

# Nursing Home Compensation Packet

## Instructions and Requirements

Thank you for joining the AHRQ ECHO National Nursing Home COVID-19 Action Network, and providing essential support and technical assistance to your community's nursing homes. As you know, nursing homes are struggling, and seeing partners like you step forward to provide assistance is inspiring and an example of the power of the ECHO Movement. We are grateful for your partnership and excited to work with you on this project.

Nursing homes who participate in your nursing home cohorts will receive critical training, technical assistance, resources, and tools to help reduce the spread of COVID-19, but will also learn quality improvement practices to improve their facilities for years to come. We understand that the time of nursing home staff is limited and very valuable, which is why AHRQ and Project ECHO are pleased to be able to provide compensation to nursing homes for participating in this program.

Project ECHO will be responsible for issuing compensation payments to nursing homes, but we are asking for your assistance in ensuring nursing homes submit all relevant documents in order to receive their payments. Any nursing home may participate in the training and mentorship program, but to be eligible for compensation, they must meet the following criteria:

1. At least two staff members participate in your program cohort. Certified Nurse Assistants are highly recommended to attend.
2. Attend 13 out of 16 training sessions. Because of the value of peer learning to the ECHO Model, we strongly encourage that nursing home staff attend live training sessions. However, we understand that during a pandemic, this may not be possible, and you may need to work directly with the nursing home when these situations occur.
3. Certify that they are eligible to receive HHS Cares Act Provider Relief Funds announced on August 27th, 2020, and that they accept the terms and conditions of that payment.
4. Certify that they accept the terms and conditions required for receiving the \$6,000 training participation.

Nursing homes will be responsible for tracking their own attendance in each session. To assist, we have provided a simple template (attachment D). In order for Project ECHO to issue payments, we need nursing homes to sign and return the contract and substitute W9 (attachment C) by **week four** of the program. We are asking for your help in reminding the nursing homes in your cohort to get us this information as quickly as possible. Please provide all attachments to the nursing homes enrolled in your cohort, including the detailed instructions for nursing homes to submit the required documents (attachment A).

At the conclusion of the 16 session program, nursing homes will submit their completed attendance reports (attachment D), verified and signed by their training center and invoice (attachment E) UNM Accounting. **Project ECHO will verify attendance records in iECHO, which is why it is essential that data entered by the partner into iECHO are timely and accurate.** Once the report and invoice are submitted, nursing homes will receive a compensation payment of \$6,000.

If you have questions, please contact [ECHONursingHome@salud.unm.edu](mailto:ECHONursingHome@salud.unm.edu).