I. 2016 Annual Meeting Overview

A. 34th Annual Meeting
   The VNAA 34th Annual Meeting will take place April 6 - 8, 2016 at the Hyatt Regency Miami in Miami, Fl. The VNAA Annual Meeting is the premier event for nonprofit home healthcare and hospice providers from across the country. The Annual Meeting enables participants to:
   - Network among peers and industry experts
   - Unite as the VNAA community to increase the effectiveness of nonprofit home healthcare and hospice providers’ advocacy voice,
   - Participate in clinical and business education sessions which improve quality of care and operational efficiencies,
   - Consider new and innovative strategies to advance nonprofit home healthcare and hospice practices
   - Attend timely and relevant sessions which address political, economic, social and technological issues impacting the nonprofit home health and hospice industry,
   - Engage with the VNAA staff and
   - Strengthen vendor partnerships and forge new vendor relationships.

B. Conference Description
   Nonprofit community-based home healthcare and hospice providers need to be both mission and performance driven. Achieving organizational excellence is essential to enabling financial health and patient care service which results in superior patient outcomes. Join other nonprofit home healthcare and hospice leaders to learn how to strike the balance between mission and performance driven objectives.

C. Objectives for the Participants
   VNAA wants participants to leave the 2016 Annual Meeting invigorated, inspired and equipped with practical tools for incorporation into their agencies and communities. In addition to enjoying social and networking events, participants will learn the most up-to-date critical news and information needed to operate their agencies as efficiently and effectively as possible, gaining insight on solutions and practice patterns to ensure success in all aspects of their operations.

D. Questions to Consider
   - What are the macro issues impacting the industry as well as real life day-to-day challenges in operating a nonprofit home healthcare or hospice agency?
   - How does your proposal demonstrate best practices, new innovations, successes, or other lessons learned?
   - Does your proposal address some aspect of nonprofit home care, hospice or community-based services?
   - How will the proposal be relevant in April 2016?
   - How does the proposal address quality and/or performance excellence?
   - What outcomes metrics will the proposal address?
II. Call for Abstracts – Who Should Submit

The VNAA welcomes individual professionals and/or groups committed to supporting, promoting and advancing nonprofit home healthcare and hospice organizations to submit an abstract. This includes organizational leaders, managers and staff, practicing clinicians including medical directors, registered nurses, physical therapists, occupational therapists, social workers, public health professionals and academics. Independent consultants, vendors, distributors and manufacturers are encouraged to apply in partnership with VNAA members highlighting outcomes and lessons learned from current and past projects.

This year, VNAA is rolling Annual Meeting education, National Award Winners and Case Study Compendium into one “call for presentation.” The programs selected for the Annual Meeting programming will automatically be included in the 2016 edition of the VNAA’s Case Study Compendium, as well as be included as an Award Nomination for the VNAA’s National Awards. The Awards will be presented at the Awards Ceremony in Miami, Fl. during the Annual Meeting. The Case Study Compendium will be a free resource for all to read and review once published on the VNAA’s Website. View past editions of the Case Study Compendium here.

III. Abstract Submission Process

A. How to submit

- Review the requirements for the abstract proposal, which consists of three parts: a 100-250 word abstract essay, biographical information, and resume or CV for each faculty member that will be involved in the annual meeting session.
- Submit the abstract proposal electronically by visiting http://www.surveygizmo.com/s3/2156673/VNAA-34th-Annual-Meeting-Call-for-Abstracts
- Emailed, faxed, U.S.P.S mailed, handwritten or any other form of hard copy/typed proposals will not be accepted. Incomplete proposals and proposals not completed online will not be reviewed.
- Multiple submissions from VNAA members will be accepted; however, please complete and submit a separate Abstract Proposal Package for each proposed annual meeting activity.

B. Deadline

Proposals must be received by 5:00 p.m. EDT, Friday, August 14, 2015

C. Questions

Please contact Heather Corbin via email education@vnaa.org or 571-527-1534.

IV. Submission Guidelines

All submissions shall hold to a strict educational format. By submitting a proposal, you agree not to commercially promote a product or service in your presentation. All presentations must be presented by subject matter experts. For abstracts to be considered, primary presenters must be employed by a non-profit home health or hospice organization or a governmental agency.

A. Types of Presentations

The VNAA welcomes all types of innovative programs including Workshop and Poster Sessions.

1. Workshop Session: A workshop session is an oral presentation that can include lecture, an expert panel, or facilitation of small workgroups. Presentations should provide conference
attendees with solutions and practice patterns that ensure success in all aspects of their operations. There are opportunities to present a 60 or 90 minute presentation.

2. **Poster Session:** A poster session should highlight a program or issue that does not lend itself to an oral presentation. Posters can include a traditional poster and handouts or best practice documents (i.e., policies and procedures or evidence-based research). Proposals should show creative solutions to issues that yielded positive outcomes for your patients, agency or community.

### B. Audience

Typically the VNAA Annual Meeting is attended by senior management professionals from nonprofit home healthcare and hospice agencies. When developing your abstract proposal consider the following type of individuals as your target audience to ensure your activity addresses their unique perspectives.

1. Agency Boards/Directors
2. CEOs, Administrators, COOs and Senior Managers
3. Medical Directors, Chief Clinical Officers, Clinical Directors/Managers
4. CFOs, Senior Finance and Account Managers
5. Marketing/Business Development Directors
6. Legislative/Government Affairs Directors
7. Compliance and Regulatory Directors
8. Quality and Education Directors
9. CIOs and Senior IT Managers
10. Registered Nurses, Physical Therapists, Occupational Therapists, Speech Language Pathologists and Social Workers

### C. Categories

Consider the following categories when drafting your abstract:

1. Executive-Level Leadership
2. Health Systems Perspectives and Integration across post-acute care spectrum
3. Improving Clinical Outcomes
4. Building and Ensuring Financial Leadership

**Other Items for Consideration**

Your abstract should address the following points:

1. How your proposal supports leadership development and skill-building for agency and system executives.
2. Why your topic should be considered as innovative, supportive of quality outcomes or original work that contributes to the advancement of home healthcare, hospice, community health and wellness or the mission of nonprofit home health and hospice agencies.
3. How your presentation will support the adoption and knowledge transfer of information to support the advancement of home healthcare, hospice or community health and wellness.
4. What is the intent, purpose or objective of your presentation or poster and what will your participants gain from attending your session.
5. Who is your target audience and why they would find value in your presentation.

### V. Selection Criteria

Proposal packets will be reviewed and selected based on ratings for the criteria below. It is possible for agency/organizations to have multiple submissions selected.
1. Innovation, quality and originality
2. Potential significance to disciplinary theory; homecare, hospice, or community services; management policy or clinical practice
3. Clearly outlined, measurable metrics
4. Clarity of writing and presentation
5. Research or strong evidence-based support/leveling
6. Timeliness and relevance to nonprofit, home health and hospice organizations

VI. Notification and Continuing Nursing Education

A. Notification
Initial notification of acceptance will begin on, Monday, October 5, 2015 via email to the primary contact listed on the abstract application.

B. Continuing Nursing Education
Each accepted abstract will be reviewed for continuing nursing education contact hour eligibility. The VNAA accredits all programing through the Maryland Nurses Association. The Maryland Nurses Association (MNA) is accredited as an approver of continuing education by the American Nurses Credentialing Center (ANCC) Commission on Accreditation (COA). The ANCC COA accreditation signifies that educational activities approved by MNA meet national standards for quality continuing nursing education.

Eligibility for continuing nursing education contact hours indicates that your annual meeting session has been recognized as a valuable activity which supports “learning activities designed to augment the knowledge, skill and attitudes of nurses and therefore enrich the nurses’ contributions to quality healthcare...” (ANA, 2000, p. 24).

Continuing Nursing Education documents will be distributed to accepted proposals faculty upon notification of acceptance and all documents will be due on October 23, 2015. By November 20, 2015 each submitter will be notified whether their session is eligible for continuing nursing education credit or if additional information is required for approval. Criteria which will be used to evaluate continuing nursing education contact hour eligibility includes:

1. The target audience for the session includes RNs.
2. The program is reflective of a learner needs assessment, evidence-based research, trends in literature or quality improvement initiatives.
3. The program has clearly identified goals and objectives with content supportive of the objectives.
4. The faculty’s knowledge and expertise about the subject and any commercial support or vested interest is disclosed.

VII. Fees and Obligations

A. Fees
No fees are associated with abstract submissions

Discounted conference registration is offered to accepted faculty who wish to attend (a registration form will be included in notification letters with special faculty pricing options). Faculty making only their presentation and not attending other sessions may do so at no charge, however all faculty must still complete and submit the registration form.
Faculty are required to pay their own travel, lodging, handout duplication and shipping.

**B. Obligations**

By submitting this proposal, you agree not to commercially promote a product or service in your presentation. All presentations shall hold to a strictly educational format. Only subject matter experts may present sessions.

Educational presentations from the Annual Meeting will be recorded then displayed on the VNAA Website after the event. If you do not wish to have your presentation on the Website, you must refuse permission in writing upon acceptance to present during the program. All power point presentations will be due to the VNAA no later than Friday, March 4, 2016.

By submitting this proposal, you agree to adhere to deadlines set in this brochure and to be available to present on any of the published conference dates. If you are unable to present your session on a particular day due to religious beliefs or personal obligations, please include these special needs within the proposal package for consideration during the selection process.

**VIII. About VNAA**

The Visiting Nurse Associations of America (VNAA) is a national organization that supports, promotes and advocates for community-based, nonprofit home health and hospice providers that care for all individuals regardless of complexity of condition or ability to pay. Our mission is to support, promote and advance the nation’s network of VNAs, home healthcare and hospice providers who provide cost-effective and compassionate services to some of the nation’s most vulnerable individuals, particularly the elderly and individuals with disabilities. Our services include advocacy, education and collaboration. We also provide members with products, resources and the support they need to accomplish their nonprofit goals.

**IX. More Information**

Please visit [www.VNAA.org](http://www.VNAA.org) or contact Heather Corbin via email education@vnaa.org or 571-527-1534.