effect on Oct. 30. Now, DHSS is working with stakeholder associations across the continuum to provide a training webinar for initial and ongoing education. This webinar will be recorded so that providers can access it for use with orienting new clinical staff and for offering refresher education about the UTF.

From 2006 through 2009, the Universal Transfer Form was designed, pilot tested, evaluated and refined. The process included physicians and nurses from care settings across the continuum, emergency department staff, the New Jersey Department of Health and Senior Services, the New Jersey Hospital Association, the Health Care Association of New Jersey, LeadingAgeNJ (formerly NJAHS), the Home Care Association of New Jersey, Healthcare Quality Strategies Inc. and Rutgers University Center for State Health Policy.

This program is designed to assist the 1,900 general and specialty hospitals, nursing homes, assisted living communities, adult and pediatric medical day care centers, home health and hospice agencies, ambulatory care centers and all other DHSS-licensed providers that are required to use this form.

Participants in this program will be able to:

- Describe how the UTF will ensure more accurate information is conveyed between healthcare organizations
- Demonstrate how to complete the UTF accurately
- Recognize the importance of moving toward electronic implementation of the UTF.

Speakers

Eugene L. Brenycz, JD, MPA

Regulatory Officer 3, Division of Health Facilities Evaluation & Licensing
Office of Certificate of Need and Healthcare Facility Licensure, N.J. Department of Health and Senior Services

Kareen Villano

Supervising Health Care Evaluator, Office of Health Facilities Assessment & Survey
Division of Health Facilities Evaluation & Licensing, N.J. Department of Health and Senior Services

Mike Relli

Vice President, Business Development
IGI Health

CONTINUING EDUCATION CREDITS

HRET-NJHA is an approved provider of continuing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's COA. P#131-5/11-14.

This activity is approved for two contact hours.

There is no commercial support for this activity.

Disclosure information: Full disclosure will be provided at the educational activity.

Accredited status does not imply endorsement by the provider or American Nurses Credentialing Center's COA of any commercial products displayed in conjunction with an activity.

This continuing education program is sponsored/conducted by the Health Research and Educational Trust and is in compliance with N.J.A.C. 8:34-7.3 to provide licensed nursing home administrator (LNHA) and certified assisted living administrator (CALA) education credits accepted by the Nursing Home Administrators Licensing Board. This education activity may only be used for continuing education credit and not to meet academic college credits.

This education activity has been approved for two LNHA/CALA credits.

Co-provided by: New Jersey Hospital Association, Health Care Association of New Jersey, LeadingAge New Jersey, Home Care Association of New Jersey

Webinar Instructions:

After you have registered for the Webinar, you will receive an e-mail from WebEx with the date and time of the Webinar, the event number, password and the toll-free event phone number (1-866-699-3239). You also will receive the WebEx address you'll need to log on. Click the "Join" button for **Universal Transfer Form** and follow the prompts. **Please do not delete the WebEx e-mail; you will need the information to join the Webinar.** *You can participate in this Webinar individually or gather all interested parties in one room and view the Webinar in one location.*

REGISTRATION INFORMATION

Fee: Member: \$ 50 for each connection

Non-member of any of the sponsoring associations: \$ 75 for each connection

- **Payment by credit card or check is required at enrollment.**
- Registrations will be accepted by FAX (609-275-4271) ONLY IF ACCOMPANIED BY credit card information (MasterCard, VISA or American Express).
- Make checks payable to: HRET of NJ
- Mail to:
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Philadelphia, PA 19182-8691
- **If you use a credit card to *hold* your registration, it will be charged if payment is not received by the date of the conference.**
- Cancellations received by **Nov. 11** will receive a refund minus a \$20 service fee. Cancellations received after that date will not be eligible for a refund.

To register online with a credit card please go to

www.HRET-Register.com

REGISTRATION (Please Type or Print Clearly)

Webinar#1169 (UTF) Mem. \$50 Non-mem. \$75

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