Respecting Choices®
PERSON-CENTERED CARE

presents

National Share the Experience 2018
Improving Person-Centered Outcomes Through Collaboration

October 23-26, 2018
Minneapolis Airport Marriott
Bloomington, Minnesota, USA

Employer Justification Toolkit
A step-by-step guide to justify attendance at
National Share the Experience 2018
“Improving Person-Centered Outcomes Through Collaboration”

The NSTE 2018 Conference will be held October 23-26 at the Minneapolis Airport Marriott, Bloomington, Minnesota.

The conference aligns with Respecting Choices’ mission to guide organizations and communities worldwide to effectively implement and sustain evidence-based systems that provide person-centered care (PCC). Through the promotion of collective learning and networking, this conference will help achieve the vision of transforming the healthcare culture through organizations integrating and disseminating best practices of PCC.

The purpose of the 2018 NSTE Conference is to share best practices and learnings from evidence-based Respecting Choices programs that jointly collaborate by combining complementary advance care planning (ACP) and shared decision-making (SDM) programs. Resulting efforts lead to change and further the advancement of person-centered care outcomes. The collaboration of PCC strategies may occur among individual, family, clinical, programmatic, educational, organizational, financial, legal, ethical, research, or policy perspectives.

For Healthcare Professionals in Advance Care Planning

- Facilitators
- Instructors
- ACP Coordinators
- Organization Faculty
- Academic Faculty
- Quality Improvement Specialists
- EHR Professionals
- Healthcare Leadership
- Chaplains

Learning Outcomes

At the conclusion of this conference, attendees will be able to self-report:

1. Knowledge gained of two or more ACP or SDM interventions that demonstrate person-centered care practices.
2. Intent to change teaching practices by applying two educational strategies that promote the delivery of person-centered care for individuals, families and professionals.
3. Knowledge gained of three system changes that impact the long-term sustainability of ACP and SDM person-centered outcomes.
4. Ways to utilize collaborative principles across organizations and communities that improve access to ACP and SDM.
Why will your organization benefit by your attendance at the Respecting Choices National Share the Experience 2018 conference?

This is the only national conference dedicated exclusively to sharing research findings and successful, practical experiences about how to effectively create person-centered systems for advance care planning (ACP) and shared decision making (SDM). **And it is only held every two years!**

You will have the opportunity to learn from national experts, leading health organizations, state and community initiatives, and others on how to improve outcomes that support collaborative ACP and SDM and to improve patient, family, and professional experiences by creating a more person-centered culture.

**Specific benefits:**

- Learn about successful system design, including workflow processes, new development in electronic health record functionality, and successful integration of the team approach
- Learn about helpful educational approaches, including effective strategies to improve facilitator skills and ways to mentor and track facilitator performance
- Learn about effective patient and community engagement opportunities
- Earn continuing education credits *(Check with Respecting Choices regarding specific continuing education available for the conference.)*
- Network with and find new colleagues and learn how to improve your approach to person-centered care
- Learn about new decision aids and other decision support tools
- Learn how to more effectively measure outcomes and processes to make improvements and achieve success
- Help maintain your professional accreditation
- Talk with professionals representing organizations across the country, share your experience, and learn from others—not only at this conference, but also by building a network of peers
Conference At-A-Glance

**Tuesday, October 23**
- 12:30 p.m. Pre-Conference Workshop Registration
- 1:00–5:00 Pre-Conference Workshop
- 4:00–6:45 NSTE 2018 Conference Registration Opens
- 6:45 Welcome
- 7:00 Opening Plenary Session
- 8:30 Reception and Social

**Wednesday, October 24**
- 7:00 a.m. Registration, Continental Breakfast
- 8:00 Welcome
- 8:15 Plenary Session
- 9:15 Break
- 9:30 Concurrent Sessions
- 10:30 Break
- 11:00 Workshop Sessions
- 12:30 p.m. Lunch
- 1:15 Plenary Session
- 2:15 Break
- 2:30 Concurrent Sessions
- 3:30 Break
- 3:45 Plenary Session

**Thursday, October 25**
- 7:00 a.m. Registration, Continental Breakfast
- 7:00–7:45 Interest Groups
- 8:00 Recognition Awards
- 8:15 Plenary Session
- 9:15 Break
- 9:30 Concurrent Sessions
- 10:30 Break
- 11:00 Workshop Sessions
- 12:30 p.m. Lunch
- 1:15 Plenary Session
- 2:15 Break
- 2:30 Concurrent Sessions
- 3:30 Break
- 3:45 Plenary Session
- 5:30 Cocktail Hour
- 6:30 Dinner; Hippocrates Cafe Entertainment

**Friday, October 26**
- 7:00 a.m. Registration, Continental Breakfast
- 7:00–7:45 Interest Groups
- 8:00 Recognition Awards
- 8:15 Plenary Session
- 9:15 Break
- 9:30 Concurrent Sessions
- 10:30 Break
- 10:45 Closing Plenary Session
- 11:45 Closing Remarks
- 12 p.m. End of Conference
What did past participants say?

“I honestly felt that this was one of the best conferences I’ve attended in a long time. I learned so much about best practices that are going on nationally and can bring these things back to our hospital and community. Excellent conference!”

“I am re-energized and able to bring a new focus and vocabulary about this work. This will revolutionize the way we talk about ACP in my organization.”

“I am so glad that I got to attend this conference just weeks before our First Steps pretraining. I feel like I received the “insiders scoop” on what works well, what could work better and what might not work. I appreciate the leadership from Bud and Linda and the rest of the RC staff in setting a tone for shared learning and transparency. Was unlike any other conference I have attended related to everyone’s willingness to share and to want to learn from others.”

“The range of options and the caliber of presenters was outstanding! This is an important opportunity for those of us in this field to come together to support one another and strategize on how to have engagement across the country in a consistent and organized way to accomplish this important work.”

“Thanks for the opportunity. I wish that I had been able to bring along my whole leadership team. There would be no question about the value in designing, implementing and sustaining a robust ACP program.”

“Truly the best conference ever attended. The mutual sharing of experiences was invaluable. This process enables conceptualization of success stories and translation into various practice areas to promote, implement and sustain ACP.”

“The conference was an excellent opportunity to learn a wide variety of information relevant to my work. It was so energizing to meet with people from all over the country who share the same passion for Advance Care Planning.”

“Thank you so much for a truly inspiring conference! It really did feel like a community of colleagues, which encouraged my own enthusiasm for ACP and the RC Model. I was particularly moved by how safe it was for all presenters to talk openly about parts of our programs that didn’t go as expected or challenges we faced and what we learned from that. In medicine (or any profession), that is rare and pretty revolutionary. Can’t wait for the next STE!”
# SAMPLE EXPENSE AND BENEFITS WORKSHEET

<table>
<thead>
<tr>
<th>Expense</th>
<th>Explanation</th>
<th>Cost</th>
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<tbody>
<tr>
<td><strong>Full Event Registration</strong></td>
<td>Includes:</td>
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<td></td>
<td>✓ Oct. 23 Opening Plenary Session and Reception</td>
<td>$450 (early bird)</td>
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<td>✓ Up to 8 Plenary Sessions</td>
<td>$550 (standard)</td>
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<td>✓ Up to 11 Workshops</td>
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<td></td>
<td>✓ Up to 8 Interest Groups</td>
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<td></td>
<td>✓ Almost 50 Concurrent Sessions</td>
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<td></td>
<td>✓ 15 nursing contact hours (for full event)</td>
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<td></td>
<td>See conference brochure for available sessions.</td>
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<tr>
<td><strong>Per Day Registration</strong></td>
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<tr>
<td>(Oct. 24 or Oct. 25)</td>
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<td>Students or residents enrolled full-time in an undergraduate, graduate, or</td>
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<td>postgraduate program are eligible for a discount.</td>
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<td>$275</td>
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<td><strong>Student Discount</strong></td>
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<td></td>
<td>Groups of three or more participants from the same organization are eligible</td>
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<td>for a discount.</td>
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<td></td>
<td></td>
<td>$275 25% off registration</td>
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<tr>
<td><strong>Group Discount</strong></td>
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<td>Groups of three or more participants from the same organization are eligible</td>
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<td>for a discount.</td>
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<td></td>
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<td>$275 10% off registration</td>
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<tr>
<td><strong>Optional CME</strong></td>
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<td></td>
<td>Physicians and advanced practitioners may receive up to 15 AMA PRA Category</td>
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<td>1 Credits™ (full event) and up to 4 AMA PRA Category 1 Credits™ (pre-</td>
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<td>conference workshop).</td>
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<td></td>
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<td>$250</td>
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<tr>
<td><strong>Optional Pre-Conference</strong></td>
<td>*Shared Decision Making in Serious Illness: Honoring Preferences During</td>
<td></td>
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<tr>
<td>Workshop (Oct. 23)</td>
<td>Clinical Decision Making*</td>
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<td>*receive an additional 4 CE credits.</td>
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<td>$175</td>
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<tr>
<td><strong>Optional Dinner Social</strong></td>
<td>RC is hosting a special dinner for participants to visit in a fun,</td>
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<tr>
<td>(Oct. 25)</td>
<td>relaxing environment. The Hippocrates Café will provide after dinner</td>
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<td></td>
<td>entertainment.</td>
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<td>$40 (includes entrée, salad, roll, dessert, coffee/water/tea)</td>
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<tr>
<td><strong>Accommodations</strong></td>
<td>Special rate available to attendees at the Minneapolis Airport Marriott.</td>
<td>$127 plus taxes/fees</td>
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<td>(if applicable)</td>
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<td><strong>Parking</strong></td>
<td>The Minneapolis Airport Marriott onsite lot</td>
<td>Free</td>
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<td><strong>Transportation to/from Airport</strong></td>
<td>Complimentary shuttle service available through the Minneapolis Airport Marriott.</td>
<td>Free</td>
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<td><strong>Food</strong></td>
<td>Breakfast and lunch (Wednesday and Thursday) and breakfast (Friday)</td>
<td>Free</td>
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<td>included in registration.</td>
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<td><strong>Other Possible Expenses</strong></td>
<td>Flight</td>
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<td>Mileage</td>
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<td>Food per diem (outside of what’s offered through the conference)</td>
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(608) 473-1025  I  info@respectingchoices.org  I  www.respectingchoices.org
[DATE]

Dear [SUPERVISOR]:

I would like to request approval to attend Respecting Choices’ National Share the Experience (NSTE) 2018 Conference on October 23-26 in Bloomington, MN. The conference will allow me to network with like-minded thought leaders and colleagues from around the country. NSTE provides a national forum for nearly 300 professionals to share implementation experiences and gain a deeper understanding of the critical need for healthcare transformation to ensure person-centered care—care that honors an individual’s goals and values for future healthcare.

The conference includes a lineup of stellar keynote speakers who represent diverse backgrounds and experiences. They include Kate Detwiler, the parent of a child with a life-limiting illness; Julie Wallace, a patient advocate who will address the role of caregiver; and Dr. Maureen Lyons, a researcher at Children’s National Health System, currently working on three projects involving adolescents and adults living with HIV/AIDS and teens with cancer. Teams were invited to submit abstracts on the outstanding work they are doing and will be highlighted in concurrent sessions on topics such as Quality Improvement/Research, Workforce Development and Interprofessional Practice, and Community Engagement.

I have identified many sessions that will allow me to gain knowledge and understanding about how we can improve our work here at [ORGANIZATION NAME]. The conference will enable me to attend many educational sessions that are directly pertinent to my work including valuable hands-on workshops and interest groups including [FILL IN RELEVANT SESSIONS]. The sessions will be led by nurses, physicians, social workers, as well as other professionals who are considered subject matter experts.

I am seeking support of my attendance, which would include the registration fees, travel expenses, and accommodation expenses while at the conference.

The full registration fee is $550 but can be reduced to $450 by registering before August 15, 2018.

Here is an approximate breakdown of conference costs:

- Registration:
- Airfare/transportation:
- Hotel accommodations:
- Meal per diem:

TOTAL:

Please let me know your thoughts. You can learn more about the NSTE here. The opportunity for me to build my network and gain knowledge makes my attendance at the National Share the Experience 2018 an excellent investment, and both a personal and professional benefit.

Thank you for your consideration!

Sincerely,

[NAME]
Respecting Choices® (RC) is an internationally recognized, evidence-based program that is dramatically different from other programs.

As innovators and leaders in advance care planning education and systems development since 1991, Respecting Choices continues to provide training, consultation, and materials to organizations and communities around the world.

Since 2000, RC has assisted other organizations in replicating the RC model through
- adoption of advance care planning as an ongoing process of communication integrated into the routine of person-centered care and appropriately staged to the individual’s state of health, and
- design of key elements that help healthcare professionals create effective person-centered systems.

Respecting Choices offers:
- Systemwide ACP implementations
- Leadership engagement
- National educational conferences
- Customizable patient support materials
- Consultation
- ACP Facilitator and Instructor certification
- Online education

Respecting Choices works because our approach is systematic and staged, based on a person’s state of health. We understand the big picture: ACP is an ongoing process of communication integrated into the routine of person-centered care, resulting in honoring individuals’ informed healthcare decisions.

“One of the best-known advance directive initiatives is Respecting Choices®... The program produces educational materials for patients; trains facilitators to discuss end-of-life questions with patients and prepare them for the end of life; and ensures that advance directives are available in patients’ medical records, now electronically.”


The Respecting Choices program received the 2015 Tribeca Disruptive Innovation Award in Washington, D.C.