

# Home Care Services Bureau Audit Preparedness Workshop

**January 18, 2018  
Sacramento, CA**

Courtyard Sacramento  
Midtown  
4422 Y Street  
Sacramento, CA 95817  
(916) 455-6800

**January 25, 2018  
Ontario, CA**

Ontario Airport Hotel  
700 N Haven Avenue  
Ontario, CA 91764  
(909) 980-0400

## Certificate of Completion & CEU Credits

Provider approved by the California Board of Registered Nursing (Provider # CEP2463) for up to five and one half (5.5) contact hours of continuing education.

You must be present for the entire program to earn continuing education credit. No partial credits can be given.

Certificates are distributed at the close of the program.

## Overview

Home Care Organizations are preparing for their first site inspections from the Home Care Services Bureau (HCSB) since becoming licensed agencies, and even the most seasoned agency owners and administrators are nervous. This workshop will prepare you for your HCSB inspection with a thorough checklist for Home Care Aide files, as well as Home Care Organization files that will be reviewed.

You will learn what the HCSB analyst is looking for, as well as learn what many of the common deficiencies have been thus far. Easy-to-use checklists and timelines will be provided to attendees for future reference, and to conduct your own agency's review.

## Learning Objectives

- Learn what the Home Care Services Bureau analyst is looking for, and how to have the information organized to improve efficiency during the visit.
- Learn what should be included in each Home Care Aide file, and the preferred order in which the Home Care Services Bureau suggests.
- Learn what the training requirements are for each Home Care Aide, and who is responsible for education verification. Are your Home Care Aides receiving training on the 5 required topics annually? Learn what those mandatory 5 topics include.
- Learn about the most common deficiencies cited, the allotted time to fix the deficiencies, as well as the associated fines issued by the Home Care Services Bureau for non-compliance.
- Walk away with confidence that your Home Care Organization is ready for the Bureau's inspection with the knowledge, procedures, and resources to conduct your own agency pre-audit.

## Faculty



**Brandi Johnson**  
Owner  
Home Instead Senior Care®

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**HEFFERNAN**  
INSURANCE BROKERS  
Home Care Work Comp and Liability

**AXCESS**



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## Ways to Register

**ONLINE** at [www.cahsah.org/educational\\_events/18HCOAudit.php](http://www.cahsah.org/educational_events/18HCOAudit.php)

**FAX** registration form to: (916) 641-5881

**PHONE** in registration to: (916) 641-5795 ext. 113

**MAIL** registration to: CAHSAH, 3780 Rosin Ct, Suite 190, Sacramento, CA 95834

## Cancellation Policy

Cancellations are subject to 20% handling fee. There will be no refunds issued for cancellations received within 10 business days prior to program. Cancellations must be in writing. Refunds will not be made for no-shows. However, substitutions will be allowed. Should CAHSAH cancel the program, a full registration fee refund will be issued.

## Program Schedule

8:00 AM - 9:00 AM Sign-in & on-site registration  
9:00 AM - 12:00 PM Workshop  
12:00 PM - 1:00 PM Lunch (provided)  
1:00 PM - 4:00 PM Workshop

### FILL IN ATTENDEE INFORMATION (ALL FIELDS REQUIRED)

#### SELECT DATE & LOCATION

JANUARY 18, 2018  
SACRAMENTO, CA

JANUARY 25, 2018  
ONTARIO, CA

Company Name

Phone Number

Fax

Company Mailing Address

City

State

Zip

Attendee #1 Name

Attendee #1 Email

Attendee #2 Name

Attendee #2 Email

**\*Is your organization not a CAHSAH® member?** Contact Membership at (916) 641-5795 ext. 114 to find out how you can join and receive discounted registration rates for all CAHSAH education programs.

### CALCULATE REGISTRATION FEES

Registration Fee & Deadline	CAHSAH Members	*Non Members	# of Attendees
<b>Early Bird</b> Register by 12/29/2017	\$195	\$250	x _____
<b>Advanced</b> Register by 1/12/2018	\$215	\$270	x _____
<b>Late/On-Site</b> After 1/12/2018	\$255	\$310	x _____

#### SPECIAL OFFER

Register two or more people online and receive \$10 off each registrant. (Applies to online registrations only.)

TOTAL DUE \$ \_\_\_\_\_

### FILL IN PAYMENT INFORMATION

PRE-PAYMENT REQUIRED. Registration will not be processed without payment.

#### PAYMENT TYPE

\_\_ Check # \_\_\_\_\_ (Make check payable to CAHSAH)

\_\_ Charge      

Credit Card Number

CC Exp. Date

CC Billing Zip