Introduction AND Part 1: Find your Identity and Regulations:
This session will cover the thoughtful decisions regarding entry into the private duty home care field, the steps that must be taken to begin the process of agency start-up, location, office space, vision, mission, philosophy, licensure, therapeutic services and survey preparedness.

Part 1 continued AND Part 2: Licensing, Insurance, Financing, State and Federal Requirements:
In this session you will learn about regulations, HIPPA, electronic forms, FMLA, COBRA, OSHA, recording and posting requirements, federal regulations, state and local laws, insurance, financing, state & federal requirements, accounting, chart of accounts, balance sheets, income statements, cash flow and accounts receivable.

Part 2 continued AND Part 3: HR Requirements, Staff, Organization Structure, Office:
This session will cover financing your business, accounting terms, start up costs, bank loans, location, stocking office and set up, licensing and regulations, employee payroll, scheduling clients, policy & procedures, operational process and your leadership style.

Part 4: How to Identify, Plan, & Recruit Your Office Staff:
In this session you will learn about hiring staff, office positions, roles and responsibilities, administrator responsibilities, director of client care services, scheduling, field staff, billing clients and finger printing.

Part 4 continued AND Part 5: Policy and Procedures, Software:
This session will cover home assessment, state regulations, service needs, the six categories of ADLs, making the sale, policy and procedure manuals, resource manuals, software systems, paper work, documentation and ensuring you have the right people in the right positions.

Part 5 continued; Part 6: Getting Clients, referrals, sales, inquiry process:
In this session you will learn about marketing, community liaisons, referral sources, referral tracking, clients, intake, scheduling and assigning, MD orders for skilled care, client care, communication, orientation, supervision, regulations, policy & procedures, human resources, management and staff development.

Part 6 continued: Part 7: Client Management; Part 8: Managing Remote Staff AND Part 9: Your Organization and the Community:
This session will cover client records and satisfaction, managing quality process, fraud & abuse, organization services and administration, Clinical Laboratory Improvement Act (CLIA), managing remote staff, manager roll, communication, creating engaged staff, access to remote staff, networking, organization and meetings and follow ups.

Part 9 continued AND Part 10: Business Resources:
In this session you will learn about leading vs managing, accounting software, payroll services, benchmarking and productivity, joining your state association, educational sites, improving your HCAs performance and final check list for starting up your agency.
**Workshop Summary**

The Private Duty program will cover non-medical home care business. Currently there is licensure for this level of service in about half of the states. Get the latest update and learn what if means for you to start your business now. This track will help you understand requirements for location, operations, financial requirements, local state and federal regulations and laws and personnel. Understand billing, budgeting and other financial systems/processes. Define administrative and client needs, and develop timeline for launch and get the answers to the: Who, Why, What, Where, How and When regarding non-medical home care aide organization start up.

**Learning Objectives**

- Make a thoughtful decision regarding entry into the private duty home care field
- Know the steps that must be taken to begin the process of agency start-up
- Know the web-based, written material, and consultant resources that are available for startups such as: CAHSAH Start-up Manual
- Recognize the facility, financial, time, and personnel requirements to start-up a private duty agency
- Be aware of the materials, resources, and personnel to create effective billing, budget, and other financial systems/processes
- Define administrative and clinical staffing needs and focus on strategies to secure THE BEST staff
- Create systems to develop and track referral resources
- Define criteria to choose an appropriate medical record and information system personnel
- Develop an action plan
- Know what they don’t know and must learn about regulations and compliance
- Know the answers to the: Why, Who, What, Where, How and When regarding agency start-up

**Who Should Sign Up**

- Anyone who is starting a Private Duty
- Anyone wanting to purchase a Private Duty
- Anyone who is entering the Private Duty arena
- Newly employed staff for a Private Duty
- Agencies waiting to expand their services

**Faculty**

Lucy Andrews, RN, MS  
CEO  
At Your Service Home Care

Brittnei Salerno, BS  
Administrator  
La Jolla Nurses Homecare

**Continuing Education**

Continuing Education Hours will be provided to participants who view this program in its entirety. Provider approved by the California Board of Registered Nursing (Provider # CEP2463) and by the California Board of Behavioral Sciences (Provider #PCE588) for up to twelve (12) contact hours of continuing education. You must view the entire workshop to earn Continuing Education hours. No partial credit can be given.

**Registration Form**

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<th>RATE</th>
<th>Member</th>
<th>Non-Member</th>
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<tr>
<td>First attendee*</td>
<td>$475</td>
<td>$675</td>
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<td>Additional attendee(s) from same agency (Qty):</td>
<td>$325</td>
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Total $_______

Not a CAHSAH member? Contact CAHSAH at (916) 641-5795 ext. 114 to find out how you can join and receive member benefit discounted registration rates for this important training program.

**How To Register**

**ON-LINE** with your credit card at: www.cahsah.org

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

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

**PHONE** in your registration with credit card payment to: (916) 641-5795 ext. 113

**QUESTIONS?** Contact CAHSAH at (916) 641-5795 ext. 113

**CONTINUING EDUCATION**

Pre-payment is required

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Credit Card #  
Exp. date

Credit Card Billing Address  
City, State, Billing Zip Code (required)

Cardholder Name (please print)  
Signature (required)

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