Program Overview

The Private Duty Agency track will introduce you to the Private Duty home care (medical and non-medical) business. It will review the necessary steps that must be taken to begin the process of agency start-up, while becoming an effective leader. This program will help you understand requirements for location, operations financial requirements, local state and federal regulations and laws and personnel. Understand how to create effective billing, budget and other financial systems/processes. Define administrative and client needs, and get the answers to the: Who, Why, What, Where, How and When regarding agency start up. There are many changes happening in the industry, make sure you start your new agency or new division off on the right foot!

Agenda Topics

- Introduction: Starting a Private Duty Agency
- 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 answers to the: Why, Who, What, Where, How, and When regarding agency start-up
- Start-up processes, business and referral resources
- Staffing: Building Your Team
- Compliance & regulations

Who Should Attend?

- Anyone considering starting a Private Duty agency
- An agency considering adding Private Duty services
- Newly employed management staff for a Private Duty
- Agencies in their first 3 years of start-up
- Anyone wanting to start a Private Duty Agency

Faculty

Lucy Andrews, RN MS, CEO, At Your Service Home Care
Cindy Hatton, RN, MSN, CEO, Hospice of the East Bay

Hotel Information

Planet Hollywood
3667 Las Vegas Boulevard South, Las Vegas, NV 89109
(866) 317-1829

For hotel reservations please call (866) 317-1829 and ask for the "SMCAH6" special rate of $99 per night (plus tax and resort fees), or visit https://resweb.passkey.com/go/SMCAH6 to reserve your room now. Reservation deadline is Wednesday, September 21, 2016.
ON-LINE at http://cahsah.org/educational_events/16StartUpPD.php
FAX registration 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

Provider approved by the California Board of Registered Nursing (Provider # CEP2463) for up to twelve (12) contact hours of continuing education. You must be present for the entire workshop to earn Continuing Education Units. No partial credits can be given.

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.

Thursday, October 6, 2016
8:00am - 9:00am Sign-In & On-Site Registration
9:00am - 12:00pm Program
12:00pm - 1:00pm Networking Lunch (provided)
1:00pm - 4:00pm Program
4:00pm - 6:00pm Expo/Reception

Friday, October 7, 2016
8:00am - 9:00am Sign-In
9:00am - 12:00pm Program
12:00pm - 1:30pm Networking Lunch (provided)
1:30pm - 4:00pm Program

Private Duty Start-Up Program
October 6-7, 2016 | Planet Hollywood, Las Vegas, NV

### STEP 2: CALCULATE REGISTRATION FEES

<table>
<thead>
<tr>
<th>Registration Fee &amp; Deadline</th>
<th>CAHSAH Members</th>
<th>Non-Members</th>
<th># of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Rcvd by 9/9/2016</td>
<td>$495</td>
<td>$695</td>
<td>x _____</td>
</tr>
<tr>
<td>Advanced Rcvd by 9/23/2016</td>
<td>$520</td>
<td>$715</td>
<td>x _____</td>
</tr>
<tr>
<td>On-site/Late Rcvd after 9/23/2016</td>
<td>$570</td>
<td>$765</td>
<td>x _____</td>
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</tbody>
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Register two or more people online and receive $50 off each registrant. Applies to online registrations only.

TOTAL DUE: $ _______

### STEP 3: FILL IN PAYMENT INFORMATION

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

**PAYMENT TYPE**
- Check # ________________________ (Make check payable to CAHSAH)
- Charge
  - [ ] VISA
  - [ ] MASTERCARD
  - [ ] AMERICAN EXPRESS
- __________

 кредит Кредитная карта

Credit Card Number

CC Exp. Date

CC Billing Zip

Is your organization not a CAHSAH® member?
Contact Membership 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!