

Rehab Director Report Instructions

Complete the report and email to Regional Director and Kate Brewer at mid-month and end of month. The report should be completed within one working day of those points (15th and 30th/31st). It is a “by exception” report. If the criterion is being met, write yes and nothing further needs to be noted. If not, a plan needs to be made and executed. The better your department performs, the quicker the report takes.

Medicare A

Expectation	To Complete
80% of RUG levels should be in the Very High or Ultra High level.	If 80% are in Ultra and Very answer yes. If not, identify plan.
Keep ARD overages as low as possible	If overages are within 3% or less, answer yes. If not, identify plan.
LOS is 40 days or greater as an average for month to date.	If LOS month to date is under 40 days, identify plan. If no LOS shows up, list NA.

Medicare B

Expectation	To Complete
Monthly Medicare B units should be at or above budget.	Mid-month – if units are half of budget at mid-month write yes. If not, identify plan. End of month: if met write yes. If not identify plan for next month.
Avoid missed opportunity for Med B units.	If alerts appear for month, identify pattern and plan.

Productivity:

Expectation	To Complete
Department must be at or above 85%. Therapists at or above 85%. Assistants at or above 90%. Rehab Directors at or above 65%.	If department at 85% or higher, write yes. If not, identify problem and plan.

ACE Program Performance:

Program	Screens	Evaluations
List program	Number of screens for program	Number of screens that resulted in evaluations

General Screens:

Screens	Evaluations
Number of screens received or generated outside of ACE	Number of screens that resulted in evaluations