

Civil Money Penalty (CMP) Reinvestment State Conference Application Template

Date of Application Submission to CMS:

Instructions

A state conference is a training where a State Agency (SA) applies for CMP funds to provide statewide or regional training to certified nursing homes. State-sponsored trainings may be offered through in-person trainings, virtual trainings (pre-recorded or live), and webinars.

The SA completes the application and ensures it meets all requirements and Centers for Medicare & Medicaid Services (CMS) guidance. The SA will then forward the application to the CMS Location. The CMS Location may choose to approve the application or send it to the CMPRP Team for review and recommendation. The SA will be notified of a funding decision after determination has been made by the CMS Location.

State Conference Training Evaluation

To maintain compliance with 42 CFR §488.433, *the training must be evaluated using all attendees at the completion of the training, and results must be made publicly available.* The SA enters the state conference training information, including reviewed results of training, in their relevant annual CMP Reinvestment State Plan Project Tracking Sheet. The submitted metrics and outcomes will be published annually in the State CMP Reinvestment Projects Funded by Calendar Year resource on the CMS CMPRP website. Any funds obligated to a state conference should be included in the relevant calendar year's State Plan Section 7. Obligated Funds.

State Conference Training and Applicant Requirements

Applications must be received by the CMPRP Team at least 90 days in advance of the proposed conference date(s) to allow adequate time for review. The proposed conference date(s) shall not occur while the application is still under CMP Review. Conferences can be approved for up to three (3) years.

State Conference Trainings Cannot:

Exceed \$300 per nursing home per year. If the budget exceeds the recommended cap, the State must provide justification.

Prohibited Budget Items:

This list is not all-inclusive, and some items may require further CMPRP review. Please refer to the [Allowable and Non-Allowable Uses of CMP Funds \(ZIP\)](#) resource on the [CMS CMPRP webpage](#) under *Downloads* for further information.

- Food
- Drink (Refreshments)
- Incentives
- Travel expenses for nursing home staff/employees
- Venue decorations/props

Applicant Contact and Background Information

1. State Conference Training Title:

1a. Summary of the State Conference Training and its Purpose

Please provide the purpose and a detailed summary of the proposed state conference training. Training descriptions should include an agenda with a detailed list of conference topics of discussion.

1b. Number of Nursing Homes Anticipated to Attend Conference:

Please enter the number of certified nursing homes expected to attend the State Agency sponsored conference(s).

1c. Conference Time Period

Please note that the application must be submitted *at least* 90 days prior to the proposed start date of the conference.

Number of Years:

Proposed Conference Start Date:

Proposed Conference End Date:

2. Contact Information

Provide the State Agency (SA) contact information for the proposed SA-sponsored statewide conference.

2a. State Agency (Primary) Contact Information
Name:
Phone:
Email:
Address:

2b. State Agency (Secondary) Contact Information (If Applicable)
Name:
Phone:
Email:
Address:

3. Collaborating Partners

If applicable, list any other collaborating entity(ies) (e.g., individuals, organizations, associations) that will be partnering with the applicant to provide the proposed training.

Funding

4. CMP Fund Requested Amount

Provide the amount requested for the proposed statewide conference. Expenses must align with the requirements listed in the [QSO-23-23-NHs Civil Money Penalty Reinvestment Program \(CMPRP\) Revisions](#) memorandum. Travel expenses must be reasonable. Examples of reasonable rates include but are not limited to the published U.S. government allowance rates (available from the www.gsa.gov website) for mileage and per diem; and standard commercial rates for airfare. Nursing Home staff are not able to apply for travel costs. If the total amount requested exceeds \$300 per nursing home, please provide justification for the additional funds in the space below.

Total Amount Requested: \$

5. Detailed Line-Item Budget

Applicants must provide a detailed line-item budget breakdown (using the CMP State Agency Conference Budget Template or similar spreadsheet) outlining specific conference cost requirements.

Is the CMP State Agency Conference Budget Template outlining the specific cost requirements within each summary budget category attached?

Performance Evaluation

6. Performance Evaluation

Describe the state conference training's quantifiable objectives, including the specific metrics that will be used to measure actions the State Agency must take to achieve the overall goal. Per regulation, all CMP state conference trainings will be evaluated. The SA should review results and enter the training information, including results, in their relevant annual CMP Reinvestment State Plan Project Tracking Sheet. The submitted metrics and outcomes will be published annually in the State CMP Reinvestment Projects Funded by Calendar Year resource on the CMS CMPRP website.

7. Attestation Statement

CMP funds have been provided for the express purpose of enhancing the quality of care and quality of life in nursing homes certified to participate in Title 18 and Title 19 of the Social Security Act. By signing below, you are confirming that everything stated in this application is truthful and that you are aware of and in compliance with the CMP state conference training and applicant requirements. In order for an application to meet the CMS screening criteria, the application must be signed and dated within six months of the CMPRP Team receiving the application.

Name of the Applicant (print):

Signature of the Applicant:

Date of Signature: