

## Attendance proposal for ACDIS Boot Camps

*Editor's Note: CDI professionals wishing to earn support from program administrators to attend an ACDIS Boot Camp may adapt the following proposal.*

### To whom it may concern:

I would like to attend the **CDI and Quality Care Measures Boot Camp** in (Location), Month XX-XX, 2018.

Understanding the limitation of our CDI program professional development budget, I want to outline why attendance represents a worthy expense.

The **CDI and Quality Care Measures Boot Camp** offers an intensive look on the latest trends and techniques to enhance our CDI Department, not just my own professional skills. By attending this boot camp, I will be able to bring back cutting edge ideas and practices to our facility that I'll be able to share with our entire CDI program. This boot camp features 3 full days of training and education and covers publically reported quality data and how code assignment affects quality metrics, including but not limited to the Hospital Value-Based Purchasing Program. I expect to leave with measurable strategies for improving our hospital profile and positively influence our facility's value-based incentive payments.

[Here is a link](#) to the boot camp webpage, which includes the course agenda.

The boot camp offers us an opportunity to gain valuable tools and problem-solve with CDI experts. We can learn first-hand from the experiences of the instructors and fellow attendees which makes this an opportunity we cannot afford to miss.

Specifically, I want to attend the conference to get information or help with:

1. <Fill in>
2. <Fill in>
3. <Fill in>

Here is an estimation of the cost to send me to this boot camp. The cost of conference includes the cost of some breakfasts and lunches:

Hotel: Three/four nights at \$XXX for a total of \$XXX (hotel rates are only available for a certain amount of time so we should act quickly).

Registration: \$1,399; ACDIS members save \$150 (\$1,249)

Airfare/travel is a cost I haven't estimated.

I am requesting approval so we can take advantage of the special hotel rate and reserve our spot for this limited space class. There is also group pricing available (which we may wish to take advantage of).

If we are approved, we can further discuss which sessions might be most beneficial for our overall program. And, of course, we'll meet after the boot camp to discuss significant takeaways, tips, and recommended actions to maximize our investment in our CDI program. I will also share relevant information with the team and other staff.

Thank you for considering this request and I look forward to your reply.

Thank you!

[Name]